Catalog Addendum

North Central Missouri College has made every reasonable effort to determine that everything stated in the academic catalog is accurate. Sometimes changes to the academic catalog are necessary after the date of publication. Courses and programs offered, together with other matters contained herein, are subject to change at the discretion of the college.

See the addendum for updates and changes to this edition.
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Paraprofessional & Substitute Teaching AAS
Industrial & Energy Systems Technology AAS
Early Childhood Development AAS
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Industrial & Energy Systems Technology AAS
Industrial & Energy Systems Technology Accelerated Certificates
Welding Skills Certificate
Paraprofessional & Substitute Teaching AAS
Health Care Management AAS
Health Information Management AAS
Medical Assistant AAS
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Nursing Career Programs
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Community Education
High School Dual Credit
Upward Bound
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Course Prefix Meanings
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Agriculture & Natural Resources
## Contacts

To reach one of the following offices or people, call (660) 359-3948 and enter the extension listed. Add “@mail.ncmissouri.edu” to e-mail address shown in parentheses.

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<tr>
<th>Department</th>
<th>Ext.</th>
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<tbody>
<tr>
<td>Advising</td>
<td>1418</td>
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<td>Academic Resource Center</td>
<td>1374</td>
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<tr>
<td>Admissions</td>
<td>1414</td>
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<tr>
<td>Bookstore</td>
<td>1506</td>
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<tr>
<td>Career Services</td>
<td>1407</td>
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<tr>
<td>Cashier (payment of fees)</td>
<td>1513 or 1508</td>
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<tr>
<td>Computer Help Desk</td>
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<td>Financial Aid</td>
<td>1513</td>
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<tr>
<td>Ketcham Community Center</td>
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<tr>
<td>Registration</td>
<td>1205 or 1206</td>
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<tr>
<td>Residence Hall Information</td>
<td>1418 or 1412</td>
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<tr>
<td>Student Support Services</td>
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<tr>
<td>Testing Services</td>
<td>1418 or 1407</td>
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<table>
<thead>
<tr>
<th>Employee Name</th>
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<tbody>
<tr>
<td>Albrecht, Quentin–History Instructor (QAlbrecht)</td>
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<tr>
<td>Alden, Barbara–Business Director (BALden)</td>
<td>1503</td>
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<tr>
<td>Alexander, Anthony–Online Services Officer (AAlexander)</td>
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<tr>
<td>Alley, Dr. Kristen– Dean of Student Services (KAlley)</td>
<td>1400</td>
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<tr>
<td>Arndt, Tonya–Student Services Coordinator (TArndt)</td>
<td>1418</td>
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<tr>
<td>Barnett, Alan–Chief Information Officer (ABarnett)</td>
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<tr>
<td>Baugher, Johannah–Education/Teacher Education Coordinator (JBaugher)</td>
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<tr>
<td>Bingham, Whitney–Student Billing/Cards Coordinator (WBingham)</td>
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<tr>
<td>Bird, Sarah–Business Management Instructor (SBird)</td>
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<tr>
<td>Blaine, Stephanie–Level II Nursing Instructor/Program Coord.-Maryville (SBlaine)</td>
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<tr>
<td>Bonnett, Sarah–Custodial Services Staff (SBonnett)</td>
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<td>Boyle, Gary–Custodial Services Staff (GBoyle)</td>
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<td>Brinser, Leah–Development Assistant (LBrinser)</td>
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<tr>
<td>Brown, Andrea–TRIO Learning Assistant (ABrown)</td>
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<tr>
<td>Brown, Linda–Records &amp; Enrollment Director/Registrar (LBrown)</td>
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<td>Bruinsma, Dr. Paul–Chemistry &amp; Physics Instructor (PBruinsma)</td>
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<tr>
<td>Buntin, Ashlea–Financial Aid Associate Director (ABuntin)</td>
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<tr>
<td>Cairns, Megan–Physical Ed. Instructor/Womens Softball Coach (MCairns)</td>
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<tr>
<td>Caldarelo, Beth–Librarian (BCaldarelo)</td>
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<tr>
<td>Campbell, John–Physical Plant Staff (JCampbell)</td>
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<tr>
<td>Campbell, Tamara–Database Administrator (TCampbell)</td>
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<tr>
<td>Carlson, Susanne–Level II Nursing Instructor–Maryville (SCarlson)</td>
<td>1903</td>
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<tr>
<td>Castanada, Shellee–Library Assistant II (SCastanada)</td>
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<tr>
<td>Claycomb, Kelly–Level I Nursing Instructor/Program Coord.-Trenton (KClaycomb)</td>
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<tr>
<td>Cooksey, Cory–Business &amp; IT Instructor (CCooksey)</td>
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<tr>
<td>Cooksey, Hilary–Payroll/Accounts Payable Coordinator (HCooksey)</td>
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<tr>
<td>Compton, Patricia–Level II Nursing Instructor–Trenton (PCompton)</td>
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<td>Coppie, Ronda–Accounting Instructor (RCopple)</td>
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<tr>
<td>Cotton, Missie–Business Technology Instructor (MCotton)</td>
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<tr>
<td>Cowling, Linda–English Instructor (LCowling)</td>
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<tr>
<td>Crawford, Beth–Level I Nursing Site Coordinator-Bethany (BCrawford)</td>
<td>1905</td>
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</tbody>
</table>
Cross, Teresa—Development Director (TCross) 1403
Croy, Jennifer—Mathematics Instructor & Womens Basketball Coach (JCroy) 1456
Cunningham, Jamie—Cashier & Financial Aid Representative (JCunningham) 1414
Cutsinger, Kristi—Allied Health Sciences Administrative Assistant (KCutsinger) 1316
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Dennis, Mike—Custodial Services Staff (MDennis) 1523
DeWitt, Megan—Admissions & Financial Aid Director (MDewitt) 1406
Esry, Jeremy—Ketcham Community Center Coor. & Asst. Coach (JEsry) 1450
Flentje, Linda—Student Support Services Program Coordinator (LFlentje) 1356
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Hillerman, Donnie—Residential Life Director & Baseball Coach (DHillerman) 1412
Holder, Lori—Advisor, A+ & Testing Coordinator (LHolder) 1407
Hooyman, Dr. Jamie—Vice President of Institutional Effectiveness (JHooyman) 1329
Jumps, Rustin—Agriculture & Natural Resources Instructor (RJumps) 1336
Keith, Scott—Psychology Instructor (SKeith) 1326
Kidd, Judy—ARC Tutor Coordinator & Learning Specialist (JKidd) 1333
Vandel, Jenna—Criminal Justice Instructor (JVandel) 1327
Maloney, Sarah—MO Health Wins Grant Administrator (SMaloney) 1357
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Meeker, Kimberly—Admissions & Financial Aid Representative (KMeeker) 1402
Miller, Rickiann—Computer Specialist II (RMiller) 1311
Moulin, Marie—Advisor (MMoulin) 1404
Nichols, Sue—Level II Online Nursing Instructor (SNichols) 1361
Noah, Tara—Institutional Research Officer (TNoah) 1218
Norris, Jim—Art Instructor (JNorris) 1345
Nowland, David—Agriculture & Natural Resources Instructor (DNowland) 1314
Nuttall, Dr. Neil—President (NNuttall) 1200
Oaks, Joni—Assistant Registrar (JOaks) 1206
Ockenfels, Steve—Ketcham Community Center Director (SOckenfels) 1455
O’Neal, Mike—Custodial Services Staff (MOneal) 1509
Ostertun, Stacy—Dean of Instruction Assistant (SOstertun) 1301
Otto, Tyson—Chief Financial Officer/Director of Operations (TOtto) 1500
Peterie, Cindy—Admissions Representative (CPeterie) 1410
Quinn, Margaret Sue—CTE Recruiter & Retention Specialist (MQuinn) 1359
Ralls, Jason—Database & Network Manager (JRalls) 1212
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Riley, Aimee</td>
<td>Allied Health Assistant-Maryville (ARiley)</td>
<td>1900</td>
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<tr>
<td>Robinson, Sharalyn</td>
<td>Financial Aid Processor (SRobinson)</td>
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<tr>
<td>Russell, Stacey</td>
<td>Student Support Services Academic Advisor (SRussell)</td>
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<tr>
<td>Sager, Dennis</td>
<td>Life Science Instructor (DSager)</td>
<td>1321</td>
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<tr>
<td>Scott, Stan</td>
<td>Industrial &amp; Energy Systems Technology Instructor (SScott)</td>
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<tr>
<td>Searcy, Lee Ann</td>
<td>Human Resources Director/Controller (LSearcy)</td>
<td>1502</td>
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<tr>
<td>Shipley, Melody</td>
<td>Developmental Education Coordinator (MShipley)</td>
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<tr>
<td>Skipper, Korynn</td>
<td>Level I Nursing Instructor (KSkipper)</td>
<td>1328</td>
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<tr>
<td>??--Library Assistant I</td>
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<tr>
<td>Smith, Cathy</td>
<td>Upward Bound Academic Advisor (CSmith)</td>
<td>1338</td>
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<td>Snuffer, Lynda</td>
<td>Early Child Development Instructor (LSnuffer)</td>
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<td>Stull, Shaun</td>
<td>Network Services Administrator (ShStull)</td>
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<td>Stull, Dr. Susan</td>
<td>Life Science Instructor (SStull)</td>
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<td>Suttenfield, Ryan</td>
<td>Residence Life Coordinator/Assistant Coach (RSuttenfield)</td>
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<td>Swint, Lola</td>
<td>Mathematics Instructor (LSwint)</td>
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<td>Tanno, Jamie</td>
<td>Residence Life Coordinator/Asst. Coach (JTanno)</td>
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<tr>
<td>Thomas, Evelyn</td>
<td>Health Information Management Director (EThomas)</td>
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<tr>
<td>Totten, Tina</td>
<td>Academic Resource Center Director (TTotten)</td>
<td>1334</td>
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<td>Trump, Whitney</td>
<td>Academic Support Programs Coordinator (WTrump)</td>
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<td>??--Advising Coordinator/Accessibility Services Coor. (????)</td>
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<tr>
<td>Vanderpool, Janet</td>
<td>Dean of Allied Health Sciences (JVanderpool)</td>
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<tr>
<td>VanDyke, Bari</td>
<td>Physical Plant Staff (BVandyke)</td>
<td>1514</td>
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<tr>
<td>Weaver, Vicki</td>
<td>Administrative Assistant to President/Public Relations (VWeaver)</td>
<td>1203</td>
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<tr>
<td>Welch, Tracy</td>
<td>Mathematics Instructor (TrWelch)</td>
<td>1340</td>
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<tr>
<td>White, Lenny</td>
<td>Custodial Services Staff (LWhite)</td>
<td>1521</td>
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<tr>
<td>Wiebers, Tammie</td>
<td>Speech Instructor (TWiebers)</td>
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<tr>
<td>Williamson, Sarah</td>
<td>Cashier &amp; Financial Aid (SWilliamson)</td>
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<tr>
<td>Wilson, Kayla</td>
<td>Accounting Officer (KWilson)</td>
<td>1501</td>
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<tr>
<td>Wyatt, Lesli</td>
<td>Ketcham Community Center Asst. &amp; Asst. Coach (LWyatt)</td>
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<tr>
<td>Young, Randy</td>
<td>Physical Plant Director (RYoung)</td>
<td>1504</td>
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</tbody>
</table>
2013-2015 Academic Calendar

Fall Sessions 2013
Thursday & Friday, August 15 - 16 College In-Service
Monday, August 19 Classes begin
Thursday, August 22 Add/drop ends
Monday, September 2 Labor Day–College closed
Tuesday, September 3 No classes
Friday, October 11 Mid-term
Thursday, October 17 Fall Break–No classes
Friday, October 18 Fall Break–College closed
Friday, November 22 Withdrawal deadline
Wednesday, November 27 No evening classes
Thursday & Friday, November 28 - 29 Thanksgiving–College closed
Friday, December 6 Last day of regular classes
Monday - Thursday, December 9 - 12 Final exams week
December 24 - January 1 Holiday Break–College closed

Spring Intersession 2014
Friday, December 13 Classes begin
Tuesday, December 17 Add/drop ends
Monday, December 23 Withdrawal deadline
Thursday, January 9 End of classes–Final exams held

Spring Sessions 2014
Friday, January 10 College In-Service
Monday, January 13 Classes begin
Thursday, January 16 Add/drop ends
Monday, January 20 Martin Luther King Day–College closed
Monday, February 17 Presidents Day–College closed
Tuesday, February 18 College In-Service–No day classes, evening classes meet
Friday, March 7 Mid-term
Thursday - Friday, March 20 - 21 Spring Break–No classes
Friday, March 21 Spring Holiday–College closed
Thursday, April 17 Withdrawal deadline
Thursday, April 17 No classes
Friday, April 18 College Holiday–College closed
Monday, May 5 Last day of regular classes
Tuesday - Friday, May 6 - 9 Final exams week
Saturday, May 10 Commencement ceremony

Summer Intersession 2014
Friday, May 9 Classes begin
Tuesday, May 13 Add/drop ends
Monday, May 19 Withdrawal deadline
Monday, May 26 Memorial Day–College closed
Friday, May 30 End of classes–Final exams held

Summer Sessions 2014
Monday, June 2 Classes begin
Wednesday, June 4 Summer Full Term & Session I add/drop ends
Friday, June 20 Session I withdrawal deadline
Friday, June 27 End of Summer Session I classes–Final exams held
Monday, June 30 Beginning of Summer Session II classes
Wednesday, July 2 Summer Session II add/drop ends
Friday, July 4 July 4th Holiday–College closed
Friday, July 18 Summer Full Term & Session II withdrawal deadline
Friday, July 25 End of Summer Sessions–Final exams held
<table>
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<tr>
<th>Events</th>
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<tr>
<td><strong>Fall Sessions 2014</strong></td>
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<tr>
<td>Thursday &amp; Friday, August 14 - 15</td>
<td>College In-Service</td>
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<tr>
<td>Monday, August 18</td>
<td>Classes begin</td>
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<tr>
<td>Thursday, August 21</td>
<td>First session &amp; full-term add/drop ends</td>
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<tr>
<td>Monday, September 1</td>
<td>Labor Day–College closed</td>
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<tr>
<td>Tuesday, September 2</td>
<td>No classes</td>
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<tr>
<td>Friday, October 3</td>
<td>First session withdrawal deadline</td>
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<tr>
<td>Friday, October 10</td>
<td>Mid-term, first session ends</td>
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<tr>
<td>Monday, October 13</td>
<td>Second session begins</td>
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<tr>
<td>Wednesday, October 15</td>
<td>Second session add/drop ends</td>
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<tr>
<td>Thursday, October 16</td>
<td>Fall Break–No classes</td>
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<td>Friday, October 17</td>
<td>Fall Break–College closed</td>
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<tr>
<td>Friday, November 21</td>
<td>Second session &amp; full-term withdrawal</td>
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<td>Wednesday, November 26</td>
<td>No evening classes</td>
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<tr>
<td>Thursday &amp; Friday, November 27 - 28</td>
<td>Thanksgiving–College closed</td>
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<td>Friday, December 5</td>
<td>Last day of regular classes</td>
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<tr>
<td>Monday - Thursday, December 8 - 11</td>
<td>Final exams week</td>
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<tr>
<td>December 24 - January 1</td>
<td>Holiday Break–College closed</td>
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<td><strong>Spring Intersession 2015</strong></td>
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<td>Friday, December 12</td>
<td>Classes begin</td>
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<td>Tuesday, December 16</td>
<td>Add/drop ends</td>
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<tr>
<td>Monday, December 22</td>
<td>Withdrawal deadline</td>
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<tr>
<td>Thursday, January 8</td>
<td>End of classes–Final exams held</td>
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<td><strong>Spring Sessions 2015</strong></td>
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<td>Friday, January 9</td>
<td>College In-Service</td>
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<td>Monday, January 12</td>
<td>Classes begin</td>
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<td>Thursday, January 15</td>
<td>First session &amp; full-term add/drop ends</td>
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<tr>
<td>Monday, January 19</td>
<td>Martin Luther King Day–College closed</td>
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<td>Monday, February 16</td>
<td>Presidents Day–College closed</td>
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<td>Tuesday, February 17</td>
<td>College In-Service–No day classes, evening</td>
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<td>Friday, February 27</td>
<td>First session &amp; full-term withdrawal</td>
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<td>Friday, March 6</td>
<td>Mid-term, first session ends</td>
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<td>Monday, March 9</td>
<td>Second session begins</td>
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<tr>
<td>Wednesday, March 11</td>
<td>Second session add/drop ends</td>
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<tr>
<td>Thursday-Friday, March 19-20</td>
<td>Spring Break–No classes</td>
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<td>Friday, March 20</td>
<td>Spring Holiday–College closed</td>
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<td>Friday, April 3</td>
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<td>Friday, April 17</td>
<td>Second session &amp; full-term withdrawal</td>
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<td>Monday, May 4</td>
<td>Last day of regular classes</td>
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<td>Tuesday-Friday, May 5-8</td>
<td>Final exams week</td>
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<tr>
<td>Saturday, May 9</td>
<td>Commencement ceremony</td>
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<tr>
<td>Tuesday, May 12</td>
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<tr>
<td>Monday, May 18</td>
<td>Withdrawal deadline</td>
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<tr>
<td>Monday, May 25</td>
<td>Memorial Day–College closed</td>
</tr>
<tr>
<td>Friday, May 29</td>
<td>End of classes–Final exams held</td>
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<td><strong>Summer Sessions 2015</strong></td>
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<td>Monday, June 1</td>
<td>Classes begin</td>
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<tr>
<td>Wednesday, June 3</td>
<td>Summer Full Term &amp; Session I add/drop</td>
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<tr>
<td>Friday, June 19</td>
<td>Session I withdrawal deadline</td>
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<tr>
<td>Friday, June 26</td>
<td>End of Summer Session I classes–Final</td>
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<tr>
<td>Monday, June 29</td>
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<tr>
<td>Wednesday, July 1</td>
<td>Beginning of Summer Session II classes</td>
</tr>
<tr>
<td>Friday, July 3</td>
<td>Summer Session II add/drop ends</td>
</tr>
<tr>
<td>Friday, July 17</td>
<td>July 4th Holiday–College closed</td>
</tr>
<tr>
<td>Friday, July 24</td>
<td>Summer Full Term &amp; Session II withdrawal</td>
</tr>
<tr>
<td></td>
<td>End of Summer Sessions–Final exams held</td>
</tr>
</tbody>
</table>
# Fall Final Exams Schedule

<table>
<thead>
<tr>
<th>If your class normally meets on:</th>
<th>at:</th>
<th>then your final is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 9:00 am</td>
<td>Monday 8:00 am to 10:00 am</td>
<td></td>
</tr>
<tr>
<td>MWF 11:00 am</td>
<td>Monday 10:00 am to 12:00 pm</td>
<td></td>
</tr>
<tr>
<td>MWF 12:00 pm</td>
<td>Monday 12:30 pm to 2:30 pm</td>
<td></td>
</tr>
<tr>
<td>MWF 2:00 pm</td>
<td>Monday 2:30 pm to 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>TR 8:00 am</td>
<td>Tuesday 8:00 am to 10:00 am</td>
<td></td>
</tr>
<tr>
<td>TR 11:00 am</td>
<td>Tuesday 10:00 am to 12:00 pm</td>
<td></td>
</tr>
<tr>
<td>TR 12:00/12:30/1:00 pm</td>
<td>Tuesday 12:30 pm to 2:30 pm</td>
<td></td>
</tr>
<tr>
<td>MWF 8:00 am</td>
<td>Wednesday 8:00 am to 10:00 am</td>
<td></td>
</tr>
<tr>
<td>MWF 10:00 am</td>
<td>Wednesday 10:00 am to 12:00 pm</td>
<td></td>
</tr>
<tr>
<td>MWF 1:00 pm</td>
<td>Wednesday 12:30 pm to 2:30 pm</td>
<td></td>
</tr>
<tr>
<td>TR 9:30 am</td>
<td>Thursday 8:00 am to 10:00 am</td>
<td></td>
</tr>
<tr>
<td>TR 2:00 pm</td>
<td>Thursday 12:30 pm to 2:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

All night classes will meet during their designated time finals week, including Monday night classes.

**Night Class Finals Schedule**

- Monday-Monday night of finals week.
  
  *NOTE: Monday final is the last day of semester classes for day classes.*

- Tuesday-Tuesday night of finals week
- Wednesday-Wednesday night of finals week
- Thursday-Thursday night of finals week

**Open Periods**

- Tuesday 2:30 pm – 4:30 pm
- Thursday 10:00 am – 12:00 pm
- Wednesday 2:30 pm – 4:30 pm
- Friday All day
### Spring Final Exams Schedule

<table>
<thead>
<tr>
<th>If your class normally meets on:</th>
<th>at:</th>
<th>then your final is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>8:00 am</td>
<td>Tuesday 8:00 am to 10:00 am</td>
</tr>
<tr>
<td>TR</td>
<td>11:00 am</td>
<td>Tuesday 10:00 am to 12:00 pm</td>
</tr>
<tr>
<td>TR</td>
<td>12:00/12:30/1:00 pm</td>
<td>Tuesday 12:30-2:30</td>
</tr>
<tr>
<td>MWF</td>
<td>9:00 am</td>
<td>Wednesday 8:00 am to 10:00 am</td>
</tr>
<tr>
<td>MWF</td>
<td>11:00 am</td>
<td>Wednesday 10:00 am to 12:00 pm</td>
</tr>
<tr>
<td>MWF</td>
<td>12:00 pm</td>
<td>Wednesday 12:30 pm to 2:30 pm</td>
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<tr>
<td>MWF</td>
<td>2:00 pm</td>
<td>Wednesday 2:30 pm to 4:30 pm</td>
</tr>
<tr>
<td>TR</td>
<td>9:30 am</td>
<td>Thursday 8:00 am to 10:00 am</td>
</tr>
<tr>
<td>TR</td>
<td>2:00 pm</td>
<td>Thursday 12:30 pm to 2:30 pm</td>
</tr>
<tr>
<td>MWF</td>
<td>8:00 am</td>
<td>Friday 8:00 am to 10:00 am</td>
</tr>
<tr>
<td>MWF</td>
<td>10:00 am</td>
<td>Friday 10:00 am to 12:00 pm</td>
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<tr>
<td>MWF</td>
<td>1:00 pm</td>
<td>Friday 12:00 pm to 2:00 pm</td>
</tr>
</tbody>
</table>

All night classes will meet during their designated time finals week, including Monday night classes.

If an emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled and a grade of “I” (Incomplete) will not be given as a result of the missed exam. This Finals policy does NOT apply to online courses.

### Night Class Finals Schedule

Monday-Monday night of finals week.

*NOTE: Monday final is the last day of semester classes for day classes.*

Tuesday-Tuesday night of finals week

Wednesday-Wednesday night of finals week

Thursday-Thursday night of finals week

### Open Periods

<table>
<thead>
<tr>
<th>Open Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>2:30 pm to 4:30 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>10 am to 12:00 pm</td>
</tr>
</tbody>
</table>
North Central Missouri College is truly a remarkable college known for its academic excellence and strong sense of community. We believe our educational institution signifies choice and value. It is people gathering to investigate, discover, seek opportunities, and embark upon countless challenges for betterment.

Our investment in teaching creates an educational experience that is intellectually challenging and has a practical value far beyond the classroom. Our students are instructed by talented faculty who invest their time and energy to ensure individual success. Small class sizes and a variety of class schedules afford advantages that give students the ability to create their own learning experiences.

At North Central Missouri College, partnership programs with business and industry provide expanded learning opportunities that lead to career entry and advancement. Multiple outreach programs bring the learning laboratory to you, the student. Training programs that reach into the workplace assist students in transition from the classroom to a career. With classes offered at Maryville, Chillicothe, Bethany, Brookfield and Trenton, we have begun to regionalize our efforts to serve a diverse population of learners. We are proud of contributions made to our heritage that include students from the surrounding four state region and internationally as well.

Whether you are a senior in high school seeking dual credit, a recent high school graduate, or a returning college student seeking advancement, you will find that North Central Missouri College offers a world of potential! Please utilize our catalog as a guide to the services, academic programs, courses, activities, and resources available to you at North Central Missouri College.

I hope you will take the time to visit our campus. We began a beautification effort several years ago and have enhanced the scenery of our campus with lush shrubs, lawns, reflective areas on campus and new parking. The Ketcham Center is the home of our competitive sports programs, but also provides you a membership ensuring an active life-style while on campus. A new health and life sciences building, Dr. Albert and Vera Cross Hall; plans to renovate and restore our landmark Geyer Hall and development of the Barton Farm Campus create a wonderful learning environment. Come join the excitement! Let us help you achieve your goals and build a brighter future.

Dr. Neil Nuttall, NCMC President
This Is NCMC

Where is it you want to go in life? Is your goal to become an accountant, a nurse, a livestock operations manager, a teacher, a physical therapist, an office manager, a lawyer, a reporter, a doctor, a secretary, a corrections officer, an engineer, a pharmacist or a business owner? If so, North Central Missouri College is the place to start for these and other careers.

From NCMC, you can go anywhere! Our alumni have been successful in these professions and many more. For some careers, you will be able to obtain your general education courses at NCMC then continue your education at another college or university. In other cases, you’ll find NCMC’s career programs give you the skills needed to get a good job.

If you’re not sure where you’re headed, at NCMC you can afford to explore the possibilities. We’ll help you develop the skills and knowledge necessary to live, work and contribute meaningfully in a changing world.

NCMC Has Many Advantages

North Central Missouri College was the right choice for me! More than 2,000 students make that statement each year. Why? Because NCMC offers many advantages, such as:

- Excellent faculty–classes are taught by professionals with master’s and doctorate degrees, not graduate teaching assistants as with many universities.
- Small classes–average size is 18 students.
- Low cost tuition–the average student saves $20,000 by choosing a community college to begin their education.
- A variety of educational programs–nearly 30 options.
- Financial assistance–an array of financial aid programs, scholarships, grants and work-study options.
- Professional support staff–here to help you with academic advising, career counseling, tutoring and course assistance, testing, and exciting student activities.
- Growing campus–residence halls, community center, health and life sciences building, science/technology building, farm campus, beautiful central green, student center, success center, art gallery, plus Internet and computer labs. The Dr. Albert and Vera Cross Hall has been completed as well as the Barton Farm Campus. The only community college located in north central Missouri, NCMC offers convenient access.
- Missouri A+ Schools Program–all NCMC programs qualify for A+ funding.
University Transfer Programs

Are you on the road to a four-year degree, or do you hope to enter a professional program such as law, engineering, medicine or teaching? If so, North Central Missouri College offers you the basic knowledge and academic skills needed to succeed through our Associate in Arts and Associate in Arts in Teaching degrees.

The university transfer program at NCMC meets a wide variety of individual needs. Popular options, include but are not limited to the following:

Agriculture & Natural Resources
Art
Business
Chemistry
Computer Science
Criminal Justice
Education
English
Forestry
Health Occupations
Journalism
Mass Media
Mathematics
Parks, Recreation & Tourism Administration
Physical Education
Political Science
Pre-Engineering
Pre-Law
Pre-Medical
Pre-Veterinary
Psychology
Social Work
Speech
Theatre
Wildlife & Conservation Mgmt.
Career & Technical Programs
Getting started in today’s job market can be tough. Let NCMC give you a competitive edge. Our one- and two-year career programs are designed to help you build the right skills needed to start to work quickly. We’ll help you get on-the-job experience—which is just what employers want. Ask our graduates. They are succeeding in their careers with AAS degrees and/or certificates.

Accounting
Agriculture & Natural Resources
Applied Technology
Business Management
Business Technology
Child Development
Criminal Justice
Health Care Management
Health Information Management
Medical Assistant
Medical Insurance Billing
Nursing Level I (PN)
Nursing Level II (ADN)
Paraprofessional & Substitute Teaching
Pharmacy Technology
Industrial & Energy Systems Technology
Industrial Maintenance, Solar or Wind Technology Emphasis
NCMC partners with area institutions to provide the following programs:
Dental Hygiene
Diagnostic Medical Sonography
EMT-Paramedic
Medical Laboratory Technician
Occupational Therapy Assistant
Physical Therapy Assistant
Radiological Technology
Surgical Technology
Statement Of Mission
The mission of NCMC is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, and progressive curriculum and services delivered by a caring, competent staff in a safe, technology-rich learning environment.

Beliefs
1. NCMC cares about the success of individuals and provides them with the resources and environment necessary to achieve our fundamental purpose: teaching them to learn how to learn.
2. NCMC values the potential of individuals and promotes their personal and intellectual growth as lifelong learners.
3. NCMC employees model the responsibility and integrity we expect from others in the college and community.

Objectives
1. Increase the availability of and optimize the management of resources to achieve an excellent educational environment
2. Form and enhance strategic alliances to sustain a dynamic organization
3. Tailor the curriculum and services to help individuals meet the challenges of an ever-changing world
4. Attract and retain a caring and competent staff by valuing the talents and potential of each individual

Statement Of Ethics
As representatives of North Central Missouri College, we share the responsibility to conduct ourselves with integrity, to act in a fair, consistent, and equitable manner. We value the potential of individuals, care about their success and recognize the need for openness and reliability in what we say and do. We are committed to addressing issues in a forthright and professional manner and to separating people from issues as we engage people in problem solving without prejudice.

As representatives of North Central Missouri College, we are committed to personal and academic excellence in all that we do and to adhere to the principles of ethical behavior established in this statement. The conduct of each member of North Central Missouri College is expected to be consistent and comply with the principles contained in this statement and with the Board of Trustees Manual. We expect each employee to model the responsibility and integrity within the college community and will never tolerate demeaning or endangering behaviors. All members of North Central Missouri College are expected to engage in the following:

• Practice personal and academic integrity;
• Respect the dignity of all persons;
• Respect the right and property of others;
• Discourage bigotry, learn from diverse differences in people, ideas, and opinions;
• Demonstrate concern for others, their feelings and their need for conditions which support their work and development;
• Refrain from and discourage behaviors which threaten the freedom and respect that all NCMC community members deserve;
• Accommodate students regardless of socioeconomic circumstances
NCMC History
North Central Missouri College is located in a community that has long valued the benefits of higher education. College opportunities have been a tradition in Grundy County for more than 130 years.

Grand River College, organized in 1850, was the first school west of the Mississippi to open its doors to women. The second institution, Trenton College, opened in 1867, followed by Avalon College, which came to Trenton in 1890. Ruskin College, organized by Walter Vrooman (from England), became the center of a socialistic educational experiment. These early institutions are now defunct.

North Central Missouri College, formerly Trenton Junior College, was founded in 1925 and is the second oldest publicly supported community college in Missouri. In the beginning, it was located on the top floor of Trenton High School in a building located on East Ninth Street in Trenton. The College shared facilities, administration and staff with the high school until the facility became overcrowded. In 1967, the College moved to its present location in the former Central School Building on Main Street. The campus has grown since then to include nine buildings used as instructional facilities, a community center, a student center, a career center, an art gallery, two residence halls and a technology center. In 2007, land was officially given to the College to establish a second campus with an emphasis in Agriculture and Natural Resources.

Trenton Junior College officially became an independent entity by action of the voters at a municipal election in April 1986; in July 1988 the College’s name was changed to North Central Missouri College.

North Central Missouri College continues to exemplify the values of higher education traditionally important to the citizens of north central Missouri.

Accreditation & Memberships

Also, specific programs within the College carry accreditation and/or approval from the Missouri Association of College Teachers of Education, Missouri Bureau of Emergency Medical Services, and the Missouri State Board of Nursing. This recognition and accreditation assures students that work satisfactorily completed at NCMC will be recognized at full value by other colleges, universities and professional schools.

Institutional memberships are maintained in several organizations, including American Association of Community Colleges, Association of Community College Trustees, Chambers of Commerce, Missouri Community College Association, and the National Junior College Athletic Association.

Governance

North Central Missouri College is governed by a six-member Board of Trustees. The trustees are elected by patrons of the College district and serve a six-year term without pay. They are charged with the primary responsibilities of setting College policy and the selection of a President to administer those policies. NCMC operates under the general supervision of the Missouri Department of Higher Education.

NCMC is located in the heart of the Midwest, the NCMC campus is located in downtown Trenton, Missouri. Campus facilities have more than doubled in recent years to include nine structures for instruction, a student center, two residence halls, an art gallery and a community center/gymnasium. The Barton Farm Campus opened in the fall of 2011 creating a second campus for the college and includes three classroom buildings and grounds for development.

The Willis Alexander Student Center (ASC), just south and east of Geyer Hall, is a one-stop center for most student-related services. The upper level contains the Students Services Department including offices for the Dean of Student Services, Admissions, Advising, Testing, Financial Aid, Registrar, and Student Housing.

The lower level contains offices for the Graceland University outreach program, offices of Northwest Missouri State University instructors and the NCMC Student Senate. It also has a large conference room, smaller testing and meeting rooms.

Larry D. Barnes Hall (BH) & Herbert O. Freeman Hall (FH) are located on the east side of Main Street across from Geyer Hall and contain the departments of Student Support Services, Upward Bound, the Academic Resource Center and Tech Lab for student use.

The Elizabeth & Arthur Barton Farm Campus is the College’s second campus and is located southeast of Trenton at 96 Southeast 8th Avenue. The campus includes three classroom buildings: the Lager Laboratory of Plant & Energy Science, the Metcalf Mechanical Resource Center and the Kuttler Animal Science complex. The farm campus encompasses 138 acres of farm ground given to the College by the Barton family. A wind turbine, two acre pond and numerous test plots are located on the farm campus to support learning.

Dr. Albert & Vera Cross Hall (CH) was dedicated in 2009 and is located on the northwest corner of the campus. It is home to the Allied Health and Life Sciences Department with classrooms and faculty offices plus the Senator Christopher S. Bond Sciences Lab. Additional classrooms are also located in the building. The Northwest Missouri State University outreach office is located here as well as a coffee shop open to the students and the community.

Russ Derry Training Facility for Baseball & Softball, located at the corner of 13th & Lulu Streets, is an indoor hitting/training facility for the baseball and softball programs.

Building B, located on Crowder Road north of the Cross Hall, is the home to the College’s art department. The land was given to the College by Marilyn Witten Whisler and Katherine Witten Parker in memory of their mother, Mary Louise Witten.

Ellsworth Hall (EH), a residential facility for men, opened its doors in 1994. It is named in honor of Dr. and Mrs. Willard Ellsworth. Each room has its own heating/air conditioning unit, a sink, cable TV, wifi and standard internet. Ellsworth Hall also includes handicapped accessible rooms for students with physical impairments, a laundry area, computer lab, mailboxes and easy access to parking.

The Everett & Hazel Frey Administrative Center (FAC), located east of the Alexander Student Center, hosts a variety of activities and functions. Offices located
in the Frey Center include those for the College President, Development/Foundation and Marketing, Public Relations, the College Business Office, Human Resources and Information Technology as well as the Dorris Rider Art Gallery.

**E.D. Geyer Hall (GH)** is the anchor building on the downtown campus. It houses administrative and faculty offices as well as classrooms and the college library. The O.G. Sanford Clock Tower located above the front entrance and named in honor of the College’s first president, as well as the ship’s anchor located outside Geyer Hall are campus landmarks. An elevator is located at the north entrance of the building. The Bert and Rose Hoover Memorial Quadrangle is a beautifully landscaped central green with sitting walls and walkways making Geyer Hall a natural stage for various college and community events. Outdoor arts programs, student activities and special events are often held on the quadrangle. The red stone circle in the center is named Henderson Circle in honor of Leonard “Butch” Henderson.

**Hoffman Hall (HH)**, named in honor of Alice May Hoffman and Jeanette Hoffman Robison is located north of Geyer Hall, houses classrooms, computer and science labs, and faculty offices. A recent expansion doubled the size of the building and now includes access to Cross Hall and a campus commons area.

**The Lloyd & Margaret Ketcham Community Center (KCC)**, completed in the spring of 1998, includes a gymnasium, cardio room, exercise equipment, walking track, meeting rooms, training room and coaches’ offices. The facility provides for NCMC athletic programs, physical education classes, and community activities and events. The building includes the Harry Sugg Conference Room and the Jeanette Hoffman Robison Auditorium.

**NCMC Bookstore**, located at 1314 Main Street, offers textbooks, classroom supplies, college apparel, health care uniforms and general merchandise to students and the public.

**NCMC’s Maintenance Department** located on Lulu Street just east of the Ketcham Community Center, houses the NCMC maintenance department offices and workshop areas. This building is also the site for all general deliveries for the College.

The Layson Building houses the Workforce Investment Board (WIB) and Adult Education & Literacy (AEL) administrative offices and is located south of campus in the downtown district.

**The Thomas & Edna Rehard Plaza**, located between Ellsworth Hall and the Alexander Student Center, is highlighted by a brick-red concrete walkway. The local Shakespearean Circle has developed a Shakespeare garden within the plaza. A metal arbor was erected in honor of Virginia Holmes and Maurine Embry and adds beauty to the scenic greenspace.

**The Dr. T. E. Ritze Building**, located on Crowder Road and directly north of Hoffman and Cross Halls, is the administrative office for the Missouri Adult Education & Literacy Professional Development Center.

**Dr. James & Betty Selby Hall**, a residential facility for women, was completed in 1997. The facility mirrors Ellsworth Hall with rooms and living areas similar to the men’s hall. Selby Hall has a lobby/TV room, lounge and computer room for student use. A full-service dining hall is located on the lower level and provides food service for all college students as well as staff and the public.
Getting Started

The faculty and staff at North Central Missouri College care about student success! We want to help you achieve your goals in all areas of your life; which is why you’ll find people and services that can help you both in and out of the classroom.

When you’re not sure where to go or how to get started, make your first stop the Alexander Student Center. Whether you need help with financial aid or planning your future, you’ll find a friendly staff willing to give you the time you need.

The Student Services Division is here to offer information and assist you in solving any problems you might have while attending college. Admissions, advising, financial aid, registration, career services and a host of other student services are all located in the Alexander Student Center. Just stop by the information desk to schedule an appointment or pick up current information.

The Student Planner and a weekly newsletter, This Week, are prepared by the Marketing Office to provide you with current information about upcoming activities, events, college announcements as well as financial and registration deadlines. Check these publications for office and business hours of the services on campus. And don’t forget to visit our website at www.ncmissouri.edu for the latest news at North Central Missouri College.

Take advantage of our one-stop Student Services Center today. We want to make your college experience the best possible.

Admission

Community colleges are the primary portal to higher education and employment for those who might not otherwise have access. As part of Missouri’s community college system, North Central Missouri College is an “open-admission” institution. Any person who has a high school diploma, GED or home school certificate will be served by the College.

Some programs, such as nursing, have specific program entrance requirements that must be met before admission into the program will be granted. Admission to the College does not ensure a student admission to a specific program or course.

North Central Missouri College, in compliance with participation in federal programs, refrains from aggressive marketing and inducements and refrains from aggressively marketing to students or using inducements to encourage students to enroll. This policy applies to all students, including military students.
How to Apply for Admission

1. Complete an Application for Admission available on the NCMC website www.ncmissouri.edu. A one-time non-refundable application fee will apply.

   **Dual Credit students** who plan to attend NCMC after graduation will need to fill out the application for admission during their Senior year and pay the admission application fee

   **Returning students** who have not attended NCMC classes for five years or who have graduated from a certificate or degree program at NCMC must complete the Re-Admittance form. No fee is required. Please contact the NCMC Admissions Office for the form and further information.

The Admissions Office welcomes prospective students, their parents and friends to visit our campus. To schedule an individual or group tour, contact the Admissions Office by phoning 660-359-3948, ext. 1414, or by sending an e-mail to Admissions@mail.ncmissouri.edu.

2. Provide NCMC with the appropriate transcripts, documents and test scores.
   a. For first-time college students, request an official copy of your final or most recent high school transcript be sent to the NCMC Admissions Office. A final, official transcript must be received for final acceptance. The transcript must be from an accredited high school or a state recognized unaccredited high school. The transcript must be sent directly from the high school with an official seal of the school. The transcript must show all of the courses the student completed. Transcripts that have been purchased from a diploma mill or from an online accreditation agency will not be accepted.
   
b. For students who have passed the GED test given by the Missouri State Department of Elementary and Secondary Education or any other states GED, send an official copy of your scores or certificate to the Admissions Office.
   
c. For students who are transferring from another college or university, request an official transcript from each college attended. An official high school transcript is also required.
   
d. For home-schooled students, provide verification of having completed a high school course of study and ACT, SAT, COMPASS or ASSET test scores. Home schooled students must provide a copy of placement testing before enrolling in their initial semester.
   
e. All non-citizen applicants to the college must provide proof of immigration status (i.e. Green card) and must send a high school transcript translated into English before consideration for admittance into NCMC. See additional requirements under International Students.

3. Provide NCMC with a copy of your ACT, SAT, ASSET, or COMPASS scores prior to enrollment. Placement test scores are valid for two years; if your scores are older than two years you will be required to take the COMPASS test. These scores are used for placement in English, math, reading, science, history and government courses and help advisors to assist students in making career and educational plans. If you have not taken any of these, NCMC offers the COMPASS placement test to students who have either not taken the ACT or who need additional testing. See the catalog section on Academic Placement and Testing for more details. COMPASS study guides are available in the NCMC Library and the Academic Resource Center’s home page. To register for testing at NCMC, please visit www.registerblast.com.
The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or potential danger to the college community or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process.

Other Admissions

Outreach, Online & Dual Credit Students
In order to serve the needs of area residents, NCMC offers outreach, online and dual credit programs throughout north Missouri.

Outreach/ITV: NCMC realizes many students may not be able to attend on-campus classes during regular hours. As a result, the College offers courses at community outreach sites. These courses are also delivered to outreach sites via ITV. These classes provide both traditional and nontraditional students the opportunity to pursue a college education with greater convenience.

Online: NCMC delivers online classes that students can take from the convenience of their home.

Dual Credit: Under certain circumstances, high school juniors and seniors may take college credit classes while in high school and receive both college and high school credit. Students need to be college bound or in accelerated programs at their high school, have a cumulative, non-weighted high school GPA of 3.0 and meet NCMC’s requirements for entry into specific courses. High school freshmen and sophomores may be allowed special admission for dual credit provided they score at or above the 90th percentile on a nationally normed test such as the ACT and with approval from the Dean of Instruction. Students who enroll in dual credit classes must complete the NCMC dual credit admissions process. Contact the Dual Credit Coordinator at extension 1318 for further details.

Online Policy—this policy guides the faculty, student and institution through efficient online practices. Faculty members and students who participate in online are required to understand and follow the policies. The online policy is available on the following NCMC web page tab: “About NCMC” - Distance Learning/Online (www.ncmissouri.edu/programs/online/).

Home-Schooled Students
NCMC welcomes home-schooled students wishing to further their education. Admission is contingent upon completing the NCMC Application for Admission, providing verification of having completed a high school course of study and providing NCMC with ACT, SAT, ASSET, or COMPASS test scores. Home-schooled students are eligible to apply for NCMC academic scholarships and federal financial aid programs.

Transfer Students
NCMC welcomes transfer students and accepts credits earned from colleges and universities accredited by agencies recognized by the Council for Higher Education Accreditation. Contact the Registrar’s Office with questions pertaining to transferring credit from a previous college or university. Refer to the section on transferring in credit to NCMC.
Outreach Locations
Brookfield Area Career Center
122 Pershing Road
Brookfield, MO 64628

East Buchanan High School
100 Smith Street
Gower, MO 64454

Gallatin High School
602 S Olive Street
Gallatin, MO 64640

Grand River Technical School
1200 Fair Street
Chillicothe, MO 64601

Hillyard Technical Center
3434 Faraon Street
St. Joseph, MO 64506

Cameron High School
1022 South Chestnut Street
Cameron, MO 64429

North Central Career Center
3400 Bulldog Avenue
Bethany, MO 64424

Northwest Technical School
1515 South Munn
Maryville, MO 64468

Putnam Co. High School
803 S 20
Unionville, MO 63565

Stanberry High School
610 N Park
Stanberry, MO 64489
Special Admissions

Current high school students: Students who are 16 years of age and are still in high school may enroll in summer and evening classes as visiting students. Classes taken during the school day as dual credit must be approved by the student’s high school.

High school freshmen and sophomores may also be allowed special admission for enrollment provided they score at the 90th percentile on a nationally normed test such as the ACT and with approval from the Dean of Instruction.

Students on probation/suspension: NCMC may accept students who are on academic probation or suspension from other colleges. Academically suspended students must submit an appeal to the Dean of Student Services for consideration before enrollment. Students on disciplinary suspension from another college, however, may not be admitted until they are eligible for readmission at that institution.

International Student Admissions

International students who wish to enroll must submit the following:

1. Completed NCMC General Admission Application and International Student Application.

2. Official transcripts of all high school (or equivalent), college and/or university studies. Transcripts must be translated in English. NCMC may require post-secondary transcripts to be sent to an organization that provides evaluations of foreign educational credentials. Information, including costs for this service, is available from the NCMC Admissions Office.

3. Students, whose native language is other than English, are required to provide scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper version), 173 (computer-based test) or 61 (Internet based) is required. Limited entrance into coursework for those students not meeting the minimum required TOEFL may be granted if the student is enrolled in an ESL program.

4. A copy of their American College Test (ACT) or SAT results. If the ACT or SAT has not been taken, students will be required to take the COMPASS test and any other NCMC placement tests as needed.

5. Purchase of required health insurance that will be in force during the entire period the student will be attending North Central Missouri College and include repatriation.

6. A cashier’s check for a minimum of one semester’s tuition, books, fees, and room and board is due upon enrollment.

7. Proof of financial support. The U.S. Immigration Services requires that international students arrange, before leaving their home countries, to meet all of the financial needs they will encounter while they are in the United States.*
*Encountering financial difficulties poses particular problems to international students; the U.S. Immigration Services requires that international students arrange to meet all of the financial needs they will encounter while they are in the United States before leaving their home countries. This includes transportation to and from North Central Missouri College. Applicants must document that sufficient financial resources are immediately available, in U.S. dollars, to cover all expenses for one full year of study at North Central Missouri College in addition to return transportation. Students with dependents must also include additional financial support documentation for any dependents that may accompany them. Students must also show expectation of financial support for the remaining years of their program. This may be demonstrated through a notarized Affidavit of Support and appropriate notarized bank statements.

Employment opportunities for international students with an F-1 visa are extremely limited. If positions are available, F-1 students may work up to 20 hours per week on campus. F-1 students can work off campus only with permission from the U.S. government, which is not granted during the first academic year of an international student’s stay in the United States. International students should not plan on employment in the U.S. while being a student as a way to meet the first year financial requirements.
Classification of Students
NCMC students are classified in a variety of ways for reporting purposes. Classification may change as a student’s goals change.

**Freshman:** Completed less than 30 semester credit hours.

**Sophomore:** Completed 30 semester credit hours. Because NCMC is a two-year institution, status beyond the sophomore year is not recognized.

**Full-time:** Generally, enrolled in at least 12 hours per semester. Students should review the program recommendations in the catalog to determine the specific course sequence recommended for each program.

**Part-time Student:** Enrolled in less than 12 hours per semester.

**Audit Student:** Students can enroll at NCMC through the Audit option. Under this option, students are not held to standard attendance requirements and do not take examinations. Students will not earn credit for audited courses or receive an evaluation by the instructor. Intention to audit must be declared prior to the end of the published Add/Drop period for the term.

**General Student:** Students who have received a high school diploma, have completed a home-school high school program or a General Educational Development (GED) certificate. Transcripts must be submitted.

**Transfer Student:** Students who have previously attended other colleges or universities. Official transcripts must be sent from any institution ever attended, regardless of numbers of credits earned or academic success.

**Visiting Student:** A high school student taking a course or two from NCMC, or a student enrolled at another college or university attending NCMC for a summer term or one semester only with intentions of returning to the home college. Transcripts must be sent from any institution ever attended.

**Degree or Certificate Seeking Student:** Students who have selected a regular program of study leading to a specific degree or certificate at North Central Missouri College.

**Continuing Education Student:** Students who are taking courses of interest and have no intention of meeting graduation requirements.

**International Student:** A non-immigrant, non-domestic student. See the International Student Admissions section for requirements.
Residency
Classification as a resident for tuition purposes is determined by Missouri law. The initial classification is made at the time of admission or first-time enrollment.

Students are classified according to the location of their true, fixed and permanent home and place of habitation, or the domicile where they intend to remain and to which they expect to return.

“In-District” students are those whose permanent home is within boundaries of the North Central Missouri College district.

“Missouri Resident” students are those whose permanent home is not within the boundaries of the NCMC district, but is within the state of Missouri.

“Out-of-State” students are those whose permanent home is located outside the state of Missouri.

The determination of residency status is initially made in the Admissions Office. Status may change when a student is known to move from the district. A student may challenge residency status by presenting sufficient proof, as defined by the Missouri Department of Higher Education, to the Registrar’s Office before the end of the published add/drop period for the semester for which fees will be affected. Change of residency status is not retroactive and will affect only future terms. A dependent student’s residency will remain the same as the custodial parent or guardian. IRS code and definitions will be used to determine dependency.

See the Registrar’s Office for complete details on resident qualifications.

Any student who willfully gives wrong or misleading information to avoid paying appropriate tuition and fees is subject to legal and disciplinary action.
Advising

Orientation, Advising & Registration (OAR)
Once accepted to North Central Missouri College, the next step is to make a reservation to attend an Orientation, Advising, and Registration (OAR) session. Advisors will assist students with class choices, registration and give instruction on the use of online services at NCMC. For more information, refer to the Pirate’s Code on the website, www.ncmissouri.edu.

Advising Services
Through advising, students receive help in exploring and developing options for the future. Trained Student Services advisors assist students in realistic self-evaluation, developing life plans and setting career and educational goals prior to initial enrollment at NCMC.

Career planning: Advisors provide individual career exploration opportunities. A variety of tools are available to help students evaluate interests, values and abilities. Job information materials are found at www.facebook.com/NCMCCareerServices.

Educational advising: We strongly recommend that all students seek educational advising prior to or during their first semester of college. With the help of an advisor, students can clarify educational goals and plan an appropriate program of study which will meet their career objectives. Educational advising helps students understand the full range of programs and services offered by NCMC.

Personal counseling: NCMC works with professional agencies and will refer students to these agencies if necessary. Students having questions or problems during the semester are encouraged to contact a staff member who will refer them to the Dean of Student Services for assistance. Counseling referrals are confidential with the following exceptions:

- when self or other harm is possible
- when a student has given written permission
- when child or vulnerable adult abuse is indicated
- when specifically ordered by a court of law
- when a student’s attendance is required as a result of a disciplinary action.

Accessibility Services
North Central Missouri College provides assistance to students with documented disabilities who require reasonable accommodations. Each student’s circumstance is unique and reasonable accommodations will be determined on a case-by-case basis. Students must make a written request for services each semester and provide appropriate documentation within four weeks prior to the start of a semester. Some accommodations by their very nature will require more time and students are encouraged to notify NCMC’s Accessibility Services as soon as possible. Requests should be filed as early as possible. For more information visit www.ncmissouri.edu or the Accessibility Services Coordinator at ext. 1405. The Dean of Student Services will review all written grievance appeals pertaining to Accessibility Services.
Testing

ACT/Placement testing: All first-time students seeking a degree or certificate or students who plan to take courses with placement score pre-requisites are required to have ACT, SAT, ASSET or COMPASS scores on file at NCMC. The scores are used by NCMC to determine placement in some general education courses. Placement scores will be valid for two years. Test score pre-requisites for individual courses are listed with the course descriptions in this catalog.

To file an appeal regarding your test scores complete an Appeal Form and return to the Dean of Instruction or Dean of Allied Health Sciences. Forms are available at the Alexander Student Center or by contacting the Student Services Coordinator at ext. 1418. The Dean will review the waiver/appeal and respond with written notice or schedule a meeting to further discuss circumstances surrounding the waiver/appeal request. For further processes, please see Appeals process in this catalog.

Exit exam: Students graduating from NCMC with an Associate in Arts, Associate in Arts in Teaching, or Associate in General Studies degree are required to take the ETS Proficiency Profile exit examination before receiving their degree. Students graduating from NCMC with an Associate in Applied Science degree or certificate are required to take the WorkKeys exit examination before receiving their degree. Nursing students are required to take a comprehensive exit exam before receiving their certificate or degree.

Testing services: Professional personnel in the Testing Office provide students with a variety of services such as the administration and interpretation of the following standardized tests and career inventories:

- American College Test (ACT)
- ASSET Placement Test
- COMPASS Placement Test
- ETS Proficiency Profile (EXIT)
- Missouri Connections Career Planning System
- Nursing pre-entrance examinations
- WorkKeys

For more information or to schedule a test, contact Student Services at ext. 1418 or 1407.
Costs & Financial Aid

A college education is one of the most important investments you will make. North Central Missouri College is committed to providing access to everyone who can benefit from a program of higher education.

The cost of attending NCMC varies depending upon a student’s residency, on- or off-campus living arrangements, program of study, lab fees and other services needed. Financial aid is available to those who qualify, which includes approximately 84 percent of all NCMC students. The Financial Assistance section that follows defines the types of financial aid available. A student’s financial aid package can provide financial support for tuition, housing, books and other educational items. Contact the NCMC Financial Aid Office at 660-359-3948, ext. 1513 or e-mail FinancialAid@mail.ncmissouri.edu for detailed information.

Tuition, Fees, Payments & Refunds

Tuition
Tuition is charged on a credit hour basis, according to the number of credit hours a student is enrolled in per semester. For a chart of tuition and fees view the “Costs & Tuition” quick link on the “Future Student” tab of the NCMC website or request an NCMC Cost Sheet from the Admissions Office (phone 660-359-3948, ext. 1410 or e-mail Admissions@mail.ncmissouri.edu).

The amount of tuition charged depends upon the delivery method and the student’s residency status: In-District, Missouri Resident or Out-of-State. Residency guidelines are outlined in the Residency section of this catalog.

Fees
Student development fee is required for all students except dual credit courses taught in the high schools. See a current NCMC Cost Sheet (available online) for specific amount.

An application fee is required for new students applying for admission to NCMC. This one-time fee is non-refundable. Dual Credit students, NCMC employees, and returning students are exempt. Applications for admission will not be processed without this fee.

Facilities use fee is required for all students except for dual credit courses taught in the high school. See a current NCMC Cost Sheet (available online) for specific amount.

Laboratory fees are charged for certain courses, especially in the computer, science and vocational areas.

Nursing and clinical fees cover the cost of liability insurance, clinicals, testing and supplies.

Testing fees must be paid prior to the administration of tests. This would include such tests as nursing, and COMPASS exams. Registration and payment for testing is completed at www.registerblast.com/ncmc.

A transcript fee is charged for all transcripts. Visit the quick link on the NCMC website at www.ncmissouri.edu for current fee amounts.

Payment of Tuition & Fees
Once class registration is complete, students must pay their balance in full or set up a payment plan prior to the payment deadline for the semester. Failure to pay may result in dropped courses.
In addition to cash and checks, the College accepts money orders and major credit cards. Any account past due will incur a late fee. Costs incurred in collection of a delinquent account, including collection and attorney fees, may be added to the balance of the delinquent account. No diplomas will be mailed, copies of transcripts issued, or further enrollments allowed if any financial obligations are outstanding to the College. Statements will be issued from the Student Accounts office.

**Refunds**

**100% Refund:** A 100% refund will be made when students officially drop courses during the published Add/Drop period, typically the first week of fall and spring semesters. For summer and irregularly scheduled classes, check the Academic Calendar on the website or inquire in the Registrar’s Office for the Add/Drop period.

Students receive a 100 percent refund of tuition and fees for any class canceled by the College.

**No Refund:** No refunds will be made for student withdrawals after the Add/Drop period.

**Medical:** In the event a student becomes seriously ill, is hospitalized or critically injured and physically unable to attend ALL classes, a refund may be given. A written appeal to the Dean of Student Services requesting special consideration must be made at the time the student officially withdraws from all classes. Medical documentation is required and a determination is made on a case-by-case basis. Requests received after the semester has ended will not be considered.

**Military:** Students called up for military duty in the United States Armed Forces during a school term must present a copy of their orders to active duty to the Registrar of NCMC. The student may choose one of the following options:

1. If 80% of the course work is completed with at least a C grade average, the student may make a request for early completion of the course. With the approval of the instructor and student, a plan would be constructed so that the course work is completed and a grade received by the student prior to the date to report for active duty.

2. If the criteria for the first option are not met, or if the student chooses, the student may withdraw from the courses not completed and a refund of all fees for those courses will be made to the appropriate entities.

3. If the student wishes to have additional options, or requires special consideration, then the student may file an appeal with the Academic Standards Committee. Students should declare their intentions, and which option they would like to choose, in the same semester in which they are called to active duty.
**Student Cards**

**Pirate Gold Student ID Card**

All students are issued a Pirate Gold Student ID card upon enrollment. The Pirate Gold card serves the following purposes:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Details</th>
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<tbody>
<tr>
<td>NCMC student ID card</td>
<td>Printing/copying</td>
</tr>
<tr>
<td>Library checkouts</td>
<td>Ketcham Community Center access</td>
</tr>
<tr>
<td>NCMC Bookstore – textbooks</td>
<td>Dormitory building and meal plan access</td>
</tr>
<tr>
<td>charged to Financial Aid</td>
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In order for students to use the Pirate Gold OneCard, it will first need to be activated. To activate the card, students should go to [www.onecardgivesback.com/ncmissouri](http://www.onecardgivesback.com/ncmissouri) and click the “Click her to activate” link or call 866-979-9016. There is a $25 replacement fee for lost cards.

**NCMC Discover Debit Card & Refund Options**

NCMC knows students depend on their school funds. That is why we offer both electronic and paper check disbursement options for receiving student refunds. Excess funds from scholarships, state programs, and federal Title IV programs will be disbursed to students via one two options below, which students will select during the NCMC Admissions application process. The selection will be valid for the entire period of enrollment at NCMC, including multiple academic years. If a student would like to change their refund preference in the future, they will need to complete the Student Refund Change Form or contact the NCMC Business Office. Students can also visit the Financial Aid Refund Information webpage for more information regarding the disbursement of refunds.

**OPTION 1: NCMC Discover Debit Card**

- Receive a refund the first day it is available.
- The account gives students “free and clear” access to their funds by offering Direct Deposit, paper check, use of the on-campus ATM, or by using the card anywhere Discover is accepted.
- The most safe, efficient, and secure method and funds are FDIC insured.
- This account is not a credit card. It is a prepaid debit card.
- Additional funds can be added by a student or a parent.

**OPTION 2: Check by Mail**

Receive a paper check from NCMC through the U.S. mail to the permanent mailing address on file with the institution. Please note that it may take 7-14 business days to receive a refund if a student chooses this option. Any credit balance created by a PLUS Loan that is to be refunded to the borrower will be issued via paper check.

**Using Your Cards**

**Printing/Copying Credit:** Students receive a print credit provided each semester by the IT Services department. This credit, applied to the student’s Pirate Gold card, is non-refundable, non-transferable, and does not carry over to the following semester. Students may add print credit to the card via their online account at [www.onecardgivesback.com/ncmissouri](http://www.onecardgivesback.com/ncmissouri).

**Accessing or Transferring Funds:** Students have access to an ATM located in the front lobby of the Ketcham Community Center where both the Pirate Gold and Discover cards may be used to withdraw funds. Students can also access their Pirate Gold account...
online at www.onecardgivesback.com/ncmissouri or their Discover Card account at www.acceluraid.com/ncmissouri to transfer funds to another bank account or to request a paper check by mail.

**Report a Lost or Stolen Card:** In the event a Pirate Gold card has been lost or stolen, report it immediately to Student Accounts in the Business Office at 660-359-3948, ext. 1508. To report a lost or stolen Discover card, call 866-248-9021.

**Cardholder Agreement:** Students should review the cardholder agreement located online at https://www.onecardgivesback.com/Resources/Documents/NCMC%20CHA%2022SEP2010.pdf.

Pirate Gold Customer Service: 866-979-9016
Discover Customer Service: 866-248-9021

**Financial Aid**

North Central Missouri College is committed to equal educational opportunity for all students. Our staff is available to help you with financial aid counseling, general information, application procedures and other related issues. If you have questions about financial assistance, call 660-359-3948, ext. 1513, or e-mail FinancialAid@mail.ncmissouri.edu or write to Financial Aid Office, North Central Missouri College, 1301 Main Street, Trenton, MO 64683.

NCMC offers a wide variety of financial assistance including programs funded by federal and state agencies, private organizations and the College itself. Financial assistance is available in the form of scholarships, grants, loans, part-time employment or a combination of these.

Several financial awards are based on financial need; others are based on achievement or have specific requirements.

**Institutional Financial Aid Programs**

North Central Missouri College provides a variety of scholarships and awards to recognize and assist students with exceptional academic ability and/or talent. Scholarships do not have to be repaid and are usually awarded on a competitive basis with scholastic achievement, individual accomplishments and/or financial need. Many scholarships are renewable if satisfactory grades are maintained and the student has continuous enrollment. Scholarship criteria is subject to review and change.

**Application for NCMC Financial Aid:** A comprehensive application form for all NCMC scholarships may be obtained from the NCMC Financial Aid Office, Admissions Office, the College website (www.ncmissouri.edu) or requested by mail. The NCMC Scholarship Application must be submitted to the Financial Aid Office or Admissions Office by April 15 to receive consideration for fall semester awards. The scholarship deadline is November 1 for the spring semester. Applicants need to have completed the NCMC admissions process to receive full consideration for the following fall term.

The Scholarship Selection Committee reviews all scholarship applications and determines who will receive a scholarship(s). Most scholarship recipients are notified by May 1 so they can receive recognition at appropriate high school awards ceremonies. NCMC considers scholarships as awards provided to students and recipient information may be released.

**Academic Scholarship**

The **Board of Trustees Scholarship** is an academic scholarship open to high school seniors or those who have graduated within the last year. Students completing a home-
school high school program are also eligible by meeting the ACT requirement below. This scholarship is determined on a competitive basis with consideration given to high school class rank, ACT score and the NCMC scholarship application. Students must meet the following criteria to be considered:

1. Have a minimum cumulative high school GPA of 3.75 OR have an ACT composite score of 24 or better.

2. Be a first-time entering college student. (College credit earned while in high school does not affect initial eligibility.)

3. Enroll as a full-time student at NCMC.

Scholarship award could be up to $600 per semester, renewable for three additional semesters with continuous enrollment and a minimum GPA of 3.25. This award can be applied to any educational expense.

**NCMC Foundation Scholarships**

General Scholarship Funds are provided through the generosity of NCMC alumni and supporters of the College. They have been endowed through the NCMC Foundation’s Knowledge Scholarship Fund. Scholarship recipients must maintain full-time enrollment status. The award is for up to $350 per semester and may be renewed for an additional semester with continuous enrollment and a minimum GPA of 3.0. Priority will be given to sophomores who were awarded Foundation Scholarships the previous year, have successfully completed a minimum of 24 hours of college credit, maintain full-time enrollment and meet the minimum GPA requirement of 3.0 or higher. Second year students must reapply by submitting the NCMC Scholarship Application by the posted deadline. Students may apply for the following scholarships:

- Willis W. Alexander Scholarships
- Sherry Constant Carey Memorial Nursing Scholarship
- Warren & Nanetta Carter Women’s Softball Scholarship
- Cross Allied Health Science Scholarship
- Margaret Ellsworth – P.E.O. Scholarship
- Everett & Hazel Frey Memorial Scholarship
- Phil Hauck, Carl & Louise Roda Scholarship
- Alice Mae Hoffman Scholarship
- Vern E. Hurt Agricultural Scholarship
- Velda Kincaid Scholarship
- Allen Moore III & Annie B. Moore Scholarship
- Christopher P. Raynes Scholarship
- C.F. Russell Scholarship
- Patricia Sapko Nursing Scholarship
- Paul & Betty Preston Steele Agricultural Scholarship
- Don Sturgis Scholarship
- Mary Ruth Veatch Scholarship
- Judge V.C. (Casey) Rose & Dorothy Friedrich Rose Scholarship for Ethics & Good Citizenship

- Robert Bailey Memorial Scholarship
- Warren & Nanetta Carter Women’s Basketball Scholarship
- Nancy & Peter Trombley Coca-Cola Scholarship
- William & Juanita Denslow Scholarship
- Lynn Freeman Scholarship
- Betty Frances Hall Scholarship
- Dorothy Henggeler Memorial Nursing Scholarship
- H.F. Hoffman Scholarship
- Lloyd & Margaret Ketcham Scholarship
- Ray Lymer Scholarship
- The NCMC Foundation Knowledge Fund Scholarship
- Thomas & Edna Rehard Scholarship
- Maude K. Ryan Memorial Nursing Scholarship
- Evans Schafer Scholarship
- Millennium +2 Practical Nursing Scholarship
- VanVector Nursing Scholarship
- Mark & Rebekah Whitaker Memorial Scholarship

- Mark & Rebekah Whitaker Memorial Scholarship
General Scholarships
Athletic Scholarships are available to outstanding athletes in the areas of softball, baseball and basketball. Recipients are selected on an individual basis by the NCMC Athletic Director and coaches.

Senior Citizen Tuition Waiver: North Central Missouri College encourages lifelong learning and awards full tuition waivers to Missouri senior citizens on a space available basis (RSMo 173.241). Any Missouri state resident who is at least 65 years of age may enroll in an available course during the Final Add/Drop period for the term and receive a full tuition waiver. The waiver does not include out-of-district courses, online courses, courses by arrangement, seminars, non-credit courses or community service courses. Student development fees, facility fees, lab fees and any other associated costs will be paid by the senior citizen. Standard registration policies and procedures apply.

Private Awards
Various individuals, businesses and organizations award scholarships to students attending NCMC as do many area high schools; these are from private funds. For information, students are advised to contact their high school counselor, the NCMC Financial Aid Office or area businesses & organizations.

Federal Financial Aid Programs
Students should file a FAFSA (Free Application for Federal Student Aid) before April 1 to be considered for optimal federal and state aid. NCMC financial aid priority deadline is July 1 for fall semester, November 1 for spring semester and April 1 for summer semester. This deadline must be met to avoid administrative drops for non-payment as well as timely refunds.

Federal Assistance
A grant is a form of financial aid that does not have to be repaid. The Federal Pell Grant is awarded to help undergraduates pay for their education. For many students, Federal Pell Grants provide a “foundation” of financial aid, to which aid from other federal and non-federal sources may be added. The U.S. Department of Education provides funds to each participating college to pay all eligible students. Eligibility for the Federal Pell Grant Program is determined by a formula passed into law by congress and depends on the Expected Family Contribution (EFC). The amount of the award is dependent upon the EFC, cost of attendance, and enrollment status.

Federal Supplemental Educational Opportunity Grant (SEOG) is also “federal gift aid” awarded by the College to undergraduate students for college-related expenses. The amount awarded through this grant depends upon available finding, EFC and need.

Policy for Return of Title IV Funds
Students who have been paid federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who fail to meet this guideline will be required to repay all or a portion of their financial aid.

This policy, established by the U.S. Department of Education through the Higher Education Act of 1965, as amended, affects students who have received assistance through the following federal financial aid programs:

• Pell Grant
• Supplemental Education Opportunity Grant (SEOG)
• Direct Subsidized Loans
• Direct Unsubsidized Loans
• Parent (PLUS) Loans

This policy applies to students who withdraw from or stop attending 100% of all classes.
State Financial Aid Programs

The Missouri A+ Scholarship program currently covers the cost of tuition and some fees at North Central Missouri College. Students must graduate from an A+ designated high school and meet certain criteria to qualify.

Students who graduate from an approved A+ high school and plan to use their financial incentives at NCMC must first apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA). Any Pell Grant funds and Supplemental Educational Opportunity Grant (SEOG) must first be applied to the cost of tuition and fees.

NOTE: A+ does not pay all fees or required class supplies. Only those fees that are required for all students enrolling are paid, such as the Student Development Fee and the Facility Fee.

To receive the A+ incentive, students must enroll at full-time status which is a minimum of 12 credit hours each fall and spring semester. A minimum of six hours is required for the summer session.

To remain eligible for the A+ incentive, students must maintain a cumulative grade point average (GPA) of 2.5 on a 4.0 scale. Coursework taken prior to high school graduation at institutions other than NCMC is not included when calculating the GPA eligibility for renewing A+.

For current information on additional A+ guidelines, please see the Department of Elementary & Secondary Education and Missouri Department of Higher Education A+ websites.

Access Missouri Financial Assistance is a need-based program designed to provide students with a simplified financial aid process, provide predictable, portable awards, and increase access to a student’s school of choice. Eligibility is determined by the student’s expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA).

To be eligible for initial or renewed assistance you must:

- have a FAFSA on file by April 1,
- have any FAFSA corrections made by July 31 (school choices may be added until September 30),
- be a U.S. citizen or permanent resident and a Missouri resident,
- be enrolled full-time at a participating Missouri school,
- have an EFC of $12,000 or less, and
- not be pursuing a degree or certificate in theology or divinity.

Award amounts are based on the type of school you are attending when you receive the award. If you transfer to a different school, your award amount may change based on the type of school to which you transfer. If you are eligible for A+ tuition reimbursement, your Access Missouri award will be reduced by the amount of the reimbursement. Award amounts may also be reduced if your total aid package, excluding educational loans and aid based solely on academic performance, exceeds your cost of attendance.

Missouri Boys State and Missouri Girls State Scholarships are granted to two high school seniors in each category who have attended Boys and Girls State. The award is for one year at $250 per semester.

Missouri Bright Flight Scholarship is a merit based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools.

To be eligible you must:
• have a composite score on the ACT or SAT in the top three percent of all Missouri students taking those tests. Beginning with 2010 high school seniors, ACT or SAT scores in the top five percent will qualify.

• be a graduating high school senior (or equivalent) who enrolls as a first-time student.

• receive the scholarship during the academic year immediately following your senior year in high school (or when you obtain a certificate of high school equivalence).

To renew the scholarship you must:

• maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by your school.

**Employment Assistance**

**Federal Work-Study** is sponsored by NCMC and the Federal Work-Study Program under the authority of the Economic Opportunity Act of 1964 and Title IV, Part C, of the Higher Education Act of 1965. The Federal Work-Study Program affords an opportunity for the student to pay for educational expenses while working part-time on campus. Job assignments range from five to 10 hours per week and earn minimum wage. Work-study pay will be disbursed to the working student on the 1st and 16th of each month via their NCMC prepaid Discover Card. Visit the College Website, [www.ncmissouri.edu](http://www.ncmissouri.edu) for more information.

**Loan Assistance**

The **Federal Direct Loan** program includes the Subsidized Direct Loans, Unsubsidized Direct Loans and Federal PLUS loans for parents. All loan applications must be certified by the NCMC Financial Aid Office.

The **Subsidized Direct Loan** is a low-interest loan made by the federal government. The U.S. Department of Education pays the interest while you are in school at least half time.

**Unsubsidized Direct Loans** are designed to provide financial assistance to students who meet the regulatory eligibility criteria for the Federal Stafford Loan Program, but need additional assistance or do not demonstrate need for the full loan limit in the subsidized Federal Stafford Program. The borrower is responsible for all interest payments on the loan from the time it is disbursed.

**Federal Parent Loans for Undergraduate Students (PLUS)** are limited to parent borrowers who have no adverse credit history based on criteria established by federal regulations and are not in default on a student loan. Financial need is not a requirement.

For instruction on how to receive a student or parent loan, please visit [www.ncmissouri.edu](http://www.ncmissouri.edu).
Financial Aid General Eligibility Requirements
1. Be a citizen of the United States or an eligible non-citizen.
2. Provide proof of high school diploma, GED, or home-school completion credential.
3. Prove financial need as defined by current federal aid regulations.
4. Enroll as a regular student in a degree or certificate program.
5. Maintain satisfactory academic progress toward a degree or certificate program.
6. Have no default status on a Title IV student loan.
7. Have paid any refunds or repayments on Federal Title IV funds.
8. Sign a statement of educational purpose stating financial aid funds awarded will be used for tuition, fees, room and board, transportation, books, supplies or other expenses related to college attendance.
9. Register with Selective Service, if required.
10. Have a valid Social Security number.
11. Sign an antidrug abuse certification statement that you will not engage in the manufacture, distribution, possession or use of a controlled substance when receiving federal financial assistance.
12. Be a postsecondary student only (not enrolled in an elementary or secondary school).

Application Procedures
2. Complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Students should report NCMC’s Federal School Code Number of 002514 when completing the application. Applications are accepted each year beginning in January. Students must apply every year. Students should receive a Student Aid Report (SAR) outlining financial aid eligibility and should keep a copy for their records.
3. Students should apply and be accepted for admission through the NCMC Admissions Office. This includes submitting an official high school transcript, college transcript or GED certification.
4. If requested by the Financial Aid Office, students will need to submit verification documents.

Other Financial Assistance Programs
State Vocational Rehabilitation Assistance is available for students with disabilities; information is available in the resident area Vocational Rehabilitation Office.

Employment Training Programs may provide selected individuals, who are pursuing occupational certificates, with financial assistance. Information may be secured from the Workforce Investment Board area administration office in Trenton or through the Missouri Division of Job Development and Training in Jefferson City (314-751-4750).

Veterans Assistance Programs—NCMC is responsible under Public Law 89-358 for certification of all veterans’ benefits, providing information concerning veterans’ rights, and for assisting with any problem a veteran may encounter involving the U.S.
Department of Veteran Affairs. In order to be certified to receive veterans’ benefits, students will meet the following requirements:

1. Veterans must declare an educational objective (degree or certificate pursued) at the time of enrollment and enroll in classes on their declared education objective program plan. The veteran must notify the Financial Aid Office after they have enrolled each semester in order to get certified.

2. Prior credit from other colleges MUST be reported to the Financial Aid Office.

3. The College is required to report unsatisfactory progress and nonattendance to the Veteran Administration Office (VA). If coursework is not successfully completed, if the veteran withdraws from a course or courses or if a change in courses results in overpayment of benefits to the veteran, he/she may be required by the V.A. to return the overpayment.

4. Should the veteran’s grades fall below the minimum set forth in the academic Standards section of this catalog, the College will notify the veteran and the V.A.

5. Unusual or extenuating circumstances may exist that could affect decisions relating numbers three and four above. It is the veteran’s responsibility to provide evidence of such circumstances.

The VA has a toll-free number for more information: 888-442-4551 (888-GIBILL1).

Veterans should contact the Office of Financial Aid at 660-359-3948 ext. 1406 to apply for GI Bill benefits.

The Missouri Saving for Tuition (MOST) program makes it easy to save for postsecondary education expenses. Anyone--parents, grandparents, relatives, employers or friends--can open a MOST account for a beneficiary with as little as $25 (or $15 through payroll deduction). MOST provides an added incentive by allowing up to $8,000 in total contributions to be deducted annually from an individual’s Missouri adjusted gross income for state tax purposes. All earnings on the contributions are exempt from state taxes if used to pay the beneficiary’s qualified postsecondary education expenses, and federal taxes on the earnings are deferred until the money is withdrawn.

The MOST Program is managed by TIAA-CREF Tuition Financing, Inc., a nationally recognized financial services firm, under the direction of the MOST Program Board and the Office of the State Treasurer. Additional information about the MOST Program can be obtained by calling (888) 414-MOST or by visiting the program’s website at www.missourimost.org.

Tax Credit programs are available. Through these programs, students may be able to deduct expenses related to their education. Please speak with your tax accountant or the Financial Aid Office for more information.

Student financial aid related websites:

www.fafsa.ed.gov
www.studentaid.ed.gov
www.finaid.org
www.studentloans.gov
www.fastweb.com
Satisfactory Academic Progress Policy
Students must be in good standing under the Satisfactory Academic Progress Policy (SAP) to maintain eligibility for financial aid. In order to be in good standing, students must meet the following standards: cumulative grade point average of 2.0, credit hour completion ratio of 67% and maximum time frame of less than 150%. Please go to www.ncmissouri.edu to review the full SAP policy.

Students have the right to appeal cases in which circumstances beyond their control prevented them from maintaining satisfactory academic progress. Appeals must be made in writing to the Director of Financial Aid. No appointments are necessary and appeal forms are available in the Financial Aid Office.

The standards for financial aid satisfactory academic progress differ from those for general academic good standing. Refer to Academic Standards in the “Registration and Records” section.

Disbursement of Funds
Money owed to the College for tuition, fees, housing or other student-approved expenses will be paid from the student’s award. If all financial aid documents are received by the priority deadlines, disbursements for scholarships and grants will be issued four weeks following the start of class and loans and program disbursements will be issued six weeks following the start of class.

Acts of Fraud and Abuse
Students are expected to complete any application for federal student aid truthfully and accurately. Any student who intentionally makes false statements on any application for federal student aid is violating the law and NCMC policies and is subject to fine or imprisonment or both. Students suspected of fraud and/or abuse of federal aid programs may be reported to the U.S. Office of the Inspector General (OIG). Please see the Financial Aid Office for details of fraud and/or abuse guidelines.
Registration & Records

Lessons learned at North Central Missouri College can help you achieve your dreams, whether you choose business management, education, computer technology, agriculture or another occupation. The Registration and Records section contains practical information, procedures and policies to help you on your way.

This section will tell you how to earn credit, which credits NCMC accepts in transfer, how to register and how to change your schedule. If you want to know about a grade, have your records sent to another college or university, or check your academic standing, you’ll find how to do it here.

Course Registration

NCMC publishes a course schedule for each term on the NCMC website. Registration dates and procedures, course offerings, costs, payment deadlines, academic programs and more can be found on the NCMC Website (www.ncmissouri.edu).

Students should complete the following steps to register for classes:

1. Complete all admissions requirements.
2. Review course offerings in the current course schedule.
3. Attend a orientation, advising and registration session.
4. Pay tuition and fees in the Cashier’s Office, online or by mail.

Returning students who have been absent for one or more semesters and those who have graduated from a program at NCMC will be required to complete forms to re-enroll. Contact the Admissions Office or Registrar’s Office for more information.

NCMC degree-seeking students will be assigned a faculty advisor during their first enrolled semester. Continuing education and visiting students may choose to be self-advised. All students are responsible for knowing and abiding by all established NCMC academic guidelines and consequent changes.

Students are responsible for adding and dropping classes through their NCMC-assigned online accounts.

The final responsibility for planning a schedule that will meet all graduation requirements as well as all deadlines rests with the student. Advisors will give assistance, advice and information to aid students in their program planning and decision making.

Class Schedule Changes

While NCMC recognizes that schedule changes may be necessary, students should plan carefully and make thoughtful choices in order to obtain the best schedule possible at initial registration. Any changes should be made during the Add/Drop period. Though advisors are available to assist students with the development of their class schedule, the final schedule and degree tracking is the responsibility of each student. Schedule changes may impact length of time to complete a degree, billing, and financial aid.

Add/Drop

Classes may be added or dropped from a student’s schedule only during the Add/Drop period established for each semester. There is no financial obligation and a 100 percent refund will be given when schedule changes are made during the Add/Drop period. These dates are published on the NCMC website and Academic Calendar located at the front of the catalog.
Some classes have early decision dates and may be canceled due to low enrollment before the term begins. After the published Add/Drop date, students are financially responsible for costs associated with classes from which they have withdrawn.

**Administrative Drop Policy**

In an on-ground class, if a student fails to attend during the first week of class in short-term classes, or during the first two weeks for full-semester courses, an administrative drop will occur.

In an online class, if a student does not complete at least one academic activity (defined by the instructor) during the first week of a short-term course, or during the first two weeks of a full-semester course, an administrative drop will occur.

Under the above circumstance students are financially responsible for 50% of tuition and course fees associated with classes from which they have been administratively dropped.

**Course Withdrawal**

Courses dropped after the Add/Drop period are considered withdrawals and full tuition and fees are charged to the student. Course withdrawals may be made during the term prior to the Final Withdrawal Deadline, as published on the NCMC website and in the Student Planner. For classes that end earlier than the normal 16 to 17 week semester, contact the Registrar for withdrawal deadlines (e-mail: Registrar@mail.ncmissouri.edu). Although students are financially obligated to pay for withdrawn courses, a grade will not be earned and a “W” will be recorded on the permanent record. Notifying an instructor, advisor or simply not attending class is not sufficient to ensure withdrawal from a class. Students may withdraw by completing the withdrawal card, available at the Information Desk in the Alexander Student Center.

Withdrawal requests sent to Registrar@mail.ncmissouri.edu will also be accepted from the students’ NCMC-issued, pirate email account or by signed letter.

A verified withdrawal, prior to the published withdrawal deadline, is always the student’s responsibility. Withdrawals may be verified by viewing the transcript, available through the student’s online SAIL account.

**Course Load**

Each course offered for college credit is assigned a specific credit hour value.

To complete an Associate degree program in four semesters, a student needs to enroll in approximately 15 to 16 credit hours per fall and spring semester. However, the minimum requirement to be considered a full-time student is 12 credit hours.

Enrollment in more than 17 hours per semester is considered an overload and should be carefully considered and must have advisor approval.

A general recommendation is that students spend two hours studying outside of class for every one hour spent in the classroom. For example, a student taking 12 credit hours of courses should spend approximately 24 hours studying and preparing for class.

**Class Attendance**

Students are expected to attend all class sessions of the courses in which they are enrolled and respond to all online class assignments. Each instructor may set his or her own policy relative to attendance as it pertains to grade received. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully. Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that
they have withdrawn from after the published Add/Drop date. Failure to attend class during the first week of the term will result in administratively dropped classes. Students will be charged a discounted rate for all classes dropped due to non-attendance.

**Online Classes**
Please see the NCMC website for policies regarding distance learning. [www.ncmissouri.edu/programs/online](http://www.ncmissouri.edu/programs/online)

**Academic Conduct**
At North Central Missouri College, students find an atmosphere of dedication and purpose. Standards of academic and non-academic conduct are included in this catalog and the Student Handbook. Due process is available to all students, including the right to appeal a case and the right to obtain advice. Students are expected to read and abide by the rules and guidelines outlined in this catalog, as well as the Student Handbook.

All members of the learning community at NCMC are expected to be honest. The College will not tolerate cheating or plagiarism on tests, examinations, reports, laboratory reports and/or other assignments. Those who engage in such misconduct may be subject to disciplinary action, which can result in expulsion.

**Grading System**
North Central Missouri College follows a standard grading system. Students receive one of the following symbols for each course attempted.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DESCRIPTION</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

**Grade Report**
Grades are available approximately two weeks after the end of the academic term. Students may access grades through their online SAIL account, accessible from the NCMC website.

Academic transcripts will not be released for students with financial obligations outstanding to the College.

**Grade Disputes During a Semester**
Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor’s grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally as soon as possible. A student who believes that a grading issue has not been satisfactorily resolved should speak with the Dean of Instruction or Dean of Allied Health about the matter. The Dean of Instruction or Dean of Allied Health will work with both the student and the instructor to address the issue.
Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading issues that impact the final course grade.

**Disputes Over Final Course Grades**

A student who is dissatisfied with a grading decision must attempt to resolve the matter by contacting the instructor immediately. If the instructor is unavailable, the student may wish to contact the Dean of Instruction or Dean of Allied Health within ten business days of receiving the final grade to facilitate communication between the student and the instructor and to help resolve the dispute.

**Student Final Course Grade Appeal Procedure**

The North Central Missouri College Student Course Final Grade Appeal Procedure is based on the following principles:

- A student has a right to appeal a final grade that the student believes was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- A student’s grade should reflect the student’s mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work.
- Students and faculty should communicate regularly and openly about course requirements, assignments, tests, grading procedures, and grades.
- The college faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- Both students and faculty members have rights and responsibilities in the grading process.
- Students who wish to appeal a final grade are responsible for demonstrating that the grade received was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
- Faculty members have a responsibility to provide their students with syllabi that clearly explain the basis on which student grades will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for a year.
- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade appeals resolved in a timely fashion (as prescribed in the timeline given in this document).
- Both faculty members and students have a responsibility to attempt to resolve grade disputes informally.

**Grounds for a Formal Final Course Grade Appeal**

A student may file a formal course grade appeal if the following conditions are met:

- The student has made legitimate attempts to resolve the dispute informally by discussing the issue with the instructor.
• The grading issue at stake impacts the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
• The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was based on computational or clerical error.
• The formal final course grade appeal is filed no later than ten (10) business days after the end of the semester for which the grade was given.

Grade Appeals
Students wanting to appeal a grade must contact the instructor as soon as possible after receiving the final grade report and obtain a copy of the grade appeal procedure. The deadline for the grade appeal is the conclusion of the term following the completion of the course for which the grade is being considered. The grade appeal procedure listed below is also available on the NCMC website or by requesting a copy from any faculty member. A student who is dissatisfied with an instructor’s final course grade decision should adhere to the following steps:

1. Discuss the concern or issue with the instructor. THIS IS ALWAYS THE FIRST STEP to the appeals process. If resolution is not achieved after meeting with the instructor, move to step #2.

2. File a formal grade appeal by completing the Student Course Grade Appeal Form and submitting it to the Dean of Instruction or Dean of Allied Health Sciences within ten (10) business days of meeting with faculty member. The form and process details may be obtained from the Dean of Student Services in Alexander Hall. Receipt of the formal grade appeal form and supporting documentation will result in initiation of an investigative process by the Dean of Instruction or Dean of Allied Health Sciences. The appropriate Dean will respond, in writing, to the student within ten (10) business days of receipt of the appeal circumstances. If resolution is not achieved, move to step #3.

3. A formal appeal may be made in writing by the student to the Vice-President of Instruction and Student Services within ten (10) business days of receiving the Dean's decision. Upon receipt of the formal appeal, the Vice-President will initiate an investigative process which will result in a written response to the student within ten (10) business days of receipt of the formal appeal. If resolution is not achieved, move to step #4.

4. The student may request in writing, within ten (10) business days of the Vice President’s decision to appeal to a Faculty Grade Appeal Panel be formed to review the appeal by at the request of the student. The request to appeal to the panel will be handled by the Vice President. The panel review will be scheduled as soon as possible with a decision being rendered and communicated in writing to the student within ten (10) working days of the panel review. If resolution is not achieved, move to step #5

5. Either party involved in the grade appeal process has a right to appeal to the President of the College within ten (10) business days of receiving the panel’s decision. The President will review the appeals and conduct whatever investigation he/she deems appropriate. The President determines the final outcome of the appeals and will communicate such in writing to the student, faculty, Vice President of Instruction and Student Services and the appropriate Dean. In all cases, the decision of the President is final.

I. Filing the Formal Course Grade Appeal
A student who decides to file a final course grade appeal must complete the Student Course Grade Appeal Form available from the college website or from the Dean of Student Services in Student Services. The student is encouraged to review the process with the Dean of Student Services or designee for review of the process prior to initiating the process. The student will submit the completed Student Course Grade Appeal Form, along with supporting documentation, to the Dean of Instruction or Dean of Allied Health within ten (10) business days after meeting with faculty whose grade is being appealed.

II. Appeal

A. Informal Resolution

Upon receipt of a Student Final Course Grade Appeal Form, the Dean of Instruction or Dean of Allied Health, will contact both the student and the instructor involved to attempt to resolve the dispute informally. If the instructor is no longer with the college, the Dean of Instruction or Dean of Allied Health shall appoint another instructor to represent faculty interests in the appeal.

The faculty member representing the absent instructor shall act as a good faith representative of the faculty whose goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the instructor representing the absent faculty member agrees with the student, he or she may simply sign the Change of Grade Form to change the grade rather than begin the process of a Faculty Grade Appeal Panel to resolve the issue.

B. Dean’s Response

If the dispute is not resolved informally within ten (10) business days from the student-instructor meeting, the student will communicate, in writing, to the appropriate Dean the desire to continue the appeal process. The Dean of Instruction or Dean of Allied Health will make the instructor aware of the appeal and ask the instructor involved to prepare a written response to the appeal. The instructor’s response should include the following:

- A copy of the course syllabus.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- A statement indicating whether the instructor wishes to appear in person before the Faculty Grade Appeal Panel.
- Any other documents the instructor believes are relevant to the resolution of the course grade appeal.
- The Dean of Instruction or Dean of Allied Health should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The Dean of Instruction or Dean of Allied Health may share the instructor’s response with the student in hopes of finding common ground between the two. The Dean of Instruction or Dean of Allied Health may wish to give the student the opportunity to address issues raised in the instructor’s response that the student has not previously addressed.
- The Dean of Instruction or Dean of Allied Health may meet with the student and instructor individually and offer a decision, in writing, within ten (10) business days of receipt of the request to continue the appeal process. If the student is not satisfied with the Dean’s decision, he/she may request in writing, to the
appropriate Dean, within ten (10) business days of the Dean’s decision that the appeal be forwarded to the Vice President of Instruction & Student Services.

C. Vice-President of Instruction and Student Services

The Vice-President of Instruction and Student Services will review the documentation from the student, faculty, and appropriate Dean. The Vice-President may meet with the student, faculty member, and/or appropriate Dean to review the appeal and circumstances. The Vice President of Instruction and Student Services will offer a decision within ten (10) business days of receipt of the appeal. If the student is not satisfied with the Vice-president’s decision he/she may request, in writing, within ten business days of receipt of the Vice-president’s decision, request the appeal be forwarded to a Faculty Grade Appeal Panel.

D. The Faculty Grade Appeal Panel

The Vice-President of Instruction and Student Services along with the appropriate Dean(s) shall appoint a Faculty Grade Appeal Panel to consider the appeal. The Panel shall consist of a minimum of three members; a division chair, at least one full-time faculty member (the student may choose the full-time faculty member), and the Dean of Instruction or Dean of Allied Health and/or the Vice President of Instruction & Student Services. The instructor involved in the grade dispute is not eligible to serve on the Panel.

The Faculty Grade Appeal Panel is responsible for ensuring that the grade appeal process is completed before the end of the subsequent semester. The Dean of Instruction or Dean of Allied Health is responsible for ensuring that the instructor and the student have at least ten (10) business days advance notice of the time and location for appearing before the Faculty Grade Appeal Panel if they requested an appearance.

The Faculty Grade Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the course grade appeal. The Panel may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student and the instructor have the right to request the opportunity to appear in person before the Faculty Grade Appeal Panel if they so choose. If both parties appear before the Panel, they should be heard separately. If neither party requests to appear in person, the Panel should complete its review based on the written materials supplied by the parties and whatever other information the Panel may request. The Panel’s deliberations, including hearing testimony from the parties involved and third parties, shall take place in private.

The student has the burden of proof. The student must present clear evidence that a final grade was contrary to procedures as specified in the course syllabus or was based on computational or clerical error.

Once the members of the Faculty Grade Appeal Panel have determined that they have sufficient information to make a decision, they will vote either to grant or reject the grade appeal. A simple majority is sufficient to decide the issue. If the Panel grants the appeal, the panel will determine the appropriate course grade for the student. A member of the Panel shall prepare a written report stating the Panel’s decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, and the Dean of Instruction or Dean of Allied Health. If the Panel determines that the student’s grade shall
be changed, the Faculty Grade Appeal Panel will prepare a Change of Grade Form and submit it to the Dean of Instruction or Dean of Allied Health with the Panel report attached. The stated reason for the change of grade will be “the recommendation of a Faculty Grade Appeal Panel.” The Faculty Grade Appeal Panel will sign the form instead of the course instructor.

Sometimes a course grade appeal raises issues that go beyond the resolution of grading issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor’s following NCMC policies, or questions of a student’s academic integrity. At its discretion, the Faculty Grade Appeal Panel may prepare a supplementary report addressing those issues and present it to the Vice President of Instruction & Student Services.

E. Appealing the Panel’s Decision

Either party involved in the grade appeal process has a right to appeal to the President of the college within ten (10) business days of receiving the panel’s decision. The President will review the appeal and conduct whatever investigation he or she deems appropriate. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.

Grade Point Average

Grade point average (GPA) is the standard term used to describe a student’s overall academic level. Only courses in which a student receives a grade (not Pass/Fail) apply to the grade point average. To compute GPA, use the following formula and grade quality points: A=4, B=3, C=2, D=1, F=0 and FA=0.

1. Compute the number of grade quality points earned per class. For example, a three-credit (3) hour course with a grade of “B” (3) points would have a grade quality point value of 9 (3 hours x 3 points).
2. Add together all of the grade quality points earned to date.
3. Add together all of the GPA credit hours to date.
4. Divide the total number of grade quality points earned by the total number of GPA credits.

(Transferred credit is not used to calculate the NCMC grade point average. However, all post-high school grades are used to calculate A+ eligibility. Athletic eligibility is calculated using NJCAA guidelines. Graduation requirements for the Associate in Arts in Teaching degree include a minimum GPA calculated on all college credit, regardless of originating institution.)

Auditing a Class

A class auditor is a student registered for a course only for informational instruction, not to earn credit. An audit must be declared in the Registrar’s office by the student prior to the end of the Add/Drop period for the semester. Tuition and fees for audited classes are the same as those taken for credit. A grade of “AU” - Audit will be placed on the student’s transcript.

Incomplete Grades

Under extreme circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student’s control prevent the student from completing some course requirements. An incomplete grade should only be considered when 80% of the course requirements have been satisfied with
a grade of “C” and attendance has been maintained. Course work must be completed within eight weeks of the first day of the term immediately following the term in which the incomplete was received; otherwise the grade will be recorded as “F”. No extension of time beyond the allotted 8 weeks will be permitted.

Pass/Fail Grading
Developmental and some college skill classes at North Central Missouri College are graded with “P” -Pass or “X” -Fail grades. Credits earned in courses that are stipulated in the catalog as being graded on a Pass/Fail basis will not be used in computing a student’s grade point average. They will be considered part of the credit hour load and used in calculating satisfactory academic progress for financial aid.

Repeated Courses
In general, students may receive credit one time for completion of a course unless the course description states otherwise. Courses used to meet requirements for a conferred degree or certificate may not be repeated. Students may repeat a course to improve their GPA under certain conditions:

• Grades for transferred in credit do not override grades earned from NCMC.
• Students may repeat a course in which a grade of “C” or lower was earned, provided they have not completed a higher level course with a grade of “A” or “B” that required the first course as pre-requisite
• When a course is repeated, only the last grade is used in computing the grade point average.
• Courses in which grades of “A” or “B” were received may be repeated by declaring an audit at the time of enrollment. In the case of an audit, the student is taking the course for informational purposes only and does not receive credit or a grade for the course. The first grade of “A” or “B” remains in the grade point calculation.

Academic Forgiveness
Occasionally, due to overwhelming or unavoidable circumstances, a student earns grades that are not representative of his or her abilities. The Academic Forgiveness Policy is an appeals procedure that allows a student, who has returned to North Central Missouri College after a minimum five-year absence, to request removal of grades for one semester from the cumulative grade point average shown on their official academic record. To review the guidelines and qualification criteria for possible eligibility, contact the Registrar’s Office in the Alexander Student Center, ext. 1205.

General Transfer Policy
NCMC considers the “transferability” between colleges and universities as a matter of considerable importance and practice. NCMC also believes the relationships among academic disciplines and between levels of coursework require clear understandings about content and purpose so that students may make progress toward their educational objectives without unnecessary disruption or duplication of coursework.

An articulation agreement is a formal arrangement for transfer of a defined set of academic credits between an academic program at NCMC and a program at another college or university. Transfer guidelines facilitate cooperation between colleges and universities for the purpose of accommodating the needs and interests of students who earn credit at one institution and choose to transfer to another. Successful transfer minimizes loss of time and duplication for students and optimizes the use of institutional resources. The following NCMC transfer policies recognize that each college and university has a separate and distinct mission and that each has the responsibility to establish and to maintain academic quality within that mission. Underlying the policy is
an attitude of mutual respect and cooperation among the institutions and recognition that the primary objective of articulation agreements is to benefit students.

North Central Missouri College maintains a list of established articulation agreements with other institutions for the transfer of the associate in arts and associate in applied science degrees, available on the NCMC website.

For further information on articulation and transfer policies between institutions contact:
Transfer and Articulation Officer - 660-359-3948 Ext. 1405 or advising@mail.ncmissouri.edu or view the transfer information on the NCMC website www.ncmissouri.edu.

**Transferring Credit to NCMC**
NCMC accepts credits earned from institutions accredited by agencies recognized by the Council for Higher Education Accreditation.

Transfer coursework must be:

- lower division academic courses equal in content to current NCMC coursework.
- lower division courses that fulfill general education requirements.
- lower division career or technical courses equal in content to current NCMC coursework.
- lower division academic courses with a grade of “D” or higher.

Coursework from institutions on a quarter hour system will be converted to semester hours using a two-thirds conversion factor for transfer to NCMC.

Transferred-in credit is not used to calculate a student’s NCMC grade point average for academic standing at NCMC. Grades received at other institutions may be considered for eligibility in some financial aid programs. Athletic eligibility will be based on the calculated cumulative grade point average including coursework at any previous institutions. Cumulative grade point averages for associate in arts in teaching degree candidates will be calculated, including applicable transfer credit, to meet the minimum GPA degree requirement at time of graduation.

**Transfer Limitations**
There are some courses that do not count toward degree requirements and do not transfer to NCMC. These are as follows:

- Developmental courses such as remedial math, reading or English (Coursework may be reflected on NCMC transcript to meet developmental pre-requisites)
- Career & technical (CTE) courses not equivalent to content and/or level of NCMC courses
- Courses with upper-division level course numbers (300 and above)
- Courses in which a grade of “F” (or equal to “F” level work) or an incomplete was received
- Physical education activity credits in excess of two credit hours
- Religion courses in excess of 6 credit hours
- Applied music courses in excess of 6 credit hours

**Foreign College and University Credit**
North Central Missouri College staff does not evaluate foreign transcripts. Students seeking credit must have their foreign transcripts evaluated by a foreign transcript evaluation service, nationally accredited in the United States, and submit an official copy of the results to the NCMC Registrar’s office. Credit may be granted for foreign coursework based on the results of such evaluations if substantially similar to courses...
offered by NCMC. The same requirements and limitations apply to foreign credit as those applicable to credit earned at U.S. colleges and universities.

**Transfer Appeal Procedure**
Transfer students have the right to appeal institutional decisions on the acceptance of transfer credit toward graduation requirements at NCMC. Students may complete the transfer credit appeal form and submit to the Registrar’s Office. Instructional department chairpersons will review submitted appeal forms and supporting documentation and forward decisions on transferability to the NCMC Registrar.

A student, whose appeal is denied, may file a request for review with the appropriate instructional Dean who will make a final decision.

For further information, contact (660)359-3948, ext. 1206 or registrar@mail.ncmissouri.edu.

**Credit for Prior Learning (CPL)**
North Central Missouri College believes that learning is a lifelong process and recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, non-collegiate training programs, advanced high school courses, and self-development. NCMC awards applicable credits earned for nontraditional prior learning, however, credit is not awarded for experience but for measurable college-level learning which includes knowledge, skills and competencies that students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within NCMC’s regular credit course offerings. Application for credit for prior learning must be approved prior to course enrollment regardless of method or type of prior learning. All mandatory institutional requirements for certificates and degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as an NCMC student. A maximum of 21 hours may be earned and applied for measurable college-level work experience. The total of all credit by examination and nontraditional education cannot exceed 30 hours earned and applied toward a degree Missouri state law limits the number of credits that can be awarded for prior learning to a total of 30 credit hours.

Please note that there may be financial aid implications as it relates to credit for prior learning. Please visit with the Financial Aid Office for further details. Credit granted through one of the CPL options may be used to fulfill NCMC program requirements, however transferability to other institutions is at the discretion of the receiving institution and is not guaranteed to transfer to other institutions.

**Non-Collegiate Programs**
Credit may be granted for training programs that have been successfully completed at non-collegiate organizations such as government agencies, and corporations and businesses, when applicable to students’ declared programs of study at NCMC and approved by the NCMC instructional department and dean. Non-collegiate courses will be evaluated in accordance with the American Council on Education (ACE) recommendations and with The National College Recommendation Service (formerly known as PONSI, the National Program of Non-collegiate Sponsored Instruction) recommendations, as well as in accordance with the college’s articulation agreements with nontraditional organizations and agencies. Non-collegiate programs must be approved prior to NCMC course enrollment when students believe they have mastery of course skills and objectives. Successful performance and payment of fees results in
course credits and appears on transcripts as proficiency credit. Credit for non-collegiate programs cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to receiving credit. Official transcripts must be submitted to the Registrar’s Office. Information on availability can be sought through division chairs or the deans. Missouri state policy requires industrial certification for credit for prior learning must have been awarded within the last five years. Fees may apply.

**Military Education and Training**
Credit may be granted for military education and training, based on recommendations made by the American Council on Education. Credit will be awarded in disciplines substantially similar to courses and programs offered by NCMC. Official military transcripts, including Community College of the Air Force (CCAF), AARTS, SMART, or other military transcripts, must be submitted to the registrar’s office.

**Portfolio Assessment**
Credit for prior learning acquired through employment, self-study, volunteer, civic, or other activities may be awarded through the portfolio assessment option. Students must demonstrate that prior learning and experience have resulted in the acquisition of college-level competencies and skills directly related to courses in their learning programs. Credit through portfolio assessments must be requested prior to course enrollment when students believe they have mastery of course skills and objectives. Successful portfolio performance results in course credits and appears on transcripts as proficiency credit. Portfolio assessments can be attempted only once per course and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to attempting portfolio assessment. Students must complete the application process for credit for prior learning and must receive prior approval for portfolio assessment by the dean and/or appropriate department. Upon approval the student must pay the fee and complete the portfolio process within 30 days. The appropriate department chair will assess the portfolio to ensure the student has met or exceeds the learning objectives of the course. Fees may apply.

**National Examinations**
The national examination programs for which the college awards credit are (fees may apply):

- **Advanced Placement (AP) Exams**–Subject-matter exams sponsored by the College Board and generally administered through high schools at the culmination of advanced placement (AP) course offerings. Further information can be obtained by contacting high school guidance offices or the College Board website. The college generally awards credit for scores of 3, 4, or 5.

- **College-Level Examination Program (CLEP)**–National credit-by-examination program providing individuals of all ages and backgrounds the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. Official test scores must be submitted to the office of the registrar.

- **DSST (formerly known as the DANTES Subject Standardized Tests)**–Students participating in the DSST program have the opportunity to earn college credit for learning that has occurred outside the traditional classroom. Students may earn up to three credits for each examination based upon their scores and the American Council of Education’s (ACE) score recommendations. Additional information can be obtained on the DSST website.
Excelsior College Exams–Students may complete subject-based exams developed and offered through Excelsior College and Pearson VUE. Students must receive a grade of “C” or higher for these examinations to be equated to the NCMC courses. Official transcripts must be submitted to the Registrar’s Office for evaluation.

**Institutional Proficiency Examinations**

Students must contact the appropriate faculty or division chairperson to arrange proficiency exams. These exams are offered for some, but not all, credit classes.

Proficiency exams are taken prior to course enrollment when students believe they have mastery of course skills and objectives. Successful test performance results in course credits and appears on transcripts as proficiency credit. Proficiency exams cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to taking proficiency exams. Proficiency exams must be taken within thirty calendar days after fee payment; students who do not take exams within this thirty-day limit will be notified that credit will not be issued. Fees may apply.

**Articulated Credit**

North Central Missouri may award credit for approved programs of study taken at area high schools and technical schools. Coursework is designed for use toward a career and technical certificate or degree at NCMC. Qualified students must submit articulation certificates and official transcripts from the sending schools to the registrar’s office. For more information on approved programs, please visit the “Services” tab of the NCMC website. Fees may apply.

**Credit for Prior Learning Options**

Non-collegiate programs–credit recommendations through: American Council on Education (ACE) and National College Recommendation Service. Fee per credit hour applies.

External challenge examinations–Advanced Placement (AP), CLEP, DSST (formerly known as DANTES). Fee per credit hour applies.

Institutional proficiency examinations and internal portfolio assessment are charged Missouri’s tuition rate per credit hour.

High school or career center articulated credit is charged a fee per course or flat rate for 20-30 credit hour block.

Military education and training have no fees assessed.
Requests For Transcripts
The options to request official NCMC transcripts are available on the NCMC website. Students may complete a form and mail in with the transcript fee or file the request online with credit or debit card. Unofficial transcripts are available to view and print through student online services.

Academic Standards

Academic Excellence
NCMC encourages academic excellence by naming students who have demonstrated outstanding academic achievement to the honor lists for the fall and spring semesters. The President’s Honor Roll lists full-time students who have achieved a grade point average of 4.00 for the semester. The Dean’s Honor Roll lists full-time students who have achieved a grade point average of 3.50 for the semester.

For each academic year, the Arts and Sciences Division of the College honors a graduating Associate in Arts student with the Academic Excellence Award. Qualifications for this include a minimum of 3.5 GPA, recommendations from the Arts and Sciences instructors and a service component. Specific deadlines and application information will be announced in the College’s news bulletin, This Week@NCMC.

Academic Probation
It is not expected that all students who enroll at North Central Missouri College will achieve at the same level, and no policy of the College is intended to discourage the sincere, conscientious person. However, each student is expected to make reasonable progress toward graduation.

To maintain good standing, the student must achieve a cumulative grade point average corresponding to the total GPA eligible credit hours at NCMC as follows:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>1.50</td>
</tr>
<tr>
<td>15-29</td>
<td>1.66</td>
</tr>
<tr>
<td>30-44</td>
<td>1.83</td>
</tr>
<tr>
<td>Over 44</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student falling below these standards or not complying with Admissions/Registration requirements may be placed on academic probation for a period of one semester. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved. Students subject to academic suspension have a right to appeal the suspension. Please contact the Dean of Student Services for instructions related to the appeal process. Students suspended for academic reasons must appeal in writing for reinstatement.

The guidelines for academic good standing differ from those for financial aid eligibility. See the Satisfactory Academic Progress Policy in the “Financial Aid” section.

Appeal Procedures
The Dean of Student Services and/or the Academic Standards Committee will review all written appeals related to admissions, course withdrawals, disability services, residency status and other areas concerning student enrollment and admission.

An appeal form can be obtained online (www.ncmissouri.edu) or through the Dean of Student Services Office. Appeals must be received by the end of the following semester from the time the business under appeal was conducted. There must be serious and compelling reasons for an appeal, which may include:
1. death in immediate family;
2. serious illness or injury of student that prevented them from notifying the College;
3. unforeseen factors outside of student’s control. Lack of knowledge regarding the policy is not a reason for an appeal and supporting documentation may be required.

**Student Education Rights & Privacy Act**

Records at North Central Missouri College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel and advise students more effectively and assist students in employment after graduation. North Central Missouri College will not provide names and addresses to outside agencies for commercial use.

Student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with written consent by the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974. Transcripts may be withheld because of outstanding financial obligations to NCMC.

A student shall be defined by North Central Missouri College, for the purpose of administering FERPA regulations, as an individual who is enrolled in a course for college credit and whose attendance has been confirmed.

Directory information will not be released prior to the end of the enrollment period for the first semester of enrollment without the express, written permission of the student.

Certain items of student information have been designated by North Central Missouri College as public or directory information. The college may provide the following information:

- Your name
- Address
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Sports- weight and height of an athletic team member
- Dates of attendance
- Awards received
- Most recent previous educational institution attended

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. North Central Missouri College assumes that unless a student specifically requests each semester of enrollment that directory information be withheld, he or she is approving this information for disclosure.

Information relating to the Family Educational Rights and Privacy Act of 1974 is available in the Registrar’s Office and on the College website, www.ncmissouri.edu. The Act was designated to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational
Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Questions concerning the Family Educational Rights and Privacy Act of 1974 should be directed to the Registrar’s Office or the Dean of Student Services located in the Alexander Student Center.

**Graduation Requirements**

Graduation requirements for each degree and certificate program are outlined in the Programs of Study section of this catalog. The catalog, which is in force at the time a student begins a program, will be used to establish graduation requirements provided the student maintains continuous enrollment. Continuous enrollment for this purpose is defined as the successful completion of at least three credit hours in at least two of the three terms per academic year.

Students who do not maintain continuous enrollment will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment or application for degree completion. Candidates for graduation also have the option of selecting the current catalog (in force at the time an application for graduation is submitted) in order to fulfill program requirements.

Graduation requirements can be met through a combination of NCMC courses, transfer credit and credit obtained through nontraditional means. Students are required to complete a minimum of 15 credit hours from NCMC. Students who are planning to transfer credit back to NCMC to complete degree requirements should complete the Application of Transfer Credit for Degree Completion form, available in the Registrar’s office and on the college website, during their last semester at NCMC. The transfer of credit must occur within one year from students’ last enrollment at NCMC. All other graduation requirements must be met.

All degrees and certificates require a minimum cumulative grade point average. All candidates for a degree or certificate must take an exit test during the last semester at NCMC. Some programs of study have additional graduation requirements.

**Application for Graduation**

Students may earn multiple degrees or certificates from North Central Missouri College. An application is required for each award sought. A minimum of an additional 6 credit hours, beyond the first award, must be earned from NCMC for each subsequent certificate and 12 credit hours earned from NCMC for a subsequent associate’s degree beyond the previous award. A minimum of 15 credit hours must be earned from North Central Missouri College in total to receive any certificate or degree. Students are encouraged to apply for graduation prior to enrolling for their final semester at NCMC to allow time for a degree audit. The responsibility for enrolling in courses that fulfill graduation requirements remains with the student.

Application submission dates are:

- April 1 through October 1 to graduate the following December
- November 1 through March 1 to graduate the following May
- November 1 through March 1 to graduate the following July

Applications must be received by the deadline of March 1 for May and July completion and by October 1 for December completion. The application is available on the NCMC website, www.ncmissouri.edu, on the Current Students tab, or at the Alexander Student Center info desk.
**Commencement**
Attendance at commencement is highly encouraged. Attendance will help make this important occasion a memorable one. Students who are unable to attend commencement must notify the Dean of Student Services as soon as possible.

Commencement is held in May at the end of spring semester. Students who expect to complete degree requirements in the previous fall term, spring term or the immediately following summer term are eligible to participate if they submit their applications for graduation by the deadline.

**Graduate Recognition**
North Central Missouri College officially recognizes those students with outstanding grade point averages at the time of graduation. To qualify for this recognition, at least fifty percent of the student’s coursework must be completed at NCMC. Graduates “with honors” are those with grade point averages on NCMC coursework of 3.5 to 3.84, and graduates “with highest honors” are those with grade point averages on NCMC coursework of 3.85 or above. Spring commencement honors are based upon the grade point average at the end of fall term. Final graduate honors, based on all grades, are acknowledged on the final transcript and may be different from those announced at commencement.

**After Graduation**
North Central Missouri College is proud of its graduates! Whether you are starting a new career, transferring to another college or using your education for personal growth, we wish you success!

**Transfer Assistance**
NCMC provides assistance to those students who wish to transfer to other colleges or universities. Most students who have completed the Associate in Arts degree at NCMC and transfer to a Missouri public four-year institution are granted junior class standing with the lower level General Education requirements met.

Students at North Central Missouri College have the option of completing a general education block consisting of 42 credit hours which should then meet the general education requirements at most Missouri public institutions. The Registrar’s Office will assist students who encounter difficulty transferring with the general education block without an associate’s degree.

When planning to transfer to a private or any out-of-state university, all course selections should be carefully based upon the specific requirements and recommendations of that school.

Anticipated majors, such as engineering, art and music, should first be thoroughly discussed with an advisor to gain understanding of the unique conditions regarding these programs at the four-year schools. NCMC cooperates on a one-to-one basis with other institutions to ease the transition for its students. Selected transfer guides, listed by institution, are available on the NCMC website (www.ncmissouri.edu) under the Current Students tab.

**Reverse Transfer**
Reverse transfer provides students who have attended, but not graduated from NCMC with the opportunity to earn additional credentials for their resume. Reverse transfer is available to students who have completed at least 15 credit hours at NCMC before transferring to a four year institution. Students combine the credits earned at NCMC
with the credits earned at a transfer school to complete their Associate in Arts degree. Students who qualify will be notified of their degree by the Registrar’s Office.

Alumni
North Central Missouri College alumni are in good company. Many outstanding individuals have passed through our doors since 1925. NCMC is proud to have contributed to the success and achievements of thousands of individuals.

The exciting growth and campus developments at NCMC are in part a result of many contributions from alumni and friends who found this college to be an important part of their lives. Alumni serve on college panels and advisory committees and fill leadership roles in a number of activities. NCMC hopes that all graduates will stay in touch with NCMC and help us pass on an even better heritage to our future students.

All former students are invited to remain involved with NCMC for a lifetime. All alumni are encouraged to keep current addresses on file in the Development Office by calling 660-359-3948, ext. 1403 or send a letter to NCMC, Office of Development, 1301 Main Street. NCMC keeps alumni posted on what’s happening through the Alumni & Friends Newsletter and welcomes alumni to stop by campus anytime.

The NCMC Foundation
The North Central Missouri College Foundation, Inc. was founded in 1986 and meets quarterly to conduct business of the Foundation. The objective of the Foundation is to advance, encourage, assist and support the growth and development of the College in whatever ways are beneficial to its student body, its faculty, and its administrators. The activities of the Foundation include sponsorship of sustaining programs and special projects related to the curricula and the real facilities of NCMC.

Membership on the Foundation Board will consist of a maximum of twenty-four members with at least one-half of the Directors residing in the college’s taxing district and the balance of the membership as residents of the 16-county service region. Among the specific duties of the Foundation Board is to administer over $3 million in endowed scholarships and more than $14 million for campus development and special projects. The NCMC Foundation maintains an office on the campus known as the Office of Development and has a staff responsible for directing the efforts of the Foundation.
Campus Services
North Central Missouri College offers a variety of services for students. Whether you need wireless Internet access, helpful tutors in the Academic Resource Center, convenient supplies in the bookstore, tasty dining in the Selby Dining Hall or great athletic events, you’ll find the total college experience at NCMC.

Library
The North Central Missouri College Library is located in Geyer Hall and can be accessed from the first and second floor. The library’s reference collection, circulating book collection, and DVD collection are located on the first floor of the library. The second floor of the library houses the periodicals, microforms, and government documents.

The library is automated with an online catalog system, online periodical databases, and Internet access. This allows for both on campus and remote access to materials. North Central Missouri College is a member of MOBIUS (Missouri Bibliographic Information User System), and as a member of this consortium, NCMC students may borrow books online, at no cost, from the Missouri State Library and over 60 academic libraries in Missouri. NCMC students may also borrow materials from the Grundy County Jewett Norris Library.

The mission of the North Central Missouri College Library is to assist our community of learners to reach their educational goals. Reference service, individual and group instruction, and online tutorials are all part of this assistance. The library staff welcomes you and invites you to visit our web page at www.ncmissouri.edu/library/default.aspx.

Academic Resource Center
The Academic Resource Center (ARC) supports the institution’s mission by providing a positive, accessible learning environment, encouraging independence and diversity, and offering quality resources, thus promoting the emergence of lifelong learners. A certified learning center through the National Association for Developmental Education, the ARC provides a comfortable study environment accessible to all students; up-to-date computers, equipment and software; testing services; friendly, well-qualified personnel; one-to-one and group study sessions for selected courses; a variety of learning materials; and sufficient hours of availability to meet the needs of students and faculty. Professional and pre-professional staff are certified tutors through the College Reading and Learning Association.

The ARC is the home of the Tech Lab, Writing Lab, Math Lab, Testing Center, and online learning center. The Tech Lab is staffed by tutors specializing in career programs and houses an open computer lab. Students are encouraged to make appointments when using the Writing Lab or may submit drafts from their Pirate email accounts to the online writing lab (owl@pirates.ncmissouri.edu). The Math Lab supports all levels of mathematics. Students may access the online Academic Resource Center (www.ncmissouri.edu/arc) to locate math, writing, career, and student success materials and resources. Finally, students may be sent to the Testing Center for makeup and online testing.

Location: Barnes Hall and Freeman Hall (adjoining buildings). Hours: fall and spring semesters, Monday-Thursday 7:30 am - 6:00 pm and Friday 7:30 am - 3:00 pm Friday. Summer hours vary based on class schedules.
TRiO–Student Support Services

Student Support Services (SSS) is a TRiO grant program 100% federally funded through the Department of Education that provides academic and personal support services to eligible college students. SSS provides an array of services to help students complete their degree with the ultimate goal of successful transfer to four-year institutions. These services may include:

1. Tutoring: One-on-one or group.
2. Counseling: Academic, career, and personal advising.
3. Workshops: Covering a variety of academic and personal enrichment topics.
4. Campus Visits: To area colleges and universities to assist students with transfer choices (at least two each semester).
5. Equipment Loans: Laptop computers may be checked out for three days and calculators may be checked out for a semester at a time.
6. Cultural & Social Activities: There are currently two cultural or social activities planned each year.
7. Degree Planning: An academic planner is used to assist in mapping educational goals while at NCMC.
8. Scholarships: Determined by need, academic persistence and program participation.

Students may be eligible for admission to the program if they meet the following criteria:

1. U.S. Citizens or legal residents
2. Have a need for academic services, and
3. Who:
   a. are first generation college students (neither parent has received a baccalaureate degree), or
   b. meet federal income guidelines, or
   c. have a documented disability which impacts learning/information processing.

For more information on the program, contact the SSS office located in Barnes Hall.

Computer Labs

Computers with instructional software and Internet access are available to students in Hoffman Hall 107, Geyer Hall 209 and Cross Hall 203. An open lab is maintained for students to write reports, complete assignments, do Internet research or send e-mail to friends. Day and evening hours are available; see the posted computer lab schedules for access times.

Website

The College’s website, [www.ncmissouri.edu](http://www.ncmissouri.edu) includes up-to-date information on upcoming events, class schedules, faculty and staff, news releases, alumni activities and much more. The website is maintained by Computing Services.
Bookstore
The NCMC Bookstore is located directly east of Geyer Hall at 1314 Main Street. Regular year-round business hours are posted in the bookstore with special extended hours during the first week and last week of each semester. All required and supplementary texts for the classes at NCMC are available in the Bookstore. A copy of the student’s schedule with course numbers is required to insure correct selection of textbooks.

The textbook buy-back period is held each semester during finals week. Buy-back information includes:

A Student ID card is required to sell back books. All funds will be transferred to the card. No cash will be given out.

There may be a limited number of books bought back, based on expected future enrollment. Books will be bought on a first-come basis.

The majority of books will be bought for half the purchase price, providing the following criteria are met:

1. The book is complete and in good resalable condition.
2. The book will be used the next term that the class is offered.
3. The instructor allows the use of used books.
4. Books purchased with a CD in them must be returned with that CD to obtain half price.

After the Bookstore’s limit on a book is met, they may accept it for an outside buyer at a lower price.

The Bookstore also carries a complete line of supplies including pens, pencils, folders, notebooks, computer software, postage stamps, nurses’ uniforms and nursing supplies for sale to students, faculty and the general public. For those wishing to show their school pride, apparel and a variety of other logo merchandise is available. Textbooks and apparel may be purchased online through the college’s website.

Cashier & Student Accounts Office
All monetary transactions are handled by the Cashier’s Office located on the upper level of the Alexander Student Center. Tuition, student development fees, facility fees, lab fees, housing payments, and parking fines should all be paid to a cashier.

Payments may be mailed to the Student Accounts Office or students may pay online with a Discover, MasterCard or VISA credit card. The Student Accounts Office distributes Pell and other grants, scholarships and loan refunds via the Heartland Acceluraid program which makes a student refund available on a prepaid Discover card. Student payroll is also disbursed through the Discover card.

Campus Food Service
A full-service dining hall is available for all NCMC students, staff and the public in the lower level of Selby Hall. Residence hall students have a weekly meal plan required as a part of their room and board. Commuter students, faculty and staff are also welcome to eat in the dining hall. Delicious entrees, plus a soup and salad bar are provided daily. They also offer catering services for clubs and organizations as needed. A coffee shop is also located in Cross Hall. The coffee shop provides specialty drinks, soda and our own NCMC Pirates blend of coffee. Pizza, sandwiches, baked goods and other tasty treats are also available.
Ketcham Community Center
Home to the NCMC Pirates and Lady Pirates basketball teams, the Ketcham Community Center can accommodate just about any athletic, student or community event.

This multipurpose facility features a collegiate-size basketball court, seating for 2,000, a fitness center, and indoor track. The Ketcham Community Center offers a variety of activities for students and the community including sporting events, cultural and civic activities, and commencement ceremonies. The Center provides a great place to go for fun, education, fitness and entertainment.

Parking
NCMC has several parking lots for students, faculty and staff. All lots are close to the campus for easy access. The only reserved parking lots/places are those marked for Ketcham Community Center members, handicapped persons, visitors and College vehicles. Please observe the no parking areas and driving lanes throughout the lots. Violations will result in parking tickets or towing of vehicles. Parking tickets are to be paid in the Cashier’s Office in the Alexander Student Center.

Residence Life
Living on campus opens up a new world of opportunities for fun, personal growth and leadership development. NCMC offers on-campus living facilities for both men and women. Selby Hall houses women, while men live in Ellsworth Hall. A full-service meal plan is part of the housing agreement.

Students’ rooms feature bunk beds, wardrobe, sink, mirror, dresser and desk. High speed wireless Internet access and expanded basic cable are provided in each room. NCMC’s residence halls include handicapped accessible rooms, 24 hour computer labs, a common area land line for local/calling card calls and 9-1-1 calls, a laundry area, TV in the lobby, mailboxes, vending machines and easy access to parking.

There are many advantages for students living on campus, including academic access. Research shows that students who live on campus are more likely to achieve a higher grade point average and complete their degree program than those students who live off campus. Dozens of clubs and organizations are available for leadership and fun, plus exciting campus activities and intercollegiate sports are close at hand.

NCMC’s housing facilities are supervised by the Director of Residence Life, Residence Hall Coordinator and Resident Assistants (RAs). Resident Assistants are students who live in the residence halls and serve as peer advisors, as well as assist the director and coordinator in management of the halls. For more information on RA positions, contact the Director of Residence Life.

Housing is assigned on a first-come, first-served basis, and early confirmation of arrangements is encouraged. A housing application form accompanied by the required deposit should be submitted to the Office of Residence Life.

Students living on campus are required to abide by college rules and the Student Code of Conduct, which specifies no alcohol or drugs on campus. See the Residence Life Contract Terms and Conditions for a complete list of guidelines. Visit www.ncmissouri.edu for current room and board rates, an application form or more information on housing, or contact Student Services at 660-359-3948 ext. 1418 or 1480.
Student Activities
We believe that college should not only help you acquire knowledge and skills, but also guide you in developing a character equipped to meet the challenges of tomorrow. At North Central Missouri College, our small size makes it easy for you to make a difference by getting involved in student government, organizations and campus activities and events. Enrich your classroom education by taking part in the student activities at NCMC! See the Director of Residence Life & Campus Activities to see how you can get involved!

Student Government
The Student Senate provides leadership training for students through various leadership experiences and the development of student activities. It is composed of representatives and officers selected from within the College. The Student Senate is responsible for coordinating the organizational activities of the College in cooperation with the Director of Campus Activities and Dean of Student Services.

NCMC Creed–The NCMC Student Senate unanimously passed the following creed in 1996. We encourage students to make this creed their own.

“The community of scholars at North Central Missouri College is dedicated to personal and academic excellence. Choosing to join the community calls upon each member to follow a creed of civilized behavior. As a member of this community . . . I believe in practicing personal and academic integrity; I believe in respecting the dignity of all persons; I believe in respecting the rights and property of others; I believe in discouraging bigotry, while striving to learn from differences in people, ideas and opinions; I believe in demonstrating concern for others, their feelings and their need for conditions which support their work and development. Allegiance to these ideals obligates each NCMC community member to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.”

Intercollegiate Athletics
The intercollegiate athletic program provides competition of a high quality and allows the exceptional athlete to earn a scholarship for his/her sport skill. North Central Missouri College’s program encompasses men’s baseball and women’s softball, and men’s and women’s basketball.

Teams play a full season of games with schools throughout the Midwest. Teams from other colleges visit the NCMC campus to compete, and our athletes travel to their schools for competition.

The sanctioning body governing the men’s and women’s athletic program is the National Junior College Athletic Association (NJCAA) Region 16, which includes schools from the entire state of Missouri. Athletic eligibility is determined according to NJCAA regulations. NCMC recommends that all athletes have personal medical insurance in addition to the limited medical coverage the College provides. For further information, contact the NCMC Athletic Director.

Intramurals
As part of our recreation and activities, NCMC offers collegiate intramurals. These sports teams compete against each other on an NCMC league. Some of the sports currently offered include flag football, basketball, softball, volleyball, and bowling. Intramural activities can be a lot of fun for students. If a student is interested in starting a new intramural event, they can contact the Director of Student Activities.
NCMC and the Arts
North Central Missouri College, through the Student Senate and the Grundy County Friends of the Arts cooperate in bringing extraordinary programs and exhibits to NCMC and Trenton. Students can attend a variety of entertainment free just by presenting their NCMC ID card. The Arts Calendar includes a variety of performing arts, including instrumental and vocal music, mime, professional and community theater, jazz, puppet shows, comedy and more. NCMC encourages students to expand their horizons by trying something new.

Clubs and Organizations
Each student organization has a constitution which states the aims and purposes of the group and outlines how it contributes to campus life and student development. Each organization is responsible for choosing its own officers and for scheduling activities with its faculty advisor. Representatives from the various clubs meet regularly in open session meeting with the Student Senate to collaborate on student development efforts and activities. New clubs and organizations are added as student interest warrants. Please see the Director of Campus Activities or Dean of Student Services for details.

Ag Club – Students interested in careers related to agriculture, equine management or natural resources are encouraged to join this group. Members have the opportunity to participate in recreational, educational and community service activities. Membership in the National Postsecondary Agricultural Student Organization (PAS) is encouraged. PAS provides opportunities for individual growth, leadership and career preparation at the state and national level.

Ambassadors – A Student Ambassador is a representative of the student body and a marketing representative of the entire campus. An Ambassador is a student who has a desire to work with faculty, staff, students and members of the community. An Ambassador assists with registration, recruitment, high school visits, campus tours, special events, special phone surveys for student retention, speaking engagements and campus visits.

Baptist Student Union – The Baptist Student Union provides fun and spiritual fellowship for interested college students. Sponsored by the North Grand River Baptist Association, the BSU is located within a block of the campus at 1109 Main Street. All students are welcome.

Baseball Club – The Baseball Club allows talented students, who participate in intercollegiate baseball, to offer activities for and with spectators. The organization is made up of team members and fans.

Basketball Club – The Basketball Club allows talented students, who participate in intercollegiate basketball, to offer activities for and with spectators. The organization is made up of team members and fans.

Delta Epsilon Chi – Delta Epsilon Chi is the local chapter of the national Delta Epsilon Chi organization which is devoted to the development of competencies needed for careers in marketing, distribution, merchandising and management.

Fellowship of Christian Athletes – The Fellowship of Christian Athletes organization (FCA) is the largest Christian sports organization in the United States, focusing on professional, college, high school, junior high, and youth athletes by encouraging members to use athletics to impact the world for Christianity.

NCMC Players – The NCMC Players are a performing group for students interested in theatre or theatre production. The Players present a stage performance at least once a year.
Phi Mu Epsilon – Phi Mu Epsilon is a local sorority that was organized in 1925. It is the oldest society on campus. It exists to encourage leadership development and to provide opportunities for social, recreational and cultural activities of women on campus.

Phi Theta Kappa – Phi Theta Kappa is the International Honor Society of the 2 year college. The Éta Mu chapter at NCMC was established in 1950. Its purpose is to recognize and encourage scholarship, to provide an opportunity for development of leadership ability and to promote an intellectual climate for exchange of ideas and lively fellowship. Students who complete 12 hours of college-level course work at NCMC and achieve a grade point average of 3.3 are eligible for membership. A 3.2 GPA is required to remain in good standing. An induction ceremony is held each fall and spring semester.

Pre-Med Club – This club offers students the opportunity to explore health care careers through the sponsorship of activities and projects. Membership is open to any NCMC student interested in a career within the health care field.

Psychology/Sociology Club – The Psychology/Sociology Club is for students interested in these fields of study. The organization sponsors a variety of activities and events.

Residence Hall Association – The Residence Hall Association will give students living in the residence halls a voice and platform for performing community service, participating in campus activities, bring programs of educational value to the residents, and assist in projects with other campus organizations.

Softball Club – The Softball group allows the talented students, who participate in intercollegiate softball, to offer exciting activities for and with spectators. This organization is made up of team members and fans.

Student-Missouri State Teachers Association – The Student-Missouri State Teachers Association is an organization designed for students preparing to enter the field of education. It acquaints students with the work of professional teachers organizations and encourages participation in professional activities.

Student Nurses’ Association for ADN Students – The Student Nurses’ Association is open to students in the Associate Degree Nursing program (Level II). It was organized in 1973 to encourage fellowship, to provide an opportunity for the development of leadership ability, to promote an interest in the nursing profession, and to communicate with the state and national professional nurses’ associations.

Student Practical Nurses’ Association – The Student Practical Nurses’ Association is comprised of students in the Practical Nursing program (Level I). It was chartered to aid in the personal development of individuals and to urge students to be aware of and contribute to improving the health care of all people. The organization encourages student participation in community affairs and communication with the Missouri State Association of Licensed Practical Nurses.

Student Senate – See Student Government on page 64
Student Conduct

Students admitted to North Central Missouri College are expected to conduct themselves at all times as responsible adults in accordance with the interests and regulations of the College. NCMC recognizes that students are both citizens and members of the academic community.

As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition and right of due process that all citizens enjoy.

Upon admission and enrollment at NCMC, each student assumes an obligation for conduct compatible with the College’s function as an educational institution and to comply with the laws enacted by Federal, State and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Any student who gives wrong or misleading information in the application, enrollment or financial aid process or is involved in any type of misconduct may be subject to disciplinary action including probation, suspension or dismissal.

Students are expected to read and abide by the rules and regulations provided below and in the Student Handbook including the Student Code of Conduct. Copies are available during Orientation, from the Student Services Division, or online at NCMC’s Website at www.ncmissouri.edu.

Student Code of Conduct

I. General Policy

North Central Missouri College is a community of learners. The College is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others.

NCMC students are directed to the NCMC website to review the Student Code of Conduct and are charged with the responsibility of having read, and agreeing to abide by, the provisions of the Student Code of Conduct and the authority of the student conduct process. The Student Code of Conduct and the student conduct process apply to the conduct of individual students and student organizations regardless of where or when the conduct may take place, including off-campus or outside of school when the administration determines in its discretion that the off-campus or outside-of-college conduct affects a substantial college interest. A substantial college interest is defined to include:

Any action that could constitute a criminal offense as defined by federal or state law. This includes, but is not limited to, allegations of single or repeat violations of any local, state, or federal law in the municipality where the College is located;

Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;

Any situation that significantly disrupts the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder

The Vice President of Instruction and Student Services, Dean of Student Services, Dean of Allied Health, and Dean of Instruction, through authority delegated by the President of the College, have the responsibility and authority to protect the College’s educational purpose and objectives through the establishment of a Student

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Conduct System. The system incorporates procedural safeguards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term “student” includes all persons taking courses at North Central Missouri College, both full-time and less than full-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College.

II. Offenses

Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary sanctions. Acts of misconduct include, but are not limited to:

A. Academic Misconduct (Dean of Instruction’s Office/Dean of Allied Health’s Office)

Conduct involving academic matters that is fraudulent, dishonest, or deceptive is strictly prohibited.

1. Cheating includes, but is not limited to, giving or receiving unauthorized assistance in taking quizzes or examinations; using inappropriate or unallowable sources during an examination or in preparing course assignments; obtaining or distributing tests or other academic information without permission; or falsifying data or any official college record. See also Instructor’s syllabus.

2. Plagiarism includes, but is not limited to, using by direct quotation or paraphrase the words or material of another person without properly crediting the author; presenting ideas or creations of another as one’s own without consent or appropriate attribution.

3. Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

B. Non-Academic Misconduct (Dean of Student Services’ Office)

1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College and its staff members; or withholding of necessary information in connection with a student’s record or status.

2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.

3. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, bullying/cyber bullying, or other conduct electronic or otherwise, which threatens or endangers that person's emotional, mental, or physical well-being.

4. Sexual misconduct, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person. See NCMC’s Sexual Misconduct Policy for further details.

5. Theft of or willful destruction, damage or misuse of any College property or that of any person on the campus. This includes theft, misuse or alteration of computer or other electronic services offered by or owned by the College.
6. Disruptive/disorderly conduct. Disruptive, disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.

7. Possession, consumption, public intoxication or distribution of alcoholic beverages is strictly prohibited on all College property or at any college-sponsored student activity. This includes possession of alcoholic beverage containers.

8. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.

9. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.

10. Use of tobacco products while on College property.

11. Unauthorized possession, duplication or use of keys, fobs, or cards to any College facility or unauthorized use of or entry into any College facility.

12. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on College property; or setting any fire on College property.

13. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.

14. Failure to heed an administrative summons.

15. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.

16. Assisting anyone in the commission of any acts in this section.

III. Sanctions

A. Warning–A written or oral notice, which cautions the student that further behavior of the same or similar type shall be cause for disciplinary action by the College.

B. Probation–A written reprimand for violation of specified regulations. Probation is for a specific period of time and includes the probability of additional and more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

C. Restriction–The withdrawal of specified privileges for a definite period of time. Restrictions may include, but are not limited to, campus housing, dining services, computer labs, recreational facilities, college events or activities, parking areas, etc.

D. Restitution–A payment for financial injury in cases involving theft, destruction of property or deception.

E. Fines/Fees–A payment for violation of campus policies or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.
F. Discretionary Sanctions–Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.

G. Grade Reduction–In academic misconduct cases, faculty may reduce class grades for tests or assignments as part of the imposed sanctions.

H. Suspension–The President or designee may at any time suspend or deny readmission to a student when the President or designee believes that the presence of that student on campus poses a danger to the health, safety or welfare of any member of the College community, including themselves; or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction. Temporary suspensions, pending a formal hearing, may also occur at the discretion of the President or designee.

I. Expulsion–The involuntary and permanent separation of the student from the College.

IV. Disciplinary Administration

A. Academic Misconduct (Dean of Instruction’s/Dean of Allied Health’s Office). The Dean of Instruction or Dean of Allied Health is the primary officer for academic misconduct cases. The process for appeal is as follows:

• Student meets with their instructor;
• Student appeals to appropriate dean;
• Student appeals to Vice President of Instruction/Student Services;
• Student appeals to Student Appeals Committee;
• Student makes final appeal to College President.

The Dean of Instruction/Dean of Allied Health is the administrative officer in cases of academic misconduct. Grade appeals follow a different procedure, which is outlined in the “Grade Appeals” section. Each instructor is assigned jurisdiction for class conduct and grades. Charges of academic misconduct should follow one of these options:

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student’s right to appeal, in writing, to the Dean of Instruction/Dean of Allied Health within ten(10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Allied Health.

2. Submit a written appeal to the Dean of Instruction/Dean of Allied Health for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the charges are true. The Dean of Instruction/Dean of Allied Health shall provide a timely, written notice to the student of the decision and penalties imposed.

3. Subsequent appeals should follow the procedures outlined in C, “Appeals for both Academic and Non-Academic Misconduct”

B. Non-Academic Misconduct (Dean of Student Services’ Office). The Dean of Student Services, or designee, is the primary officer for non-academic misconduct cases. The process for appeal is as follows:
• Dean of Student Services, or designee conducts hearing;
• Student may appeal to Vice-President of Instruction/Student Services;
• Student may appeal to Student Appeals Committee;
• Student may make final appeal to College President.

The Dean of Student Services, or designee, is the administrative officer/hearing officer in cases of nonacademic misconduct.

1. Notice of the Hearing–Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Services, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least five (5) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:
   a. Date, time, place and nature of the hearing.
   b. The particular sections of this Student Code of Conduct involved.
   c. The fact that the student is entitled to an advisor of his/her choice.

2. Hearing Procedures–The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Services, or designee, at least three (3) business days before the hearing. Advisors eligible for attendance include any college employee. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: The hearing process is not a court of law. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.

3. Findings and Decision–The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.

4. Hearings by Mail–The Dean of Student Services or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of
the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Services, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution’s operation. If the student fails to cease and desist from such activity, the Dean of Student Services, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing.

Appeals should follow the procedures outlined in C, “Appeals for both Academic and Non-Academic Misconduct”

C. Appeals for both Academic and Non-Academic Misconduct

1. Appeal to the Vice President of Instruction & Student Services–The student may appeal the initial hearing officer’s decision to the Vice President of Instruction & Student Services by filing a written notice of appeal with the Vice President of Instruction & Student Services’ Office within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Instruction & Student Services shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or appropriate Dean to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered.

2. Appeal to the Student Appeals Committee–The student may appeal the Vice President’s decision to the Student Appeals Committee by filing a written notice of appeal to the Vice President of Instruction & Student Services, who will call the Committee together. The Committee shall have jurisdiction and authority to determine cause and recommend sanctions for all appeals referred to it by the Vice President of Instruction & Student Services. Membership shall consist of one student from Student Senate or other student representative, one faculty member from the Student Concerns Committee, one member from the AMP group and a Chair appointed by the Vice President of Instruction & Student Services. The Chair will facilitate discussion, but will not cast a vote. A simple majority is sufficient to decide the issue. If any member of the Committee feels that his/her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the member shall dismiss him/herself and an appropriate replacement shall be made by the Vice President of Instruction & Student Services.

   a. Appeals Notice–A student shall be sent written notice of an appeals hearing by certified mail or personal delivery at least ten (10) business days prior to the date of the hearing.

   b. Appeals Hearing Procedures–The student and the primary administrative officer/faculty member, if applicable, shall be afforded the opportunity
to present evidence and argument on all issues involved. The following process shall apply in all appeals hearings before the Student Appeals Committee:

(1) Unless otherwise determined by the Student Appeals Committee, testimony shall be submitted in the following order: opening remarks by the Chair outlining the general nature of the case, how the proceeding will take place, and a verbal reading of the written report; testimony of the primary administrative officer/faculty member, if applicable; any other testimony submitted in support of the charges including witnesses; testimony by the student including witnesses; rebuttal testimony in support of the charges; rebuttal testimony submitted by the accused; and closing arguments.

(2) Any oral or documentary evidence may be presented.

(3) Members of the Committee are entitled to ask questions of any participant in the hearing at any time. The student and the primary administrative officer/faculty member are entitled to question witnesses as directed by the Chair. Procedural questions and points of order are to be addressed to the Chair.

(4) Rules of common courtesy and decency shall be observed at all times.

(5) The standard of proof for the College shall be “substantial evidence,” i.e., whether it is reasonable to conclude from evidence submitted that the student did commit the violation(s) for which he/she was charged.

The student and the primary administrative officer/faculty member are expected to be present at the hearing. If the student and/or the primary administrative officer/faculty member are not present, the Committee may choose to proceed with the hearing, if its members are satisfied that the student has been given notice of the hearing as provided for in this code; or the committee may choose to let the initial hearing prevail and dispense with a hearing. All hearings shall be closed.

A written or tape recorded record of the hearing shall be the responsibility of the College.

c. Committee Recommendations—After hearing the appeal, the Committee shall make its findings and determinations in executive session out of the presence of the primary administrative officer/faculty member and the student charged. The Committee may decide as follows:

(1) No cause for disciplinary action: No violation of this conduct code has been proven. In this case, no sanction may be imposed upon the student.

(2) Cause for disciplinary action: There is substantial evidence that a violation of the conduct code has occurred. The Committee may recommend new or additional sanctions provided for in this code and/or uphold the initial decision of the administrative/hearing officer/faculty member and their sanctions.

(3) No cause for disciplinary action, which results in a grade change for the student. In this instance, the upheld appeal will be remanded to the Dean of Instruction/Allied Health to determine the final grade. The respective Dean will prepare a Change of Grade Form and submit it
to the Registrar. The stated reason for the change of grade will be “the recommendation of the Student Appeals Committee.”

Within ten (10) business days, the Committee shall provide its findings and recommendations in writing to the respective Dean and the student charged with misconduct.

3. Appeal of the Student Appeals Committee Decision–The student may appeal the Committee’s decision to the College President by filing a written notice of appeal with the President within ten (10) business days after the date of the Committee’s decision has been rendered. The President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.

4. Failure to Attend Hearing–If at any point during the process a student fails to attend any scheduled hearing without prior approval from the hearing officer, the student loses their right to appeal the decision.

5. Status During Appeal–The student’s enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.

D. Records. The Office of the Dean of Student Services is the official custodian of all educational records involving nonacademic misconduct. The Office of the Dean of Instruction and/or Allied Health is the official custodian of all educational records involving academic misconduct.

1. Academic Misconduct Records: Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.

2. Nonacademic Misconduct Records: Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

Alcohol, Drug, Tobacco & Firearms Policies

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, use or transportation of alcoholic beverages, controlled substances and illegal drugs by any student on campus or at NCMC approved classes, field trips or activities off campus shall be strictly prohibited. Tobacco usage is prohibited on campus including the residence halls and parking lots. Prohibited use includes all tobacco products, including: cigarettes, electronic cigarettes, cigars, hookah-smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks and cigarillos.

The possession and/or use of firearms or other weapons is strictly prohibited on campus or at any College activity.

A Student Code of Conduct, which includes a detailed Student Alcohol and Drug Abuse Policy, is found in the Student Handbook and in the Residence Life section of this
catalog. By reference, each student is made responsible for becoming familiar with the contents of the Student Planner and adhering to all regulations.

**Policy Regarding Sexual Harassment**
The college's policy on sexual harassment states that offensive or unprofessional conduct of a sexual nature undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders NCMC's ability to fulfill its academic mission. Such conduct also may violate federal and state laws applicable to NCMC as an employer, as a state institution or as a recipient of state or federal grants or contracts. NCMC is committed to taking appropriate action against those who violate this policy which prohibits sexual harassment. Any NCMC faculty, staff or student may, and indeed needs to, report knowledge of alleged sexual harassment to the appropriate college officials. Students may obtain a complete copy of the policy at the Human Resource Office, from the Dean of Student Services or from the Dean of Instruction.

**Annual Public Safety & Crime Statistics Reports**
In fulfilling its comprehensive mission, NCMC is required by federal law to disclose certain timely and annual information about campus crime and security policies. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires schools to publish an annual report every year by October 1. A copy of the statistics is provided to the Department of Education. The report may be accessed on the NCMC website at www.ncmissouri.edu. A paper copy is available upon request.

Timely Warning–Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. This communication is prepared as part of the Timely Warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, Jeanne Clery Act 20 USC 1092F) et Seq.

The Dean of Student Services is responsible for issuing a timely warning when a crime is reported to or brought to the attention of college authorities and that crime represents a serious or ongoing threat to the safety of member of the college community. Information for timely warnings may also come from other law enforcement agencies. Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints.

Anyone with information warranting a timely warning should report the circumstances to the Dean of Student Services by phone or in person.

In the event that a situation arises either on or off campus that, in the judgment of the Dean of Student Services in consultation with the President and /or Vice President, constitutes an ongoing threat, a campus wide “timely warning” may be issued and distributed in one or more of the following ways:

1. Posting on electronic bulletin boards, including Blackboard and SAIL
2. Bulletin boards
3. NCMC alert text messaging
4. Email
5. News release
6. NCMC website

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Mandatory Administrative Withdrawal
Mandatory administrative withdrawal occurs in situations where there is reason to believe that a student is a substantial threat to himself/herself or interferes with the welfare of other members of the College or the educational process of the institution. In order to determine if a mandatory administrative withdrawal is warranted, the Dean of Student Services may require a psychological/psychiatric evaluation. If a withdrawal process is initiated, the student shall be notified in writing. A request for an appeal must be filed, in writing, to the Vice President of Instruction & Student Services within two (2) business days of receipt of notification of mandatory administrative withdrawal.

An immediate mandatory administrative withdrawal may be required in cases where the College determines that there is substantial imminent threat or there is a failure to comply with conduct decisions. After a mandatory administrative withdrawal has been issued, a student must submit a letter of appeal of the Dean of Student Services to gain re-admission. The Dean of Student Services may require that the student be evaluated by a physician, psychologist, or psychiatrist before an appeal is granted.

Immunization Policy
North Central Missouri College encourages all college students to follow the American College Health Association recommendations for immunization, which can be found at www.acha.org. We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. Students living on-campus are required by Missouri State Law to be informed about meningococcal disease and the benefits of vaccination. Therefore, residence hall students are required to complete a health form as part of the residence hall agreement.

Electronic Information Systems Use Policy
It is the policy of North Central Missouri College to maintain access to local, national, and international sources of information and provide an atmosphere that encourages free exchange of ideas and promote learning. Use of the College’s electronic information systems is a privilege and not a right. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and comply with all relevant laws, College policies and procedures, and contractual agreements.

Network Definition
The College network is defined to include any and all computer and electronic based communication facilities (voice, data, and video) and/or equipment which are owned or operated under the supervision of North Central Missouri College.

Criminal or Illegal Acts
Electronic information systems of the College, which include hardware, software, and network environment, shall not be used for illegal or criminal activities. Such activities may involve, but are not limited to, unauthorized access, intentional corruption or misuse of resources, theft, defamation, obscenity, pornography, child pornography, and harassment based upon ethnicity, disability, age, religion, or sex. The College will cooperate with all branches of law enforcement (local, state, federal, or international) in investigations of a criminal nature by making available transmissions and files within the College’s network.

Copyright Law
North Central Missouri College treats copyright infringement very seriously. It is illegal to violate the copyright law, including downloading or sharing music and videos without...
permission from the copyright owner. Copyright owners have begun using software to aggressively search for people who are providing copyrighted materials to others over the Internet without the copyright owner’s permission.

Acceptable and Unacceptable Uses
Acceptable and unacceptable uses of College electronic information systems are outlined below.

NOTE: this list is not all inclusive.

Acceptable Uses
• A means for authorized users to have legitimate access to email, network resources, and/or Internet access
• Any use necessary to complete research or coursework assigned to a College employee or student
• Communication for professional development
• Other administrative and/or academic communications or activities in direct support of College projects and missions
• Limited personal use may be allowed when such use meets the following criteria: it does not interfere with College operations, it does not compromise the functioning of the College network and computing resources, it does not interfere with the user’s employment or other obligations to the College, and it does not violate any other laws, regulations, or College policy.

Unacceptable Uses
• Any commercial or for-profit use
• Attempting to gain or gaining unauthorized access to the computer system or files of another
• Including use of another individual’s identification, network, email or other College-based account and/or related passwords
• Any use that causes unauthorized network disruption, system failure, or data corruption
• Any use related to achieving, enabling, or hiding unauthorized access to network resources, College-owned software, or other information belonging to North Central Missouri College
• Unauthorized or excessive personal use
• Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms
• Use of all peer to peer file sharing

User Responsibility and Account Ownership
Users may not allow other individuals to use their College-assigned network, email, or other College-based account. Employees and students are individually responsible and accountable for the proper use of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts and should also report any notice of unauthorized access. All network shares on individual’s computers must be properly password protected. The college will use email to communicate important information, so all users are encouraged to check their email on a regular basis.

Additional Policies
North Central Missouri College is required by contract with MOREnet to abide by and therefore enforce their policies and procedures. For more information about MOREnet’s policies, procedures, and security measures, visit the following website: http://www.more.net/?q=content/service-policies.
User Conduct and Sanctions
Abuse of the College’s electronic information system or violation of any local, state, or federal telecommunication law or regulation, or College policy, is not allowed and may subject the individual to criminal, civil, and institutional penalties and liabilities.

Penalties for violation of college policies including unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted material using the College’s information technology system can include, but not be limited to, loss of all College computer network privileges, probation, suspension from the College, and/or referral to law enforcement for prosecution, including criminal or civil action. Employees can also be subject to termination.

Penalties for violation of federal copyright laws and copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, visit the US Copyright Office at: www.copyright.gov.
Programs of Study

Degrees Offered
Whether your goal is to complete a bachelor’s degree, enter a professional program or prepare for employment with occupational training, North Central Missouri College offers a program designed to meet your individual needs. NCMC awards four types of degrees:

• Associate in Arts degree (AA)
• Associate in Arts in Teaching degree (AAT)
• Associate in General Studies degree (AGS)
• Associate in Applied Science degree (AAS)

The College also awards career and technical Certificates of Completion. Specific information about NCMC’s degree and certificate programs is detailed in this section of the catalog. In order to earn a second award, a student must complete a minimum of 12 credit hours beyond the previous award for an additional degree, and 6 hours beyond the first award for an additional certificate.

For a personal consultation with an academic or admissions advisor, contact the Student Services Department, (660) 359-3948, ext. 1418.

NCMC maintains partnerships and articulation agreements (transfer agreements) with the following colleges & universities:

Central Methodist University  Northwest Missouri State University
Franklin University  Ozarks Technical Community College
Graceland University  Park University
Missouri Southern State University  University of Central Missouri
Missouri State University  University of Missouri
Missouri Western State University

Developmental Studies
The Developmental Education Program and learning support (ARC and SSS) help students achieve their maximum potential and enhance their chances for academic success. Developmental education courses (DS) are designed for traditional and non-traditional, under-prepared students promoting the development of general and discipline-specific learning strategies and preparing students for integration into college-level curriculum. Developmental Education courses address academic preparedness in the general competencies necessary for college success. They focus on the academic skills of reading, writing, and math with college-readiness usually determined through placement testing or other assessment measures. While credit-bearing, these courses do not count toward graduation. The program includes the following courses:

DS015 College Reading  DS048 Pre-Algebra
DS025 Writing Improvement  DS049 Basic Algebra

NOTES
Developmental Studies classes do not apply toward any degree or certificate requirements in any program.

Students, should take all developmental courses early in order to focus on career courses in later semesters.
Transfer Programs

**Associate in Arts Degree (AA)**
The Associate in Arts degree is often referred to as the university transfer program. Students awarded AA degrees are assured transfer to Missouri public universities through the Missouri Articulation Agreement and are accepted with junior standing at most Missouri public institutions, having fulfilled freshman and sophomore requirements with a solid foundation for upper class study. Credits earned in this program are accepted at state colleges and universities and many private institutions.

Students receive individualized advisement in the selection of courses in order to meet the requirements of the transfer institutions in the college majors selected. Articulation guides for specific course transfer are available from advisors and the NCMC website at www.ncmmissouri.edu.

Transfer students not planning to earn the Associate in Arts degree should carefully select courses that meet the general education or transfer requirements of their particular transfer school. A minimum recommendation is that students complete NCMC’s 42 credit hour General Education Core.

**General Education Rationale**
General education is the curricular foundation for Associate in Arts Degree students at North Central Missouri College. It encourages students to acquire and use the intellectual tools, knowledge and creative capabilities necessary to study the world as it is, as it has been understood and as it might be imagined. It also furnishes students with skills which enable them to deepen that understanding and to communicate it to others. Through general education, North Central Missouri College equips students for success in their specialized areas of study and for fulfilled lives as educated persons, as active citizens and as effective contributors to their own prosperity and to the general welfare of society.

As knowledge of the world is structured, so must general education be constructed to introduce students to the traditional disciplines of the arts and sciences. As that knowledge is ever changing, so must general education alert students to connections between the traditional disciplines and to the potential for interaction among all branches of knowing, ordering, and imagining the real world. As the real world is diverse, so must general education inform students that the world is understood in different ways and provide them with the means to come to terms, intelligently and humanely, with the diversity. As the diversities of knowing and understanding must be made open and accessible, so students must acquire appropriate investigative, interpretative, and communicative competencies.

**General Education Policy**
In order to facilitate the transfer of students among institutions of higher education in the state, the Missouri Department of Higher Education has supported the development of a statewide general education policy that is intended to ensure the portability of general education credit among Missouri’s colleges and universities. State-level curricular goals and institutional-level student competencies for general education fall into two categories: academic skills and knowledge.

1. Skills Areas
   A. Communicating
      To develop students’ effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world.
Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.

B. Higher-Order Thinking
To develop students’ ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

C. Managing Information
To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

D. Valuing
To develop students’ abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

2. Knowledge Areas

A. Social and Behavioral Sciences
To develop students’ understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)

B. Humanities and Fine Arts
To develop students’ understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.

C. Mathematics
To develop students’ understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning. (The mathematics requirement for general education should have the same pre-requisite(s) and level of rigor as college algebra.)

D. Life and Physical Sciences
To develop students’ understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.
Associate in Arts (AA) Degree Requirements

COMMUNICATIONS
EN101 English I & EN102 English II 6 hrs
SP175 Speech Communications 3 hrs

HUMANITIES
(Select one course each from three of the four categories.)
1. Literature (except Lit. for Children or Preschool Lit.)
2. Fine Arts
   AR104 Art Appreciation
   MU109 Music Appreciation
   TH111 Introduction to Theatre
3. Humanities/Cultural Studies
   HU110 Introduction to Humanities: Pre-Renaissance
   or HU111 Humanities: Renaissance to Present
   HI101 Western Civilization to 1700
   or HI102 Western Civilization since 1700
4. Philosophy/Foreign Language
   PH101 Introduction to Ethics
   PH102 Introduction to Philosophy
   RL101 Introduction to Religion
   FL100 Foreign Language or FL110, FL120, FL155

MANAGING INFORMATION
BT160 Microcomputer Applications I 3 hrs

MATHEMATICS
MT122 College Algebra, MT125 Elementary Statistics or MT121 Math Concepts 3 hrs

NATURAL SCIENCE
(Must have one course with lab from each area)
1. Life Science
   BI100 General Biology
   BI101 General Botany
   BI103 General Zoology
   BI110 Ecology
2. Physical Science
   CH107 Intro. to Chemistry
   CH110 Chemistry I
   ES106 Physical Geology
   PS101 Intro. to Physical Science
   PS185 College Physics I

SOCIAL SCIENCE
(Prefixes: HI, PL, GE, PY, SO, EC)
*HI103 American History to 1877 or PL216 National Government 3 hrs
Social Science Requirements 6 hrs
*If courses are transferred in from an out-of-state institution, PL105 Missouri Constitution, may be required.

TOTAL GENERAL EDUCATION CORE 42 hours

PHYSICAL EDUCATION
PE105 Health Education 2 hrs

ELECTIVES
17 hours

TOTAL AA DEGREE REQUIREMENTS 62 hours
NOTES
All humanities course selections should be based upon the specific requirements of the anticipated major and transfer school.

A minimum final cumulative grade point average of 2.0 and a minimum of 62 credit hours are required for completion of the AA degree.

Developmental Studies classes do not apply toward any degree or certificate requirements in any program.

A maximum of six hours in religion courses will be applied toward a degree.

A maximum of two hours of physical education activities will be applied toward any degree.

Elective courses should be chosen from those required and accepted for the anticipated major at the transfer university. Student should work closely with their advisor to plan electives that transfer.

To enhance your AA degree with transferable course work in specific areas of study, please refer to the transfer guides on the NCMC website (www.ncmissouri.edu) and/or consult with your faculty advisor. Course work in specific areas of study will vary with each individual university.

Below are possible options for the most common areas of study. For other areas of interest, please contact an NCMC advisor for additional information.

<table>
<thead>
<tr>
<th>Agriculture &amp; Natural Resources</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Parks, Recreation &amp; Tourism</td>
</tr>
<tr>
<td>Biology</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Business</td>
<td>Political Science</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Pre-Engineering</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Pre-Law</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Pre-Medical</td>
</tr>
<tr>
<td>Education</td>
<td>Pre-Veterinary</td>
</tr>
<tr>
<td>English</td>
<td>Psychology</td>
</tr>
<tr>
<td>Forestry</td>
<td>RN to BSN</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>Social Work</td>
</tr>
<tr>
<td>Journalism</td>
<td>Speech &amp; Theatre</td>
</tr>
<tr>
<td>Mass Media</td>
<td>Wildlife &amp; Conservation</td>
</tr>
</tbody>
</table>
Associate in Arts in Teaching (AAT) Degree Requirements

COMMUNICATIONS 9 hours
- EN101 English I and EN102 English II 6 hrs
- SP175 Speech Communications 3 hrs

HUMANITIES 9 hours
(Select one course each from three of the four categories.)
1. Literature (except Lit. for Children, Preschool Lit. or Young Adult Lit.)
   - AR104 Art Appreciation
   - MU109 Music Appreciation
   - TH111 Introduction to Theatre
2. Fine Arts (a selection from this category is required)
   - ED265 Multicultural Education
   - HI101 Western Civilization I
     or HI102 Western Civilization II
   - HU110 Introduction to Humanities I
     or HU111 Humanities II
3. Humanities/Cultural Studies
   - ED265 Multicultural Education
   - HI101 Western Civilization I
     or HI102 Western Civilization II
   - HU110 Introduction to Humanities I
     or HU111 Humanities II
4. Philosophy/Foreign Language
   - FL100 Foreign Language or FL110, FL120, FL155
   - PH101 Introduction to Ethics
   - PH102 Introduction to Philosophy
   - RL101 Introduction to Religion

MANAGING INFORMATION 3 hours
- BT160 Microcomputer Applications I

MATHEMATICS 3 hours
- MT122 College Algebra, MT125 Elementary Statistics
  or MT121 Math Concepts

NATURAL SCIENCE 9 hours
(Must have one course with lab from each area)
1. Life Science
   - BI100 General Biology
   - BI101 General Botany
   - BI103 General Zoology
2. Physical Science
   - CH107 Intro. to Chemistry
   - CH110 Chemistry I
   - ES106 Physical Geology
   - PS101 Intro. to Physical Science
   - PS185 College Physics I

SOCIAL SCIENCE 9 hours
- HI103 American History I & PL216 National Government 6 hrs
- PY121 General Psychology 3 hrs

TOTAL GENERAL EDUCATION CORE 42 hours
*Refer to transfer school degree requirements
**If courses are transferred in from an out-of-state institution, PL105 Missouri Constitution, may be required.
### REQUIRED TEACHER EDUCATION CORE COURSES

- ED 200 Foundations of Education: 3 hrs
- ED 201 Teaching Profession with Field Experience: 3 hrs
- ED 270 Educational Psychology: 3 hrs
- ED 275 Technology for Teachers P-12: 3 hrs

*Must receive a C or higher upon completion of any ED course.

### REQUIRED NCMC TEACHER EDUCATION

- ED 295 Capstone: Teacher Work Sample Artifacts: 1 hr

### ELECTIVES

- ED 265 Multicultural Education
- ED 283 Health & PE Methods for Elementary Teachers
- ED 285 Education of Exceptional Learners P-12
- *EN 196 Literature for Children
- **EN 296 Young Adult Literature
- *GE 106 Introduction to World Geography
- MT 110 Intermediate Algebra (if needed)
- MT 121 Math Concepts
- *PY 225 Child Psychology
- **PY 226 Adolescent Psychology

*Elementary Education
**Secondary Education

### TOTAL AAT DEGREE REQUIREMENTS

- 62 hours

### NOTES

General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements, pre-requisites and planned level and area of teacher preparation.

A minimum cumulative GPA of 2.75 is required for graduation. (will include grades in transferred-in credits)

Developmental Studies classes do not apply toward any degree requirements in any program.

A maximum of six hours in religion courses will be applied toward a degree.

A maximum of two hours in physical education activity credit will be applied toward a degree.

Students must achieve institutional scores on each sub-section of the Missouri General Education Assessment (MoGEA), until a state qualifying score is established. Students will be expected to meet institution scores until July 2015.

Candidates must successfully complete the MoGEA by obtaining the minimum Missouri qualifying score or higher prior to graduation.

Candidates must successfully complete the Missouri Educator Profile (MEP) and individual consultation prior to graduation.

Candidates must successfully complete the Missouri Pre-Service Teacher Entry Assessment (MPTEA) prior to graduation.

A minimum cumulative GPA of 3.00 in professional education coursework is required upon the exit or completion date of the candidate’s program.

A minimum cumulative GPA of 3.0 in the content area is required upon the exit or completion date of the candidate’s program.

For all ED coursework candidate must receive a “C” or higher upon course completion.

Consult transfer school when selecting AAT electives.

Electives may be selected from education electives, content areas or any other courses. They should be carefully selected with the help of an advisor to meet degree requirements, pre-requisites and planned level and area of teacher preparation.
The Associate in General Studies degree is for students who wish to further their education, but who choose not to meet the requirements of either the AA degree or the AAS degree. Courses required for this degree may transfer, but will not necessarily fulfill the general education requirements at a four-year college or university.

Program Outcomes
Upon completion of the Associate in General Studies degree, graduates will be able to:

- appreciate the diversity of cultures in the United States and in the world,
- communicate effectively, both written and orally,
- recognize moral conflicts and adjust their behavior accordingly, and
- demonstrate the value of life-long learning and personal growth.

COMMUNICATIONS 6 hours
A. EN101 English I 3 hrs
B. SP175 Speech Communications 3 hrs

SOCIAL SCIENCE 6 hours
A. HI103 American History to 1877 3 hrs
    or PL216 National Government
B. PY121 General Psychology 3 hrs

MATHEMATICS 3 hours
Intermediate Algebra or above is recommended.

HUMANITIES 3 hours

ELECTIVES 42 hours

TOTAL A.G.S. DEGREE REQUIREMENTS 60 hours

NOTES
A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.
Developmental Studies classes do not apply toward any degree requirements in any program.
A maximum of six hours in religion courses will be applied toward a degree.
A maximum of two hours in physical education activity credit will be applied toward a degree.
The Associate in Applied Science degree is designed to prepare a student for employment in a specific occupational area. For most majors, the AAS is not designed as a transfer degree.

Agreements are in place with several colleges and universities to facilitate transfer of some AAS degrees into four year programs. Contact an NCMC Student Services advisor or your faculty advisor for more information.

Associate in Applied Science degrees are comprised of about 15 credit hours of general education courses and a minimum of 46 (up to 58) credit hours of courses most appropriate to address the intended outcome of the career program.

Students receive individualized advisement regarding course selections most appropriate to their individual career goals. A recommended curriculum is listed for each career program offered at NCMC.

**COMMUNICATIONS**
- EN101 English I 3 hrs
- SP175 Speech Communications 3 hrs

**SOCIAL SCIENCE**
- HI103 American History to 1877 or PL216 National Government 3 hrs

**MATHEMATICS**
- Department Requirement 3 hrs

**HUMANITIES OR GENERAL ELECTIVE**

**CAREER & TECHNICAL CURRICULUM** 46-58 hours

**NOTES**
*If courses are transferred in from an out-of-state institution, PL105 Missouri Constitution, may be required.

In order to earn a second degree, a student must complete a minimum of 12 credit hours in addition to those required for the first degree.

Developmental Studies classes do not apply toward any degree or certificate requirements in any program.

A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.

A maximum of two hours in physical education activity credit will be applied toward a degree.

**Career Certificate Programs**

NCMC offers career certificate programs in accounting, agriculture & natural resources, business management, business technology, criminal justice, industrial & energy systems technology, medical assistant, insurance & billing, nursing and pharmacy technology. Designed to be completed in one year or less, these programs help graduates gain job skills for immediate employment.

Students who wish to continue their education may do so. In most cases, a certificate program leads directly into an Associate in Applied Science degree.

A minimum final cumulative grade point average is required for graduation.

**NOTES**
Developmental Studies classes do not apply toward any certificate requirements in any program.
Students should take all developmental courses early in order to focus on career courses in later semesters.
Agriculture & Natural Resources AAS

The AAS in Agriculture and Natural Resources (AGNR) program is designed for students who wish to pursue a career in the areas of agribusiness or the management of agricultural and natural resources. The program focuses on the general planning, economics and use of facilities, natural resources, equipment, labor and capital to produce plant and animal products. Classroom, laboratory, leadership and internship experiences are included in the program.

Opportunities After NCMC

Agribusiness
Agronomy Sales, Feed Mills-Sales/Management, Swine Management, Grain Elevator Management

Ag Mechanics
Equipment Repairmen/Mechanics, Process Control Technician, Inventory Controller, Machinery Computer Diagnostics

Horticulture
Greenhouse Production, Own Business (Install, Turf Mgt., Arborist), Sales & Retail For Landscapers, Consultant

Natural Resources
Soil Technician, Water Quality Technician, Wildlife Animal Caretaker, Fish Hatchery Worker

Ag Science
Crop Production, Livestock Production, Crop Scout, Livestock Procurement, Operational Management, Research Technicians, Swine Farrowing Manager

Program Outcomes
At the completion of this program the graduate will be able to:

• Demonstrate competence in application of leadership, personal growth and career success skills necessary for a chosen profession while effectively contributing to society.

• Demonstrate competence in the application of scientific principles and practices to the production and management of animals.

• Demonstrate competence in the application of scientific principles and practices to the production and management of plants.

• Demonstrate competence in the application of principles and management of agribusiness systems.

• Demonstrate competence in the application of principles and techniques for the development and management of power, structural and technical systems.
### General Education

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Math or math elective</td>
<td>AG117</td>
<td>3</td>
</tr>
<tr>
<td>Ecology</td>
<td>BI110</td>
<td>5</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Agri Economics</td>
<td>EC223</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>SP175</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development in AGNR</td>
<td>AG101</td>
<td>1</td>
</tr>
<tr>
<td>Soils &amp; Fertilizers</td>
<td>AG103</td>
<td>3</td>
</tr>
<tr>
<td>Soils &amp; Fertilizers Lab</td>
<td>AG104</td>
<td>1</td>
</tr>
<tr>
<td>Plant Science</td>
<td>AG105</td>
<td>3</td>
</tr>
<tr>
<td>Plant Science Lab</td>
<td>AG106</td>
<td>1</td>
</tr>
<tr>
<td>Animal Science</td>
<td>AG107</td>
<td>3</td>
</tr>
<tr>
<td>Animal Science Lab</td>
<td>AG108</td>
<td>1</td>
</tr>
<tr>
<td>Farm &amp; Environmental Safety</td>
<td>AG130</td>
<td>2</td>
</tr>
<tr>
<td>Agriculture Mechanics</td>
<td>AG132</td>
<td>4</td>
</tr>
<tr>
<td>Agriculture Sales</td>
<td>AG148</td>
<td>3</td>
</tr>
<tr>
<td>Ag Credit &amp; Finance</td>
<td>AG163</td>
<td>3</td>
</tr>
<tr>
<td>Farm Management &amp; Records Analysis</td>
<td>AG270</td>
<td>3</td>
</tr>
<tr>
<td>AGNR Internship</td>
<td>AG215</td>
<td>6</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives

A total of 3 credit hours from the list below.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef Production &amp; Management</td>
<td>AG112</td>
<td>3</td>
</tr>
<tr>
<td>Crop Science</td>
<td>AG114</td>
<td>3</td>
</tr>
<tr>
<td>Light Horse Production</td>
<td>AG125</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Light Horse Training</td>
<td>AG224</td>
<td>2</td>
</tr>
<tr>
<td>Horseback Riding I</td>
<td>PE123</td>
<td>1</td>
</tr>
</tbody>
</table>
Crop Production Certificate
The Crop Production Certificate program focuses on the general planning, economics and use of natural resources, equipment, labor and capital to produce agricultural crops. Classroom, laboratory, and leadership experiences are included in the program. All courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes
At the completion of this program the graduate will be able to:
• Demonstrate competence in the application of scientific principles and practices to the production and management of agricultural crops.

Program Requirements

<table>
<thead>
<tr>
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<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Career Development in AGNR</td>
<td>AG101</td>
<td>1</td>
</tr>
<tr>
<td>Soils &amp; Fertilizers</td>
<td>AG103</td>
<td>3</td>
</tr>
<tr>
<td>Soils &amp; Fertilizers Lab</td>
<td>AG104</td>
<td>1</td>
</tr>
<tr>
<td>Plant Science</td>
<td>AG105</td>
<td>3</td>
</tr>
<tr>
<td>Plant Science Lab</td>
<td>AG106</td>
<td>1</td>
</tr>
<tr>
<td>Crop Science</td>
<td>AG114</td>
<td>3</td>
</tr>
<tr>
<td>Farm &amp; Environmental Safety</td>
<td>AG130</td>
<td>2</td>
</tr>
<tr>
<td>Farm Management &amp; Records Analysis</td>
<td>AG270</td>
<td>3</td>
</tr>
</tbody>
</table>

Equine Management Certificate
The Equine Management program focuses on the scientific principles and practices related to the production, training and management of horses. Classroom, laboratory, and leadership experiences are included in the program. All courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes
At the completion of this program the graduate will be able to:
• Demonstrate competence in the application of scientific principles and practices to the production, training and management of horses.

Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development in AGNR</td>
<td>AG101</td>
<td>1</td>
</tr>
<tr>
<td>Animal Science</td>
<td>AG107</td>
<td>3</td>
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<tr>
<td>Animal Science Lab</td>
<td>AG108</td>
<td>1</td>
</tr>
<tr>
<td>Light Horse Production</td>
<td>AG125</td>
<td>3</td>
</tr>
<tr>
<td>Farm &amp; Environmental Safety</td>
<td>AG130</td>
<td>2</td>
</tr>
<tr>
<td>Principles Light Horse Training</td>
<td>AG224</td>
<td>2</td>
</tr>
<tr>
<td>Farm Management &amp; Records Analysis</td>
<td>AG270</td>
<td>3</td>
</tr>
<tr>
<td>Horseback Riding I</td>
<td>PE123</td>
<td>1</td>
</tr>
</tbody>
</table>
1+1 Program

Students satisfactorily completing a certificate program of competency-based instruction in a technical field may receive 30 college credit hours toward an AAS in Applied Technology degree. The 1+1 program provides opportunities for students at area technical schools and career centers to earn articulated college credit.

Students completing an articulated technical program at an area technical school or career center can earn 30 hours of college credit after completing the remaining NCMC degree requirements. Students can enroll in NCMC classes on campus, at an outreach location in a surrounding community, or online.

To receive articulated credit for the certificate earned and have it apply toward the AAS degree at NCMC, you must:

1. Enroll at NCMC within 15 months of high school graduation or completion of the technical school/career center program.
2. Present an official articulated credit certificate and your technical school/career center transcript to NCMC Admissions Office.
3. Complete a minimum of 31 credit hours at NCMC which shall include 15 credits of general education courses, Employment Strategies or Career Development in AGNR, and 15 credits of approved electives.
4. Complete NCMC requirements with an overall GPA of at least 2.0.
5. Apply with the Registrar’s office to have the articulated 30 hour block credit put on the student transcript and pay the transcription fee.

The technical school or career center must complete and submit a certificate of articulated credit to NCMC upon the completion of the technical program by the student.

Program Outcomes

At the completion of this program the graduate will be able to:

- Solve problems using critical thinking skills and be able to analyze, synthesize, and evaluate independently and in teams. Utilize course subjects to complement completed career technical training.
- Use oral and written communication skills in creating, expressing, and interpreting information and ideas including technical terminology and information.
- Demonstrate the importance of employability skills including technical and soft skills.

NOTE

Transferability of the vocational component and electives of the program are at the discretion of the transfer institution.
**Applied Technology AAS**

**General Education**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microcomputer Applications</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies or *Career Development in AGNR</td>
<td>BT240 or AG101</td>
<td>1</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>SP175</td>
<td>3</td>
</tr>
</tbody>
</table>

**Math Requirement**

**Electives**

In addition to the General Education core requirements students must complete 15 hours of credit from career and technical education electives such as:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Management</td>
<td>BA150</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>BA154</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>BA269</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>AutoCad I</td>
<td>MF220</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Robotics</td>
<td>MF235</td>
<td>3</td>
</tr>
<tr>
<td>Internship</td>
<td>MF271</td>
<td>3</td>
</tr>
</tbody>
</table>

**Applied Technology with Agriculture Emphasis Electives**

For 1+1 students interested in agriculture, 15 hours from the following ag courses could be taken as electives in the Applied Tech program:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soils &amp; Fertilizers</td>
<td>AG103</td>
<td>3</td>
</tr>
<tr>
<td>Soils &amp; Fertilizers Lab</td>
<td>AG104</td>
<td>1</td>
</tr>
<tr>
<td>Plant Science</td>
<td>AG105</td>
<td>3</td>
</tr>
<tr>
<td>Plant Science Lab</td>
<td>AG106</td>
<td>1</td>
</tr>
<tr>
<td>Animal Science</td>
<td>AG107</td>
<td>3</td>
</tr>
<tr>
<td>Animal Science Lab</td>
<td>AG108</td>
<td>1</td>
</tr>
<tr>
<td>Agricultural Math</td>
<td>AG117</td>
<td>3</td>
</tr>
<tr>
<td>Farm &amp; Environmental Safety</td>
<td>AG130</td>
<td>2</td>
</tr>
<tr>
<td>Agriculture Mechanics</td>
<td>AG132</td>
<td>4</td>
</tr>
</tbody>
</table>

**NOTES**

*AG101 may be substituted for Applied Tech students with an emphasis on Agriculture.

**See Advisor. Math requirement varies with degree sought.

***Elective courses may be substituted from the following areas with advisor approval: Accounting (AC), Agriculture (AG), Applied Technology (AT), Business Administration (BA), Business Technology (BT), Construction Technology (CT), Economics (EC), Information Technology (IT), and Manufacturing Technology (MF).

Contact an NCMC advisor by calling ext. 1418 or Coordinator of Federal Programs at ext. 1278 for additional information.
Opportunities After NCMC

Program Outcomes
• Academic Foundations: The student will achieve academic knowledge and skills required to pursue a position within the business career field.
• Communications: The student will use oral and written communication skills in creating, expressing, and interpreting information/ideas including technical terminology and information.
• Problem-Solving & Critical-Thinking: The student will solve problems using critical thinking skills (analyze, synthesize and evaluate) independently or in teams by using creativity and innovation.
• Information Technology Applications: The student will use information technology tools specific to business and accounting to access, manage, integrate, and create information.
• Systems: The student will understand roles within teams, work units, departments, and organizations, and the larger environment. They will understand how key organizational systems affect organizational performance.
• Safety, Health & Environment: The student will understand the importance of health, safety, and environment in the workplace, and follow these policies and procedures.
• Leadership & Teamwork: The student will use leadership and teamwork skills in collaborating with others to accomplish a goal/objective.
• Ethics & Legal Responsibility: The student will know and understand the importance of professional ethics and legal responsibilities.
• Employability & Career Development: The student will know and understand the importance of employability skills as they plan and explore their career.
• Technical Skills: The student will use technical knowledge and skills required to pursue careers in Business and Technology.

General Education

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Macro Economics</td>
<td>EC253</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>Psychology or Sociology</td>
<td>PY121 or SO107</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>SP175</td>
<td>3</td>
</tr>
</tbody>
</table>
# Business & Technology AAS

## Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Accounting I</td>
<td>AC136</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Accounting II</td>
<td>AC137</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BA101</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
</tr>
<tr>
<td>Business Math or Intermediate Algebra</td>
<td>BT110 or MT110</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
</tbody>
</table>

### Emphasis Area: Accounting

#### Course Title

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting</td>
<td>AC186</td>
<td>3</td>
</tr>
<tr>
<td>Computer Accounting</td>
<td>AC206</td>
<td>3</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>AC210</td>
<td>3</td>
</tr>
<tr>
<td>Income Tax Accounting</td>
<td>AC220</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Accounting I</td>
<td>AC236</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Accounting II</td>
<td>AC237</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Internship</td>
<td>AC240</td>
<td>4</td>
</tr>
<tr>
<td>Credit and Finance</td>
<td>BA204</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>BA221</td>
<td>3</td>
</tr>
<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
</tr>
</tbody>
</table>

### Emphasis Area: Business Management

#### Course Title

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Issues in Business</td>
<td>BA110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>BA150</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>BA154</td>
<td>3</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>BA161</td>
<td>3</td>
</tr>
<tr>
<td>Business Management Internship</td>
<td>BA176</td>
<td>4</td>
</tr>
<tr>
<td>Credit and Finance</td>
<td>BA204</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>BA221</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>BA269</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Design</td>
<td>BT210</td>
<td>3</td>
</tr>
<tr>
<td>Micro Economics</td>
<td>EC252</td>
<td>3</td>
</tr>
</tbody>
</table>

### Emphasis Area: Technology

#### Course Title

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Concepts</td>
<td>BT170</td>
<td>3</td>
</tr>
<tr>
<td>Digi Tools</td>
<td>BT180</td>
<td>2</td>
</tr>
<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
</tr>
<tr>
<td>Desktop Publishing</td>
<td>BT200</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Design</td>
<td>BT210</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Design II</td>
<td>BT215</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures</td>
<td>BT230</td>
<td>3</td>
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<tr>
<td>Word Processing II</td>
<td>BT250</td>
<td>3</td>
</tr>
<tr>
<td>Micro Computer Applications II</td>
<td>BT260</td>
<td>3</td>
</tr>
<tr>
<td>Business Technology Internship</td>
<td>BT270</td>
<td>4</td>
</tr>
</tbody>
</table>
Professional Accounting Certificate

The Professional Accounting Certificate is designed primarily for students wanting to complete requirements with a strong accounting emphasis. Students are required to take several of the same courses as in the Business & Technology AAS degree.

Program Requirements

**Accounting Courses**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Accounting I</td>
<td>AC136</td>
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</tr>
<tr>
<td>Computer Accounting</td>
<td>AC206</td>
<td>3</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>AC210</td>
<td>3</td>
</tr>
<tr>
<td>Income Tax Accounting</td>
<td>AC220</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Accounting I</td>
<td>AC236</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Accounting II</td>
<td>AC237</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business Technology Courses**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Math</td>
<td>BT110</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
</tbody>
</table>

**Accounting & Business Technology Certificate**

This certificate is designed to prepare students for employment in both Accounting and Business Technology fields. Completion of the following courses may be applied toward an AAS in Business & Technology degree.

Program Requirements

**Accounting Courses**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Payroll Accounting</td>
<td>AC186</td>
<td>3</td>
</tr>
<tr>
<td>Computer Accounting</td>
<td>AC206</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business Technology Courses**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Law</td>
<td>BA221</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Database Concepts</td>
<td>BT170</td>
<td>3</td>
</tr>
<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Microcomputer Applications II</td>
<td>BT260</td>
<td>3</td>
</tr>
</tbody>
</table>
## Business Management Certificate

The one-year certificate in Business Management is designed to provide applicable skills for today’s competitive job market. All courses in this certificate program apply toward an AAS in Business & Technology degree.

### Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Accounting I</td>
<td>AC136</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BA101</td>
<td>3</td>
</tr>
<tr>
<td>Current Issues in Business</td>
<td>BA110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>BA150</td>
<td>3</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>BA161</td>
<td>3</td>
</tr>
<tr>
<td>Business Management Internship</td>
<td>BA176</td>
<td>4</td>
</tr>
<tr>
<td>Credit &amp; Finance</td>
<td>BA204</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>BA221</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>BT110</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics or Macroeconomics</td>
<td>EC252 or EC253</td>
<td>3</td>
</tr>
</tbody>
</table>

## Marketing Management Certificate

The one-year certificate in Marketing Management is designed to provide applicable skills for today’s competitive job market. All courses apply toward an AAS in Business & Technology.

### Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Issues in Business</td>
<td>BA110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>BA154</td>
<td>3</td>
</tr>
<tr>
<td>Business Management Internship</td>
<td>BA176</td>
<td>4</td>
</tr>
<tr>
<td>Credit &amp; Finance</td>
<td>BA204</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>BA221</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>BA269</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>BT110</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Desktop Publishing</td>
<td>BT200</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Design I</td>
<td>BT210</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics or Macroeconomics</td>
<td>EC252 or EC253</td>
<td>3</td>
</tr>
</tbody>
</table>
Business Technology Certificate
This one-year program prepares students for a career in a modern, automated office environment. The 33-credit hour curriculum provides hands-on experience using a variety of hardware, computer software packages and records management.

Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Accounting I</td>
<td>AC136</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Database Concepts</td>
<td>BT170</td>
<td>3</td>
</tr>
<tr>
<td>DigiTools</td>
<td>BT180</td>
<td>2</td>
</tr>
<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Design I</td>
<td>BT210</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures</td>
<td>BT230</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Word Processing II</td>
<td>BT250</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>SP175</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective (BA, EC, BT, AC)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
Criminal Justice AAS

This degree is designed for students seeking a career in Criminal Justice. It also provides a sound base for individuals wanting to enter the mental health profession as students receive background in psychology, the justice system and legal system.

Opportunities After NCMC
Correctional Officers, Fire Inspectors & Investigators, Firefighters, Police & Detectives, Private Detectives & Investigators, Security Guards & Gaming Surveillance Officers

Program Outcomes
The degree programs offered by the Department of Criminal Justice are designed to empower students as critical thinkers, ethical actors, and competent communicators concerning matters of crime and justice at the local, state, national, and international levels, to include, at degree-appropriate levels, the abilities to:

• Assess the philosophy, theories, policies, practices, processes, and reforms of the major institutions of social control;
• Explain the inter-dependent operations of the major components of the criminal justice system (i.e., police, courts, correctional agencies) and the political, legal, ethical, and socioeconomic environments in which they operate, as well as the implications of these relationships for victims, offenders, justice professionals, and society;
• Analyze the major historical and contemporary issues facing the criminal justice system, including events, information, programs, policies, and concepts that affect the operation of criminal justice agencies and actors, as well as issues affecting contemporary urban society and respect for racial, ethnic, cultural, and gender diversity;
• Evaluate the nature, extent, causation, and prevention of crime, including the ability to apply and critique the major theories relevant to those causes;
• Apply the skills and methods in criminal justice research, including the acquisition, analysis, interpretation, dissemination, and policy implications of both quantitative and qualitative data, and, where appropriate, various skills and methods for conducting basic forensic investigations or crime analysis;
• Apply the philosophy, theories, and principles of substantive, procedural, and evidentiary criminal law that regulate and guide the criminal justice system and its primary actors; and
• Communicate effectively, both orally and in writing, and demonstrate basic knowledge of information technology as applied to criminal justice research and practice.

NOTE
People with felony convictions will have difficulty securing employment in the criminal justice field.

General Education

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Mathematics</td>
<td>BT110</td>
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</tr>
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<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>SP175</td>
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</table>
### Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural Law</td>
<td>CJ118</td>
<td>3</td>
</tr>
<tr>
<td>Liability/Criminal Justice Officer</td>
<td>CJ125</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Criminal Justice</td>
<td>CJ126</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Investigations</td>
<td>CJ140</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Juvenile Law</td>
<td>CJ170</td>
<td>3</td>
</tr>
<tr>
<td>Criminology</td>
<td>CJ218</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Evidence</td>
<td>CJ219</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Corrections</td>
<td>CJ226</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>CJ235</td>
<td>3</td>
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<tr>
<td>Police Organization &amp; Management</td>
<td>CJ239</td>
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<tr>
<td>Police Report Writing</td>
<td>CJ245</td>
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<td>Criminal Justice Practicum</td>
<td>CJ250</td>
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<tr>
<td>Interviewing and Interrogation</td>
<td>CJ255</td>
<td>2</td>
</tr>
<tr>
<td>Constitutional Aspects of Criminal Justice</td>
<td>CJ260</td>
<td>3</td>
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<tr>
<td>General Sociology</td>
<td>SO107</td>
<td>3</td>
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<tr>
<td>Deviant Behavior</td>
<td>SO298</td>
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<tr>
<td>Physical Education activity class</td>
<td>PE</td>
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</tbody>
</table>

### Criminal Justice Certificate

The one-year certificate program is designed to allow easy entrance into the two-year program or provide skills needed for an entry-level position.

### General Education

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>English I</td>
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### Program Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
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<tbody>
<tr>
<td>Procedural Law</td>
<td>CJ118</td>
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<tr>
<td>Liability/Criminal Justice Officer</td>
<td>CJ125</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Criminal Justice</td>
<td>CJ126</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Investigations</td>
<td>CJ140</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Evidence</td>
<td>CJ170</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Corrections</td>
<td>CJ218</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>CJ219</td>
<td>3</td>
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<tr>
<td>Interviewing and Interrogation</td>
<td>CJ226</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>CJ235</td>
<td>3</td>
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<tr>
<td>Police Report Writing</td>
<td>CJ239</td>
<td>3</td>
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<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
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<tr>
<td>General Sociology</td>
<td>SO107</td>
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</tr>
<tr>
<td>Physical Education activity class</td>
<td>PE</td>
<td>1</td>
</tr>
</tbody>
</table>
Early Childhood Development AAS

This training program in early childhood development prepares students to work in entry-level positions in day care centers, Head Start programs, private pre-schools or in other positions dealing with young children. This is accomplished through a combination of general education and behavioral science courses, and practicum applying classroom knowledge in the field.

Program Outcomes

Missouri Vocational Pathways

• Academic Foundations: The student will achieve the academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities with in the Early Childhood field.

• Communications: The student will use oral and written communication skills in creating, expressing and interpreting information ideas including technical terminology and information.

• Problem-Solving & Critical-Thinking: The student will solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.

• Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.

• System: Understand roles within teams, work units, department, organizations, inter-organizational systems and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and service.

• Safety, Health, & Environmental: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

• Leadership & Teamwork: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objective.

• Ethics & Legal Responsibilities: Know and understand the importance of professional ethics and legal responsibilities.

• Employability & Career Development: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.

• Technical Skills: Use of technical knowledge and skill required to pursue careers in all career cluster, including knowledge of design, operation, and maintenance of technological system critical to the career cluster.

NAEYC Standards

• Promoting child development and learning: Candidates prepared in early childhood degree programs are grounded in a child development knowledge base. They use their understanding of young children’s characteristics and needs, and of multiple interacting influences on children’s development and learning, to create environments that are healthy, respectful, supportive, and challenging for each child.

• Building family and community relations: Candidates prepared in early childhood degree programs understand that successful early childhood education depends upon partnerships with children’s families and communities. They know about, understand, and value the importance and complex characteristics of children’s families and communities. They use this understanding to create respectful, reciprocal relationships that support and empower families, and to involve all families in their children’s development and learning.

• Observing, documenting, and assessing to support young children and families: Candidates prepared in early childhood degree programs understand that child observation, documentation, and other forms of assessment are central to the practice
of all early childhood professional. They know about and understand the goals, benefits, and uses of assessment. They know about and use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of every child.

- Using developmentally effective approaches: Candidates prepared in early childhood degree programs understand that teaching and learning with young children is a complex enterprise, and its details vary depending on children’s ages, characteristics, and the settings within which teaching and learning occur. They understand and use positive relationships and supportive interactions as the foundation for their work with young children and families. Candidates know, understand, and use a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child’s development and learning.

- Using content knowledge to build meaningful curriculum: Candidates prepared in early childhood degree programs use their knowledge of academic disciplines to design, implement, and evaluate experiences that promote positive development and learning for each and every young child. Candidates understand the importance of developmental domains and academic (or content) disciplines in early childhood curriculum. They know the essential concepts, inquiry tools, and structure of content areas, including academic subjects, and can identify resources to deepen their understanding. Candidates use their own knowledge and other resources to design, implement, and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child.

- Becoming a professional: Candidates prepared in early childhood degree programs identify and conduct themselves as members of the early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood practice. They are continuous, collaborative learners who demonstrate knowledgeable, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. They are informed advocates for sound educational practices and policies.
### General Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Biological or Physical Science</td>
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<tr>
<td>Business Math, Intermediate Algebra or higher</td>
<td>BT110, MT110</td>
<td>3</td>
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<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
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<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
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<tr>
<td>Speech Communications</td>
<td>SP175</td>
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<tr>
<td>Humanities Elective</td>
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<tr>
<td>Elective</td>
<td>SO, PY or CD</td>
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### Program Requirements

(*The three courses below are required for Child Development Associate, CDA, Credential)*

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Early Child Growth &amp; Development</td>
<td>CD112</td>
<td>3</td>
</tr>
<tr>
<td>*Preschool Administration &amp; Mgmt.</td>
<td>CD120</td>
<td>3</td>
</tr>
<tr>
<td>*Intro to Early Childhood Education</td>
<td>CD130</td>
<td>3</td>
</tr>
<tr>
<td>Child Health, Safety &amp; Nutrition</td>
<td>CD205</td>
<td>3</td>
</tr>
<tr>
<td>Caring for Children with Special Needs</td>
<td>CD207</td>
<td>3</td>
</tr>
<tr>
<td>Language Development &amp; Early Literacy</td>
<td>CD220</td>
<td>3</td>
</tr>
<tr>
<td>Child, Family &amp; Community: Family-Centered</td>
<td>CD230 or SO201</td>
<td>3</td>
</tr>
<tr>
<td>Early Care &amp; Education or Marriage &amp; the Family</td>
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<td></td>
</tr>
<tr>
<td>Infant/Toddler Curriculum &amp; Practicum</td>
<td>CD240</td>
<td>3</td>
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<tr>
<td>Preschool Curriculum &amp; Practicum</td>
<td>CD242</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Observation</td>
<td>CD250</td>
<td>3</td>
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<tr>
<td>Child Care Practicum</td>
<td>CD260</td>
<td>3</td>
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<tr>
<td>Professionalism in Early Childhood</td>
<td>CD280</td>
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### Electives

*Students must complete 3 hours of credit from the list of electives below.*

<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>Creative Activities</td>
<td>CD140</td>
<td>3</td>
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<tr>
<td>Special Topics in Early Childhood Ed.</td>
<td>CD150</td>
<td>1-3</td>
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<tr>
<td>Preschool Literature</td>
<td>CD209</td>
<td>3</td>
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<tr>
<td>Music for Children</td>
<td>CD211</td>
<td>3</td>
</tr>
<tr>
<td>Exploring Science &amp; Math in the Early Childhood Setting</td>
<td>CD213</td>
<td>3</td>
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</table>
Child Development Associate (CDA) Component

NCMC offers the educational component needed for eligibility to apply for the Child Development Associate (CDA) credential. The CDA is a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children’s physical, social, emotional and intellectual growth in a child development framework.

This component is designed only to provide the 120-hour educational requirement, Professional Resource File, application and provide parent questionnaires required to apply for the CDA Credential. The application process and fees associated with the process is the responsibility of the individual student. The candidate must complete the application, oral and written reviews, and submit all required information and fees to the Council for Professional Development to receive their CDA Credential. Students who have not completed any part of this coursework prior to attending NCMC will be required to complete all three courses as a nine hour block. This course work may be offered on Saturdays and/or evenings to accommodate students who have already entered the early childhood field.

Articulated Credit for CDA Coursework

These courses, CD112, CD120, and CD130, are not designed to transfer but are a component of the AAS Early Childhood Development degree.

High Schools or College/University Transfer

Students who have earned articulated credit from their high school or transferring from another college/university may be required to complete any remaining CDA coursework at NCMC in order to apply for their CDA or AAS degree.

Career and Technical Schools

Students earning articulated CDA coursework through articulation agreements with North Central Missouri College will present their certificate of completion to NCMC under the articulated guidelines to receive credit for this coursework at NCMC.

For complete details on how to obtain a CDA, call 660-359-3948, ext. 1331, to request a guide sheet or speak with an advisor.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Child Growth &amp; Development</td>
<td>CD112</td>
<td>3</td>
</tr>
<tr>
<td>Preschool Administration &amp; Mgmt.</td>
<td>CD120</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Early Childhood Ed.</td>
<td>CD130</td>
<td>3</td>
</tr>
</tbody>
</table>
Industrial & Energy Systems Technology AAS

This program is designed to provide students with technical skills necessary to be successful in the emerging “green” and alternative energy fields as well as in today’s manufacturing and production operations. This degree will offer students a variety of career options due to the wide-range of technical courses offered. Students will be able to choose an emphasis area within the degree plan.

Program Outcomes
At the completion of this program the graduate will be able to:

- Communicate with others regarding maintenance, installation and repair issues and trends to meet business needs.
- Exhibit hands-on knowledge of equipment operation to identify maintenance needs and maximize performance.
- Demonstrate the safe use of manufacturing equipment in order to ensure safety in the maintenance, installation, and repair work environment.
- Identify and diagnose equipment problems in order to effectively repair manufacturing equipment.
- Employ installation, customizing, or upgrading techniques in order to ensure the proper functioning of manufacturing equipment.

NOTE
Courses ending in XXX were under development when this catalog went to print.

General Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
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<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
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<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
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<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra or Applied Technical Math</td>
<td>MT110 or MF104</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
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Emphasis Area: Alternative Fuels

Opportunities After NCMC
Biofuels Production Technician

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
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<tr>
<td>Plant Science</td>
<td>AG105</td>
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<tr>
<td>Plant Science Lab</td>
<td>AG106</td>
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<tr>
<td>Crop Science</td>
<td>AG114</td>
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<tr>
<td>Biomass Crops</td>
<td>AG116</td>
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<tr>
<td>General Biology</td>
<td>BI100</td>
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<tr>
<td>Introduction to Chemistry</td>
<td>CH107</td>
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<tr>
<td>Agriculture Economics</td>
<td>EC223</td>
<td>3</td>
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<tr>
<td>Programmable Logic Controllers</td>
<td>MF141</td>
<td>3</td>
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<tr>
<td>AutoCAD I</td>
<td>MF220</td>
<td>3</td>
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<tr>
<td>Introduction to Biofuels</td>
<td>IEXXX</td>
<td>3</td>
</tr>
<tr>
<td>Biodiesel Production</td>
<td>IEXXX</td>
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</tbody>
</table>
Bioethanol Production
Biogas Production
Biofuel Systems Technology
Biofuel Technology Internship

**Emphasis Area: Industrial Maintenance**

**Opportunities After NCMC**
Industrial Machinery Mechanics; Maintenance Worker; Machinery, Control & Valve Installation & Repair; Electrical & Electronics Repair; Electric Motor & Power Tool Repair; Installation, Maintenance & Repair

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Principles of Management</td>
<td>BA150</td>
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</tr>
<tr>
<td>Intro. to Electricity &amp; Electronics</td>
<td>MF120</td>
<td>3</td>
</tr>
<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
</tr>
<tr>
<td>Basic Electricity II</td>
<td>MF126</td>
<td>3</td>
</tr>
<tr>
<td>Motor Controls</td>
<td>MF128</td>
<td>3</td>
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<tr>
<td>Programmable Logic Controllers</td>
<td>MF141</td>
<td>3</td>
</tr>
<tr>
<td>Basic Fluid Power</td>
<td>MF145</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>MF201</td>
<td>3</td>
</tr>
<tr>
<td>AutoCAD I</td>
<td>MF220</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Robotics</td>
<td>MF235</td>
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<tr>
<td>Introduction to Physics</td>
<td>PS108</td>
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<tr>
<td>Agriculture Mechanics</td>
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</tr>
<tr>
<td>Industrial Maintenance Technology Internship</td>
<td>IEXXX</td>
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**Emphasis Area: Solar**

**Opportunities After NCMC**
Solar Hardware System Installation

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Materials of Construction</td>
<td>CT107</td>
<td>2</td>
</tr>
<tr>
<td>Residential Plumbing</td>
<td>CT195</td>
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</tr>
<tr>
<td>Intro. to Electricity &amp; Electronics</td>
<td>MF120</td>
<td>3</td>
</tr>
<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
</tr>
<tr>
<td>Basic Electricity II</td>
<td>MF126</td>
<td>3</td>
</tr>
<tr>
<td>Programmable Logic Controllers</td>
<td>MF141</td>
<td>3</td>
</tr>
<tr>
<td>AutoCAD I</td>
<td>MF220</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Physics</td>
<td>PS108</td>
<td>4</td>
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<tr>
<td>Introduction to Solar</td>
<td>IEXXX</td>
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<td>Passive Solar</td>
<td>IEXXX</td>
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<tr>
<td>Passive Solar Lab</td>
<td>IEXXX</td>
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<td>Solar Thermal Systems</td>
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<tr>
<td>Solar Thermal Systems Lab</td>
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<tr>
<td>Solar Electrical Systems</td>
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<tr>
<td>Solar Electrical Systems Lab</td>
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<tr>
<td>Industry Standards</td>
<td>IEXXX</td>
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</tr>
<tr>
<td>Solar Technology Internships</td>
<td>IEXXX</td>
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</table>
### Emphasis Area: Wind

**Opportunities After NCMC**

**Wind Energy Technician**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Materials of Construction</td>
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<tr>
<td>Intro. to Electricity &amp; Electronics</td>
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<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
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<tr>
<td>Basic Electricity II</td>
<td>MF126</td>
<td>3</td>
</tr>
<tr>
<td>Programmable Logic Controllers</td>
<td>MF141</td>
<td>3</td>
</tr>
<tr>
<td>Basic Fluid Power</td>
<td>MF145</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Maintenance Awareness</td>
<td>MF155</td>
<td>3</td>
</tr>
<tr>
<td>AutoCAD I</td>
<td>MF220</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Physics</td>
<td>PS108</td>
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<tr>
<td>Introduction to Wind</td>
<td>IE100</td>
<td>3</td>
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<tr>
<td>Turbine Troubleshooting</td>
<td>IE120</td>
<td>3</td>
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<tr>
<td>Agriculture Mechanics</td>
<td>AG132</td>
<td>4</td>
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<tr>
<td>Industry Standards</td>
<td>IEXXX</td>
<td>3</td>
</tr>
<tr>
<td>Wind Turbines and Farms Internship</td>
<td>IE220</td>
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</tr>
</tbody>
</table>

### Industrial & Energy Systems Technology Certificate

This one-year certificate program is designed to provide applicable technical skills for today’s competitive workplace while meeting the needs of manufacturers, industry, and alternative energy operations. Credits from this certificate program may be transferred into the Industrial and Energy Systems Technology AAS program.

### Emphasis Area: Industrial Maintenance

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Employment Strategies</td>
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<td>3</td>
</tr>
<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
</tr>
<tr>
<td>Motor Controls</td>
<td>MF128</td>
<td>3</td>
</tr>
<tr>
<td>Programmable Logic Controllers</td>
<td>MF141</td>
<td>3</td>
</tr>
<tr>
<td>Basic Fluid Power</td>
<td>MF145</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra or Applied Technical Math</td>
<td>MT110 or MF104</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
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</tr>
</tbody>
</table>

### Emphasis Area: Solar

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>MT110</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Solar</td>
<td>IEXXX</td>
<td>3</td>
</tr>
<tr>
<td>Passive Solar</td>
<td>IEXXX</td>
<td>3</td>
</tr>
<tr>
<td>Passive Solar Lab</td>
<td>IEXXX</td>
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</table>
Solar Thermal Systems IEXXX 3
Solar Thermal Systems Lab IEXXX 2
Solar Electrical Systems IEXXX 3
Solar Electrical Systems Lab IEXXX 2

**Emphasis Area: Wind**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Intro. to Electricity &amp; Electronics</td>
<td>MF120</td>
<td>3</td>
</tr>
<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety <strong>or</strong> Industrial Hygiene &amp; Safety</td>
<td>MF150 or AT240</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra <strong>or</strong> Applied Technical Math</td>
<td>MT110 or MF104</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Wind</td>
<td>IE100</td>
<td>3</td>
</tr>
<tr>
<td>Turbine Troubleshooting</td>
<td>IE120</td>
<td>3</td>
</tr>
<tr>
<td>Wind Turbines &amp; Farms Internship</td>
<td>IE220</td>
<td>3</td>
</tr>
</tbody>
</table>

**Industrial & Energy Systems Technology**

**Accelerated Certificates**

These certificates are designed to be completed in one term utilizing technology and online instruction. This program provides stackable credentials so students take only the required courses to earn the certificate yet students are positioned to seamlessly advance to the next higher certificate or degree.

**Opportunities After NCMC**

Entry-level Installation, Maintenance & Repair

**Industrial Maintenance Skills**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electricity I</td>
<td>MF122</td>
<td>3</td>
</tr>
<tr>
<td>Motor Controls</td>
<td>MF128</td>
<td>3</td>
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<tr>
<td>Programmable Logic Controllers</td>
<td>MF141</td>
<td>3</td>
</tr>
<tr>
<td>Basic Fluid Power</td>
<td>MF145</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Maintenance Awareness</td>
<td>MF155</td>
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</table>

**Opportunities After NCMC**

Manufacturing Production Technician, Production Worker

**Manufacturing Skills**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Applied Technical Math <strong>or</strong> Intermediate Algebra</td>
<td>MF104 or MT110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Maintenance Awareness</td>
<td>MF155</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Quality Practices</td>
<td>MF160</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Manufacturing Processes &amp; Production</td>
<td>MF165</td>
<td>3</td>
</tr>
</tbody>
</table>
Welding Skills Certificate
Students will receive multiple industry certifications based on American Welding Society (AWS) standards

Program Outcomes
At the completion of this program the graduate will be able to:

• Demonstrate the safe use of welding equipment and related components.
• Interpret weld prints and welding symbols, joint configurations, and welding positions.
• Perform various weld methods and processes on all joint configurations and in all positions.

Program Requirements

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Principles of Safety</td>
<td>MF150</td>
<td>3</td>
</tr>
<tr>
<td>Gas Metal Arc Welding</td>
<td>WT120</td>
<td>3</td>
</tr>
<tr>
<td>Flux Cored Arc Welding</td>
<td>WT130</td>
<td>3</td>
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<tr>
<td>Shielded Metal Arc Welding</td>
<td>WT140</td>
<td>3</td>
</tr>
<tr>
<td>Gas Tungsten Arc Welding</td>
<td>WT150</td>
<td>3</td>
</tr>
</tbody>
</table>
Paraprofessional & Substitute Teaching AAS

This program is designed for students seeking employment in either private or public school systems as paraprofessionals and/or substitute teachers. Paraprofessionals and substitute teachers enrich the learning experience for students by assisting in the classroom and performing both administrative and instructional duties that complement and support the instructional plan and educational goals.

Opportunities After NCMC
Private or Public School Substitute Teacher, Private or Public School Paraprofessional

General Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877</td>
<td>HI103</td>
<td>3</td>
</tr>
<tr>
<td>National Government</td>
<td>PL216</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>SP175</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>PE105</td>
<td>2</td>
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<tr>
<td>Biological or Physical Science</td>
<td>BI, CH, ES, or PS</td>
<td>4-5</td>
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<tr>
<td>Intermediate Algebra or higher</td>
<td>MT110 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>BT160</td>
<td>3</td>
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<tr>
<td>Humanities Elective</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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<tbody>
<tr>
<td>First Aid &amp; Emergency Procedures</td>
<td>AH223</td>
<td>2</td>
</tr>
<tr>
<td>Health, Safety &amp; Nutrition</td>
<td>CD205</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>ED200</td>
<td>3</td>
</tr>
<tr>
<td>Teaching Profession w/Field Experience</td>
<td>ED201</td>
<td>3</td>
</tr>
<tr>
<td>Multicultural Education</td>
<td>ED265</td>
<td>3</td>
</tr>
<tr>
<td>Education of Exceptional Learners</td>
<td>ED285</td>
<td>3</td>
</tr>
<tr>
<td>Practicum in Paraprofessional Education</td>
<td>ED290</td>
<td>3</td>
</tr>
<tr>
<td>Literature for Children or Preschool Literature or</td>
<td>EN196 or CD209</td>
<td>3</td>
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<tr>
<td>Language Development &amp; Early Literacy</td>
<td>or CD220</td>
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<tr>
<td>Electives-Child Psychology or any course(s) with the</td>
<td>PY225</td>
<td>9</td>
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<tr>
<td>prefix CD or ED</td>
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<td></td>
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</table>
Health Care Management AAS

This program is designed to provide an opportunity for those who wish to enter management in a health care setting. The business of health care requires trained management personnel responsible for planning and coordinating health care delivery in the diverse, ever changing health care industry. This program will prepare individuals for entry level managerial leadership roles in a variety of settings that comprise the dynamic health care industry. The goal of the program is to establish a solid foundation of knowledge designed to guide professional, competent practice in health care management.

Program Outcomes
At the completion of this program the graduate will be able to:
• Understand the health care industry as a business.
• Apply terminology, concepts, and principles applicable to health care management.
• Discuss the legal and ethical variables influencing health care management.
• Demonstrate information literacy.
• Utilize effective communications.
• Apply supervisory and management skills.
• Maintain confidentiality and integrate HIPAA into practice.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Detailed advisement sheet posted on NCMC website or contact the Allied Health Sciences office for a copy.

General Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>General Biology w/Lab</td>
<td>BI100</td>
<td>5</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
<td>3</td>
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</table>

Program Requirements

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Accounting</td>
<td>AC136</td>
<td>3</td>
</tr>
<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
<td>3</td>
</tr>
<tr>
<td>Health Insurance Billing</td>
<td>AH202</td>
<td>3</td>
</tr>
<tr>
<td>Medical Law &amp; Ethics</td>
<td>AH211</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>BA101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>BA150</td>
<td>3</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>BA161</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>BA221</td>
<td>3</td>
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<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
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<tr>
<td>Database Concepts</td>
<td>BT170</td>
<td>3</td>
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<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
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<tr>
<td>Office Procedures</td>
<td>BT230</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
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<tr>
<td>Health Care Management</td>
<td>HC201</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics</td>
<td>MT125</td>
<td>3</td>
</tr>
</tbody>
</table>
Health Information Management AAS

This program is designed to provide an opportunity for those who wish to establish a technical career in health care. The program prepares individuals to organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. Records management practices that are consistent with medical, administrative, ethical, legal, and regulating entity requirements are emphasized within the program curriculum. The business of health care information management requires specialized training and effective communication skills. The schedule can vary based upon the rate of course completion, need for developmental courses and transfer credit.

Program Outcomes

At the completion of this program the graduate will be able to:

• Analyze data to ensure the documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
• Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
• Apply diagnosis/procedure codes according to current nomenclature.
• Accurately group diagnostic/procedural groups.
• Practice within the parameters established through law, regulation, codes, and guidelines.
• Resolve discrepancies between coded data and supporting documentation.
• Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems in health care delivery.
• Apply policies and procedures to comply with the changing regulations among various payment systems for health care services such as Medicare, Medicaid, managed care, etc.
• Practice accurate billing through coding, chargemaster, claims management, and bill reconciliation process.
• Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment system.
• Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
• Differentiate the roles of various providers and disciplines throughout the continuum of health care and respond to their needs.
• Release patient-specific data to authorized users.
• Practice legally and ethically.
• Utilize technology to ensure data collection, storage, analysis, and reporting of information.

NOTES

A minimum grade of “C” is required for all courses in the degree plan.

Detailed advisement sheet posted on NCMC website or contact the Allied Health Sciences office for a copy.
### General Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Business Math</td>
<td>BT110</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY112</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
<td>3</td>
</tr>
<tr>
<td>National Government or American History to 1877</td>
<td>PL216 or HI103</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>BT160</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Requirements

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Human Body: Health &amp; Disease</td>
<td>AH102</td>
<td>3</td>
</tr>
<tr>
<td>Introductory A &amp; P for Allied Health</td>
<td>AH125</td>
<td>4</td>
</tr>
<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
<td>3</td>
</tr>
<tr>
<td>Health Insurance &amp; Billing</td>
<td>AH202</td>
<td>3</td>
</tr>
<tr>
<td>Digitools</td>
<td>BT180</td>
<td>2</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Intro to Health Information Management</td>
<td>HM110</td>
<td>2</td>
</tr>
<tr>
<td>Health Data Management</td>
<td>HM120</td>
<td>3</td>
</tr>
<tr>
<td>Medical Coding I</td>
<td>HM125</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Pharmacology</td>
<td>HM135</td>
<td>2</td>
</tr>
<tr>
<td>Legal &amp; Ethical Issues In Healthcare</td>
<td>HM140</td>
<td>3</td>
</tr>
<tr>
<td>Healthcare Statistics</td>
<td>HM210</td>
<td>2</td>
</tr>
<tr>
<td>Leadership &amp; Organization</td>
<td>HM218</td>
<td>3</td>
</tr>
<tr>
<td>Quality Management &amp; Performance Improvement</td>
<td>HM220</td>
<td>3</td>
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<tr>
<td>Medical Coding II</td>
<td>HM225</td>
<td>3</td>
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<tr>
<td>Electronic Health Systems</td>
<td>HM226</td>
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<tr>
<td>Health Information Management Practicum</td>
<td>HM250</td>
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</table>
Medical Assistant AAS

This program prepares the student to work in a wide variety of health care environments, including hospitals, physicians’ offices, clinics, laboratories and state health facilities. The Medical Assistant is an important link between the patient and the health care delivery system and provides essential support in the areas of patient care, medical and lab procedures, records management and office administration. Students will be exposed to practical administrative, interpersonal and clinical skills, which will prepare them with the technical ability and versatility needed to establish careers in the field of allied health services.

Opportunities After NCMC
Hospitals, Physicians’ Offices, Clinics, Laboratories, State Health Facilities

Program Outcomes
At the completion of this program the graduate will be able to:

• Recognize the role of patient advocacy for the medical assistant.
• Utilize effective communication skills.
• Comply with federal and state regulations.
• Practice safely as a professional medical assistant.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Detailed advisement sheet posted on NCMC website or contact the Allied Health Sciences office for a copy.

General Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>*Business Math or higher level</td>
<td>BT110 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting I</td>
<td>AC136</td>
<td>3</td>
</tr>
<tr>
<td>Human Body: Health &amp; Disease</td>
<td>AH102</td>
<td>3</td>
</tr>
<tr>
<td>Introductory A &amp; P for Allied Health</td>
<td>AH125</td>
<td>4</td>
</tr>
<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Pharmacology</td>
<td>AH200</td>
<td>3</td>
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<tr>
<td>Health Insurance Billing</td>
<td>AH202</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting: Clinical Procedures</td>
<td>AH210</td>
<td>3</td>
</tr>
<tr>
<td>Medical Law &amp; Ethics</td>
<td>AH211</td>
<td>3</td>
</tr>
<tr>
<td>Medical Assisting Internship</td>
<td>AH222</td>
<td>3</td>
</tr>
<tr>
<td>First Aid &amp; Emergency Procedures</td>
<td>AH223</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>BT130</td>
<td>3</td>
</tr>
<tr>
<td>DigiTools</td>
<td>BT180</td>
<td>2</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
</tbody>
</table>
Medical Insurance & Billing Specialist Certificate

This program prepares individuals to work in an administrative role as a medical insurance and billing specialist. As the act of properly filing insurance claims by health care providers takes on more importance, it is necessary to understand the terminology and processes used by the insurance carriers, as well as the medical procedures. The program prepares the student to process information successfully. A certificate is awarded to those successfully completing the required courses. Credits from this program may be transferred into the Medical Assistant AAS program.

Program Outcomes
At the completion of this program the graduate will be able to:

• Apply coding manual data to the billing process.
• Utilize effective communication.
• Establish and confidentially maintain patient charts and electronic medical records.
• Utilize telecommunications equipment in medical setting.
• Perform medical billing, analyze patient accounts, and apply collection procedures.
• Prepare insurance claims, referrals, and prior authorizations.
• Practice legally and ethically.
• Understand medical terminology.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Detailed advisement sheet posted on NCMC website or contact the Allied Health Sciences office for a copy.

Program Requirements

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Human Body: Health &amp; Disease</td>
<td>AH102</td>
<td>3</td>
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<tr>
<td>Introductory A &amp; P for Allied Health</td>
<td>AH125</td>
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</tr>
<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
<td>3</td>
</tr>
<tr>
<td>Health Insurance Billing</td>
<td>AH202</td>
<td>3</td>
</tr>
<tr>
<td>Medical Law &amp; Ethics</td>
<td>AH211</td>
<td>3</td>
</tr>
<tr>
<td>Medical Office Internship</td>
<td>AH221</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
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<tr>
<td>Spreadsheet Applications</td>
<td>BT190</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Medical Coding I</td>
<td>HM125</td>
<td>3</td>
</tr>
<tr>
<td>Medical Coding II</td>
<td>HM225</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Health Systems</td>
<td>HM226</td>
<td>3</td>
</tr>
</tbody>
</table>
Nursing Career Programs

The Nursing programs at North Central Missouri College are designed to meet the needs of the health care workplace and students. NCMC’s programs provide practical nursing certificate training through the first year Level I program. An additional two semesters are required for students to complete Level II for an Associate in Applied Science degree in Nursing. All NCMC nursing programs are fully approved by the Missouri State Board of Nursing, the State Department of Elementary & Secondary Education and the Missouri Department of Higher Education.

Nursing Level I–PN Certificate

The Level I program is an INTENSE, FAST-PACED certificate program that takes three (3) semesters to complete or four (4) semesters at Bethany and is designed to prepare individuals for the role of a Licensed Practical Nurse as staff nurses in a variety of health care settings. Clinical experience is acquired at hospitals, extended care facilities, physicians’ offices, and community agencies. Upon successful completion of Level I, the graduate is eligible to apply to take the NCLEX-PN (licensing) Examination for Licensed Practical Nurses. It is important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take the licensing exam for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

Applicants to the program must complete the entrance requirements. Admission criteria shall reflect consideration of the potential for the applicant to complete the program and meet the standards to apply for licensure (see section 335.046.2, RSMo). General admission to the college does not admit a student to the nursing program.

Opportunities After NCMC

Upon successful completion of the Nursing Level I program, students are prepared to take the NCLEX-PN exam.

Program Outcomes

Upon successful completion of the Level 1 Practical Nursing program the graduate should be able to:

Human Flourishing

• The graduate will promote human flourishing through the use of the nursing process identifying holistic needs to ensure patients reach their upmost potential.
• The graduate will collaborate with the client and the healthcare team identifying holistic healthcare needs.
• Provide holistic nursing care encompassing the patient’s spiritual, physical, and emotional well-being.
• Collaborate with the patient and the healthcare team in identifying resources to assist the client in reaching the highest healthcare potential.

Nursing Judgment

• The graduate will demonstrate clinical decision making centered around evidence based practice.
• Demonstrate clinical proficiency by organizing and prioritizing transcultural nursing care across the lifespan.
• Shows evidence of critical thinking, problem solving, and the use of nursing process to make accurate clinical judgments.
• Administer nursing care in accordance with accepted state and national nursing standards.
• Practice therapeutic communications skills to meet the holistic healthcare needs of the client.
• Documents accurate comprehensive assessments across the lifespan.
Professional Identity

- The graduate will individually own & develop over a lifetime their personal identity as a nurse. The graduate will internalize the core values integral to the art and science of nursing and promote the ideals of the nursing profession. The graduate will collaborate and function effectively as a member of the healthcare team to achieve quality patient care. Professional identity develops over the lifetime experiences of the nurse, the graduate will place emphasis on lifelong learning and effectively practice nursing in a global society.
- Assume personal responsibility for professional growth embracing evidence based practice.
- Integrate core values integral to the air and science of nursing into nursing practice.
- Collaborate and function as a member of the healthcare team.
- Place an emphasis on lifelong learning.
- Effectively practice nursing in a global society.

Spirit of Inquiry

- The graduate will engage in creative learning, driving changes to improve nursing practices.
- Asks why.
- Use evidence based information to support clinical decision making.
- Demonstrates how to find, manage and use information.
- Be agents for change, embracing revolution and technological advancements.

Nursing Level I–PN Admission Requirements

NOTE
These are minimum admission criteria and DO NOT guarantee admission.

Submit to the College’s Admissions Office:

1. College application ($20 application fee)
2. One copy of official transcript from: high school or GED; vocational schools: colleges or universities attended. Transcript request forms are provided. You may make copies of request form if necessary.
3. ACT, ASSET or COMPASS test scores.

Requirements for Admission into the Level I Practical Nursing Program:
Submit documentation to the appropriate nursing office:

Trenton & Bethany LPN program: North Central Missouri College, Attn: Allied Health Sciences, 1301 Main Street, Trenton, MO 64683; Phone: 660-359-3948, ext. 1316
Maryville LPN program: Northwest Technical School, NCMC Nursing Programs, Attn: Allied Health Sciences, 1515 South Munn, Maryville, MO 64468; Phone: 660-562-4185 or 660-359-3948, ext. 1900

1. Acceptance as a student of North Central Missouri College.
2. Completed nursing department application form.
3. Required pre-entrance exam scores.
4. Waiver form with notarized signature.
5. Successful completion (“C” or above) of the required pre-entry courses: Anatomy, Physiology, Speech and Math for Allied Health Sciences or College Algebra.
6. Certification in cardiopulmonary resuscitation must be achieved prior to starting clinical; certification must be maintained throughout nursing education program.
Selection Process
All requirements for admission must be met and submitted to the nursing office by May 15, for the Trenton and Maryville programs and October 1 for the Bethany program, of the current academic year. All applicants who meet the admission criteria will receive a file review without consideration of race, color, national origin, sex, age, or handicap. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

Greatest potential for successful achievement is determined by an overall score assigned from points earned for the application, essay, testing scores (ACT, ASSET, or COMPASS and pre-entrance exam), and grades. The grade used to determine required pre-entry course requirements for both programs and designated nursing courses from the PN program for Level II applicants.

Applicants are accepted into the class contingent on a physical examination, immunizations, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, driving record and CPR Certification. If acceptance is offered/given a student and they defer or lose eligibility for ANY reason, a re-entry application is required. Please refer to the pre-admission data packet for a copy of the score sheet for each program.

Inform the nursing assistant and registrar’s office IMMEDIATELY if any personal information changes (name, address, telephone number).

NOTES
A minimum grade of “C” is required for all courses in the degree plan.

Prior to clinical experience, a physical examination, immunization record, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, and driving record are required.

Detailed advisement sheet posted on NCMC website or contact the Allied Health Sciences office for a copy.

Nursing Level I–PN Curriculum–Trenton & Maryville
The Level I program is offered on NCMC’s campus or at the Outreach site at Northwest Technical School in Maryville, MO.

Pre-Entry Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Hours</th>
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<tr>
<td>Math for Allied Health Sciences or College Algebra</td>
<td>AH106 or MT122</td>
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<tr>
<td>Human Anatomy w/Lab</td>
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Fall Semester

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<tr>
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<td>Personal &amp; Vocational Concepts</td>
<td>NR113</td>
<td>1</td>
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<tr>
<td>Introduction to Mental Health Nursing</td>
<td>NR105</td>
<td>1</td>
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<tr>
<td>Pharmacology</td>
<td>NR117</td>
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<td>Geriatric Nursing</td>
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Spring Semester

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<tr>
<th>Course</th>
<th>Course Number</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Basic Nutrition</td>
<td>NR104</td>
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<tr>
<td>Nursing of Adults I</td>
<td>NR121</td>
<td>11</td>
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<tr>
<td>Maternal Child Nursing I</td>
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### Summer Semester

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<th>Course</th>
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<tbody>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
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<tr>
<td>Nursing of Adults II</td>
<td>NR162</td>
<td>6</td>
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<tr>
<td>Maternal Child Nursing II</td>
<td>NR183</td>
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### Nursing Level I–PN Curriculum–Bethany

This Level I program is offered at North Central Career Center in Bethany, MO.

**Pre-Entry Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Math for Allied Health Sciences or College Algebra</td>
<td>AH106 or MT122</td>
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<tr>
<td>Human Anatomy w/Lab</td>
<td>BI240</td>
<td>4</td>
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<tr>
<td>Human Physiology w/Lab</td>
<td>BI242</td>
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<td>Speech</td>
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### Spring Semester

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<th>Course</th>
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<th>Hours</th>
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<tr>
<td>Foundations of Nursing I</td>
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<tr>
<td>Foundations of Nursing II</td>
<td>NR109</td>
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<tr>
<td>Pharmacology</td>
<td>NR117</td>
<td>4</td>
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<tr>
<td>Summer Semester</td>
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<td></td>
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<tr>
<td>Nursing of Adults I-A</td>
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### Fall Semester

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<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Mental Health Nursing</td>
<td>NR105</td>
<td>1</td>
</tr>
<tr>
<td>Personal Vocation Concepts</td>
<td>NR113</td>
<td>1</td>
</tr>
<tr>
<td>Geriatrics</td>
<td>NR120</td>
<td>2</td>
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<tr>
<td>Nursing of Adults I-B</td>
<td>NR123</td>
<td>5</td>
</tr>
<tr>
<td>Nursing of Adults II</td>
<td>NR162</td>
<td>6</td>
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### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Basic Nutrition</td>
<td>NR104</td>
<td>3</td>
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<tr>
<td>Maternal Child Nursing I</td>
<td>NR129</td>
<td>5</td>
</tr>
<tr>
<td>Maternal Child Nursing II</td>
<td>NR183</td>
<td>5</td>
</tr>
</tbody>
</table>

**NOTES**

*Pre-entry courses must be successfully completed prior to entry into the program.

**Credit for Foundations of Nursing I is awarded to Missouri Certified Nursing Assistants, in good standing, upon successful completion of Foundations II. All nursing courses must be taken in sequence.*
Nursing Level II–ADN
The Level II program takes two (2) semesters to complete. This program is an INTENSE, FAST-PACED program and is designed to prepare LPN’s for the role of a Registered Professional Nurse (RN) in a variety of health care settings. It is a rigorous course of academic studies and clinical experiences, which includes pre-entry courses and nursing classes. The program is designed to give graduates a broad scope of knowledge, and ability in order to meet the needs of the changing health care delivery systems. Clinical experience is acquired at various acute care hospitals and community agencies. Field trips and workshops are incorporated into the educational plan. Upon successful completion of Level II, the graduate is eligible to apply to take the NCLEX-RN (licensing) Examination for Registered Professional Nurses. The Missouri State Board of Nursing may refuse to grant a student permission to take licensing exams as outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

Applicants to the program must complete the entrance requirements. Admission criteria shall reflect consideration of the potential for the applicant to complete the program and meet the standards to apply for licensure (see section 335.046.2,RSMo). General admission to the college does not admit a student to the nursing program.

Opportunities After NCMC
Upon successful completion of the Nursing Level II program, graduates are prepared to take the NCLEX-RN exam.

Program Outcomes
Upon successful completion of the Level 2 ADN program the graduate should have the following competencies:

Human Flourishing
- The graduate will assist the patient in identifying their own self-concept; ensuring that the patient maintains dignity, autonomy and the ability to grow as a human being.
- Collaborate with patients to identify and reach their highest level of self-actualization.
- Equip patient with tools and education necessary to become autonomous in their healthcare decisions.
- Provide holistic nursing care encompassing the patient’s spiritual, physical, and emotional well-being.

Nursing Judgment
- Demonstrates clinical decision making centered around evidence based practice. Independently makes sound clinical decisions, using knowledge gained and critical thinking skills learned. Organize and prioritize transcultural nursing care for individuals, families and communities using the Nursing Process by demonstrating clinical proficiency in the delivery of safe nursing care.
- Use critical thinking, problem-solving and nursing process skills to make valid, and rational, justifiable clinical decisions.
- Perform and document accurate comprehensive assessments related to needs of the client from any age, culture, or developmental level.
- Use effective/therapeutic communication skills.
- Administer nursing care in an ethical and legal manner in accordance with accepted state and national nursing standards.
Professional Identity

• The graduate will individually own and develop over a lifetime their personal identity as a nurse. They will embrace what it means to be a nurse; internalize the core values of a nurse; and contribute personally to the profession.
• Assumes personal responsibility for professional growth; embracing evidence based practice.
• Be comfortable with ambiguity and uncertainty.
• Function effectively in the face of conflict.
• Realize personal growth in his/her own identity as a nurse, ever evolving in: caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness.

Spirit of Inquiry

• The graduate will raise questions and challenge traditional practices in nursing. They will engage in creative learning, driving changes to improve nursing practice.
• Asks why.
• Use evidence based information to support clinical decision making and challenge the status quo.
• Demonstrates how to find, manage, and use information.
• Be leaders and agents for change embracing revolution and technological advancements.

Nursing Level II–ADN Admission Requirements

NOTE
These are minimum admission criteria and DO NOT guarantee admission.

Submit to the College’s Admissions Office:

1. College Application ($20 application fee)
2. One copy of official transcript from: High School or GED; Vocational Schools: Colleges or Universities attended. Transcript request forms are provided. You may make copies of request form if necessary.
3. ACT, ASSET or COMPASS test scores.

Requirements for Admission into the Level II Practical Nursing Program:
Submit documentation to the appropriate Nursing Office:

Trenton ADN program: North Central Missouri College, Attn: Allied Health Sciences, 1301 Main Street, Trenton, MO 64683; Phone: 660-359-3948, ext. 1316

Maryville ADN program: Northwest Technical School, NCMC Nursing Programs, Attn: Allied Health Sciences, 1515 South Munn, Maryville, MO 64468; Phone: 660-562-4185 or 660-359-3948, ext. 1900.

1. Acceptance as a student of North Central Missouri College.
2. Completed nursing department application form.
3. Required pre-entrance exam scores.
4. Waiver form with notarized signature.
5. Successful completion (“C” or above) of the required pre-entry courses: Anatomy, Physiology or Body Structure & Function with Human Chemistry; Speech; English I; General Psychology; National Government or American History and Microbiology.
6. Documentation of current Missouri unencumbered license as a practical nurse. New graduates must provide proof prior to the first day of classes of the second semester (January).

7. Certification in cardiopulmonary resuscitation must be achieved prior to starting clinical; certification must be maintained throughout nursing education program.

**Selection Process**

All requirements for admission must be met and submitted to the nursing office by **May 15, for the Trenton and Maryville programs of the current academic year**. All applicants who meet the admission criteria will receive a file review without consideration of race, color, national origin, sex, age, or handicap. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

Greatest potential for successful achievement is determined by an overall score assigned from points earned for the application, essay, testing scores (ACT, ASSET, or COMPASS and pre-entrance exam), and grades. The grade used to determine required pre-entry course requirements for both programs and designated nursing courses from the PN program for Level II applicants.

Applicants are accepted into the class contingent on a physical examination, immunizations, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, driving record and CPR Certification. If acceptance is offered/given a student and they defer or lose eligibility for ANY reason, a re-entry application is required. Please refer to the pre-admission data packet for a copy of the score sheet for each program.

Inform the nursing assistant and registrar’s office IMMEDIATELY if any personal information changes (name, address, telephone number).

**NOTES**

* A minimum grade of “C” is required for all courses in the degree plan.

* Prior to clinical experience, a physical examination, immunization record, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, and driving record are required.

* Detailed advisement sheet posted on NCMC website or contact the Allied Health Sciences office for a copy.
Nursing Level II–ADN Curriculum–Trenton & Maryville

The Level II program is offered on NCMC’s campus or at the outreach site at Northwest Technical School in Maryville, MO.

### Pre-Entry Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BI240</td>
<td>Human Anatomy w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BI241</td>
<td>Human Chemistry w/Lab</td>
<td>3</td>
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<tr>
<td>BI242</td>
<td>Human Physiology w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BI243</td>
<td>Microbiology w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>EN101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>HI103 or PL216</td>
<td>American History to 1877 or National Government</td>
<td>3</td>
</tr>
<tr>
<td>PY121</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO107</td>
<td>General Sociology</td>
<td>3</td>
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<tr>
<td>SP175</td>
<td>Speech</td>
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### Fall Semester

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<th>Course Number</th>
<th>Course Name</th>
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<tr>
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<td>Maternal Child Nursing III</td>
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<tr>
<td>NR254</td>
<td>Nursing Through the Lifespan I</td>
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### Spring Semester

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<tr>
<td>NR230</td>
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<tr>
<td>NR242</td>
<td>Mental Health Nursing</td>
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<tr>
<td>NR256</td>
<td>Nursing Through the Lifespan II</td>
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<tr>
<td>NR295</td>
<td>Leadership in Nursing</td>
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**NOTE**

*Students from Practical Nursing Programs with less than the required eight (8) credit hours of Anatomy and Physiology, with or without lab, or Body Structure and Function may be required to take additional course work, such as Human Chemistry. Transcripts are evaluated on an individual basis. Required pre-entry courses must be successfully completed prior to entry into the program. All nursing classes must be taken in sequence.*
Pharmacy Technician AAS

This program is designed to provide an opportunity for those who wish to establish a technical career in health care. The program prepares individuals to work in a variety of pharmacy practice settings, including community pharmacies, hospitals, military, home health, long term care, mail service facilities, managed health care facilities, and training programs. The nationwide shortage of pharmacists and the growing demand for prescription medication creates an opportunity for pharmacy technicians to broaden their knowledge to allow them to assist and provide support for pharmacists.

Opportunities After NCMC
Community Pharmacies, Hospitals, Military, Home Health, Long Term Care, Mail Service Facilities, Managed Health Care Facilities, Training Programs

Program Outcomes
At the completion of this program the graduate will be able to:

- Create patient profiles, prescription order entry, and fill prescriptions with acceptable speed and accuracy.
- Communicate effectively.
- Maintain records.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Utilize medical terminology common to the pharmaceutical environment.
- Practice legally and ethically.
- Package and label drugs for prescription dispensing.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.

General Education

<table>
<thead>
<tr>
<th>Course Title</th>
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<td>General Biology w/Lab</td>
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<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
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<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
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<tr>
<td>American History or National Government</td>
<td>HI103 or PL216</td>
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<td>Intermediate Algebra or higher</td>
<td>MT110</td>
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<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
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<tr>
<td>Speech</td>
<td>SP175</td>
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Program Requirements

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<td>Basic Medical Terminology</td>
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<td>Medical Law &amp; Ethics</td>
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<td>3</td>
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<td>Anatomy w/Lab</td>
<td>BI240</td>
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<tr>
<td>Physiology w/Lab</td>
<td>BI242</td>
<td>4</td>
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<tr>
<td>Database Concepts</td>
<td>BT170</td>
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<tr>
<td>Employment Strategies</td>
<td>BT240</td>
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</table>
This program is designed to provide opportunity for those who wish to establish a technical career in health care. The program prepares individuals to work in a variety of pharmacy practice settings, including community pharmacies, hospitals, military, home health, long term care, mail service facilities, managed health care facilities, and training programs.

Program Outcomes
At the completion of this program the graduate will be able to:

- Create patient profiles, prescription order entry, and fill prescriptions with acceptable speed and accuracy.
- Communicate effectively.
- Maintain records.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Utilize medical terminology common to the pharmaceutical environment.
- Practice legally and ethically.
- Package and label drugs for prescription dispensing.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.

NOTE
A minimum grade of “C” is required for all courses in the degree plan.

Program Requirements

<table>
<thead>
<tr>
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<tr>
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Health Science Partnerships
Dental Hygiene AAS

The impetus for this program is to provide a solution to the oral health care crisis in northwest and north central Missouri. In response, North Central Missouri College and Hillyard Technical Center (HTC), of St. Joseph, Missouri, collaborated to develop a Dental Hygiene program as an essential step in overcoming the shortage of oral health care workers across the northern tier of Missouri. NCMC will provide the general education courses specific to the associate degree while HTC will provide the dental hygiene classes, laboratory experiences and clinics.

Through an agreement, NCMC students are awarded thirty college credit hours for successful completion (C or above) in all classes of the Dental Hygiene Program at HTC. These hours are applied to the associate degree program in dental hygiene at NCMC. Trenton area students have the option to participate in lecture class, which originates at HTC, at the Trenton campus via ITV. Students must travel to Hillyard two days a week to attend the clinics and labs. This varies depending upon semesters. A new class starts, each fall with ten students, as per the Commission on Dental Accreditation Standards.

Program Outcomes
At the completion of this program the graduate will be able to:

- Apply ethical and legal concepts.
- Utilize current peer-reviewed research data to support clinical decision making.
- Value diversity and sensitivity in providing care, and interpersonal communication skills to deliver culturally competent care to diverse populations and individuals.
- Utilize critical thinking skills in providing quality care for all individuals in varying states of life and health.
- Perform assessments of individuals and groups to provide appropriate dental hygiene diagnosis, planning, implementation, and evaluation of care provided.
- Continue self-assessment and self-regulation in accordance with standards of the dental hygiene profession and state board statutes.
- Demonstrate appropriate response to medical emergencies and life support measures as needed.
- Apply principles of oral health education in delivery of care to individuals or groups.
- Demonstrate life-long learning to stay abreast of current research and provide current standard of care.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.
### Prerequisites–NCMC

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy w/Lab</td>
<td>BI240</td>
<td>4</td>
</tr>
<tr>
<td>Human Physiology w/Lab</td>
<td>BI242</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology w/Lab</td>
<td>BI243</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Chemistry w/Lab</td>
<td>CH107</td>
<td>4</td>
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### General Education–NCMC

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MT122</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
<tr>
<td>General Sociology</td>
<td>SO107</td>
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<tr>
<td>Speech</td>
<td>SP175</td>
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</table>

### Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri.
Diagnostic Medical Sonography AAS

This program is in affiliation with Hillyard Technical Center (HTC) that provides a learning opportunity to improve job marketability and increase earning power of graduates, while at the same time meeting the needs of Diagnostic Medical Sonography in Northwest and North Central Missouri. The program helps individuals attain their education goals. The Diagnostic Medical Sonographer uses special imaging equipment that directs sound waves into a patient’s body (in a procedure commonly referred to as an ultrasound, sonogram, or echocardiogram) to assess and diagnose various medical conditions.

Through an agreement, NCMC students will be awarded thirty college credit hours upon successful completion (C or above) in all classes of the Diagnostic Medical Sonography program at HTC.

Program Outcomes
At the completion of this program the graduate will be able to:

• Enter the workforce as a Diagnostic Medical Sonographer.
• Provide basic patient care and comfort.
• Demonstrate knowledge and understanding of human anatomy and sectional anatomy.
• Demonstrate knowledge and understanding of physiology, pathology, and pathophysiology.
• Demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation.
• Demonstrate knowledge and understanding of the interaction between ultrasound and tissue and the probability of biological effects in clinical examinations.
• Employ professional judgment and discretion.
• Understand the fundamental elements for implementing a quality assurance and improvement program, and the policies protocols, and procedures for general function of the ultrasound laboratory.
• Recognize the importance of continuing education.
• Recognize the importance of, and employ, ergonomically correct scanning techniques.
• Transfer to a four-year Diagnostic Medical Sonography Program.

NOTE
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.
### Prerequisites–NCMC

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
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<tbody>
<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
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<tr>
<td>General Biology</td>
<td>BI100</td>
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<td>Human Anatomy w/Lab</td>
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<tr>
<td>Human Physiology w/Lab</td>
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<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
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<tr>
<td>College Algebra</td>
<td>MT122</td>
<td>3</td>
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<tr>
<td>Introduction to Physics</td>
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<td>Speech</td>
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### General Education–NCMC

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<td>General Psychology</td>
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### Program Requirement–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri.
Emergency Medical Technology/Paramedic AAS

This program is designed to meet the needs of Licensed Paramedics (EMT-P) who are currently employed, but wish to pursue further education. The program will provide preparation in either management or health sciences.

Paramedics licensed in the state of Missouri will receive advanced placement into the Associate in Applied Science degree in Emergency Medical Technology-Paramedic program. Thirty (30) college credit hours will be awarded, for completion of requirements of the paramedic program, towards the degree.

Program Outcomes
At the completion of this program the graduate will be able to:

- Utilize appropriate assessment and triage skills in all areas of medical/trauma situations.
- Apply knowledge and skills learned to safe professional practice as and EMT-P.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.

<table>
<thead>
<tr>
<th>Health Track</th>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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<tr>
<td>Basic Medical Terminology</td>
<td>AH160</td>
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<td>Pharmacology (non-nursing)</td>
<td>AH200</td>
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<td>Microbiology w/Lab</td>
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<tr>
<td>Employment Strategies</td>
<td>BT240</td>
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<tr>
<td>English I</td>
<td>EN101</td>
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<th>Management Track</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>Math for Allied Health Sciences</td>
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<tr>
<td>Principles of Management</td>
<td>BA150</td>
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<tr>
<td>Human Resource Management</td>
<td>BA161</td>
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<td>Human Anatomy w/Lab</td>
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<td>Microcomputer Applications I</td>
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<td>General Psychology</td>
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<td>Social Psychology</td>
<td>PY214</td>
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<td>Speech</td>
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</table>
Medical Laboratory Technician AAS

This program is designed to assist individuals who desire a career in a health profession. The program is an affiliate program with Ozarks Technical College (OTC) in Springfield, Missouri. A medical laboratory technician performs a wide variety of medical tests on blood, tissue and other bodily fluids that assist physicians in making a diagnosis and guiding therapeutic decisions. In addition to employment in medical laboratories, graduates can pursue positions in research, crime labs, blood banks, veterinary laboratories and medical equipment sales. The program will include clinical experience in area medical facilities along with campus classroom and laboratory training.

Students can enroll in the required pre-entry general education courses through NCMC once accepted into the college. Application for the Medical Laboratory Technician program must be submitted to OTC; This application can be obtained from OTC’s website, www.otc.edu, or the Dean of Allied Health Sciences at NCMC. Participants will be required to spend eight weeks at the beginning of each semester at OTC’s outreach campus in Ozark, Missouri for a portion of the didactic and skills related courses. The remainder of the didactic will be delivered via ITV to the NCMC campus.

Opportunities After NCMC
Medical Laboratories, Research Facilities, Crime Labs, Blood Banks, Veterinary Laboratories, Medical Equipment Sales

Program Outcomes
At the completion of this program the graduate will be able to:

• Recognize and apply concepts, principles, and theories from the sciences that underlie clinical lab skills (e.g. biochemistry, physiology, chemistry).
• Apply methodological principles from clinical courses.
• Recognize and apply principles of quality assurance.
• Use medical technology terminology accurately.
• Correlate results from various procedures with management of patient’s diagnosis.
• Perform new laboratory procedures and evaluate effectiveness.
• Distinguish abnormal from normal results.
• Interpret and evaluate clinical procedures and results.
• Make and confirm sound diagnostic conclusions.
• Predict clinical course following diagnosis.
• Conduct research using appropriate literature.
• Select and apply appropriate statistical procedures to evaluate data.
• Recognize and describe principles and regulations regarding lab safety.
• Identify and prevent medical errors or minimize consequences of medical errors.
• Select, operate, and maintain appropriate strategies for recording and reporting results.
• Communicate effectively with related medical discipline professionals and service providers.
• Interact effectively with patients using calm and reasoned judgment and sensitivity to patient.
• Make professional oral presentations of findings.
• Articulate appropriate professional responsibility for patient’s welfare.
• Recognize and adhere to applicable professional regulations, ethical standards, and program’s code of conduct.
• Advocate for effective, timely accurate, and cost-effective service to demonstrate commitment to patient’s welfare.
• Maintain confidentiality of patient information.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.

**General Education–NCMC**

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<thead>
<tr>
<th>Course Title</th>
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<td>BI242</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology</td>
<td>BI243</td>
<td>4</td>
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<tr>
<td>Introduction to Chemistry</td>
<td>CH107</td>
<td>4</td>
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<tr>
<td>English I</td>
<td>EN101</td>
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<tr>
<td>Intermediate Algebra</td>
<td>MT110</td>
<td>3</td>
</tr>
<tr>
<td>National Government</td>
<td>PL216</td>
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<tr>
<td>General Psychology</td>
<td>PY121</td>
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<tr>
<td>Speech</td>
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**Program Requirements–OTC**

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<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Introduction to the Medical Lab</td>
<td>MLT100 (online)</td>
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<tr>
<td>Hematology</td>
<td>MLT200</td>
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<tr>
<td>Clinical Chemistry</td>
<td>MLT210</td>
<td>4</td>
</tr>
<tr>
<td>Urinalysis &amp; Body Fluids Analysis</td>
<td>MLT215</td>
<td>2</td>
</tr>
<tr>
<td>Immunohematology</td>
<td>MLT220</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Microbiology</td>
<td>MLT230</td>
<td>4</td>
</tr>
<tr>
<td>Clinic Seminar &amp; Review</td>
<td>MLT240</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Practicum II</td>
<td>MLT260</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Practicum III</td>
<td>MLT270</td>
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</tr>
<tr>
<td>Introduction to Phlebotomy</td>
<td>PLB100 (online)</td>
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</tr>
<tr>
<td>Phlebotomy Clinical</td>
<td>PLB101 (area med lab)</td>
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</tbody>
</table>
Occupational Therapy Assistant AAS

This program offered by the Missouri Health Professions Consortium is designed to educate and prepare occupational therapy assistants to provide occupational therapy interventions to the citizens of Missouri and neighboring states, especially those in rural and under served areas. We educate and prepare generalists, to have the knowledge, skills, and professional behaviors that are necessary to work in both traditional and emerging areas of practice. Our mission is consistent with the mission of the Consortium partners who have joined together in a forward thinking manner to provide resources, administrative structure and educational opportunities.

Program Outcomes
At the completion of the program the graduate will be eligible to sit for the NBCOT certification exam. Upon passing the exam, graduates will be qualified to apply for Missouri licensure to deliver occupation therapy services to a variety of clients across the life span and in a variety of practice settings.

Graduates of the program will have experience in and be qualified to deliver entry-level occupational therapy services to clients focusing on the application of purposeful and meaningful activities. Skills will include utilization of clinical reasoning appropriate to the OTA role, transmission of the values and beliefs of ethical practice, and competence in order to meet career responsibilities and the client’s occupational needs.

NOTES
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.

General Education
Course Title  Course Number  Hours
Basic Medical Terminology  AH160  3
Anatomy w/Lab  BI240  4
Physiology w/Lab  BI242  4
American History to 1877 or National Government  HI103 or PL216  3
English I  EN101  3
Intermediate Algebra  MT110  3
General Psychology  PY121  3
Human Growth & Development  PY233  3
Speech  SP175  3
Elective  EC, FL, GE, HU, HI, PH, PL, PY, SO  3

Program Requirements
Foundations of Occupational Therapy  OT200  4
Medical Conditions in Occupational Therapy  OT205  3
Analysis of Occupations  OT210  2
Mental Health & Psychosocial Practice  OT215  4
Pediatric & Adolescent Practice  OT220  4
Functional Kinesiology  OT250  2
Physical Disabilities Practice  OT255  4
Community Practice  OT260  3
Ethics, Management, & Leadership  OT265  3
Professional Skills/Capstone  OT270  3
Level II A Fieldwork  OT290  8
Level II B Fieldwork  OT295  8
Physical Therapy Assistant AAS

This program is an affiliate program with Linn State Technical College in Linn, Missouri as a member of the Missouri Health Professions Consortium.

Physical therapy assistants perform a variety of tasks. Under the direction and supervision of physical therapists, they provide part of a patient’s treatment. This might involve exercises, massages, electrical stimulation, paraffin baths, hot and cold packs, traction, and ultrasound. Physical therapist assistants record the patient’s responses to treatment and report the outcome of each treatment to the physical therapist.

The duties of physical therapist assistants include some clerical tasks, such as ordering depleted supplies, answering the phone, and filling out insurance forms and other paperwork. Physical therapist assistants should be well-organized, detail oriented, and caring. They usually have strong interpersonal skills and a desire to help people in need.

Program Outcomes

At the completion of this program the graduate will be able to:

- A general education foundation in the liberal arts and sciences.
- Practice under the direction and supervision of a physical therapist in a legal, safe, and ethical manner.
- Technical skills implementing selected components of interventions identified in the plan of care established by the physical therapist.
- Technical skills performing components of data collection skills essential for carrying out the plan of care established by the physical therapist.
- Communication (written and oral) with the patient, physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
- Recognition of individual and cultural differences.
- Education of patients, health care providers, and others.
- Participation in administration of physical therapist services.
- Identification and participation in lifelong learning activities and career development opportunities.
- Awareness of social responsibility, citizenship, and advocacy.
- Help manage patients with back and neck injuries, sprains and strains, arthritis, burns, amputation, wounds, neurological conditions, surgical intervention injuries related to work or sports.
- Help individuals of all ages who are ill, injured or have a health condition that limits their ability to perform daily activities needed for life.
- Care provided by a PTA may include teaching patients’ exercises and activities to increase mobility, strength and coordination.
- Use physical modalities such as heat, ice, ultrasound, traction, massage or electrical stimulation to help decrease pain, increase motion and improve function.
- Assist the Physical Therapist in performing patient tests, measurements, and evaluations, such as range of motion and manual muscle tests, gait and functional analyses, and body parts measurements.
- Confer with the physician and with physical and other therapists, social workers, nurses, and psychologists regarding patient cases.
- Administer manual therapeutic exercises to improve or maintain muscle function.
- Secure patients in or on therapy equipment.
- Teach and motivate patients in non-manual exercises, such as isometrics, practical activities, such as walking.
• Administer treatments involving the application of such agents as light, heat, water, and electricity.
• Observe the effects of various types and durations of treatments and confer with the physical therapist and medical staff on adjusting treatment to achieve maximum benefits.
• Administer deep and surface massage techniques.
• Administer traction to relieve neck and back pain.
• Record patients’ treatments, responses, and progress.

NOTE
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.

General Education–NCMC

Course Title                                Course Number  Hours
Basic Medical Terminology                   AH160          3
Human Anatomy w/Lab                         BI240          4
Human Physiology w/Lab                      BI242          4
Microcomputer Applications I                BT160          3
Employment Strategies                       BT240          1
Introduction to Chemistry w/Lab             CH107 or other
English I                                   EN101          3
American History to 1877 or National Gov     HI103 or PL216
College Algebra                             MT122          3
General Psychology                          PY121          3
Speech                                      SP170          3

Program Requirements–Linn Tech
Taken at Linn State Technical College in Linn, Missouri.
Radiology Technology AAS

The program is designed for students to earn their AAS degree at the completion of their core Radiology Program through Hillyard Technical Center (HTC) in St. Joseph, Missouri or from Research Medical Center (RMC) in Kansas City, Missouri as required by accreditation. NCMC students will be awarded thirty college credit hours for coursework taken from HTC or Research Medical Center upon successful completion (C or above) in all classes in the Radiology Technology program at NCMC.

Program Outcomes
At the completion of this program the graduate will be able to:

• Exercise clinical competence in performing and evaluating exams.
• Maintain patient safety.
• Practice within the legal and ethical parameters of the profession.
• Apply problem solving and critical thinking skills.

NOTES
*College Algebra is required to pursue a Bachelor’s degree.

**BIO110 Human Anatomy, 5 cr hrs, at HTC plus BI241 Human Chemistry w/lab, 3 cr hrs, at NCMC can substitute for BI240 & BI242 or equivalent at NCMC.

A minimum grade of “C” is required for all courses within the degree plan.

Contact the Allied Health Sciences office for an advisement sheet.

HTC Prerequisites–NCMC

<table>
<thead>
<tr>
<th>Course Title</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>General Biology w/Lab</td>
<td>BI100</td>
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<td>**Human Anatomy w/Lab</td>
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<td>English I</td>
<td>EN101</td>
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HTC General Education–NCMC

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<tr>
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<td>Medical Law &amp; Ethics</td>
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<td>Employment Strategies</td>
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<td>General Psychology</td>
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Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri
### RMC Prerequisites–NMC

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<td>*English I</td>
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<td>*Intermediate Algebra or higher</td>
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### RMC General Education–NMC

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<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Law &amp; Ethics</td>
<td>AH211</td>
<td>3</td>
</tr>
<tr>
<td>*General Biology w/Lab</td>
<td>BI100</td>
<td>5</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>*American History to 1877 or *National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Requirements–RMC

Taken at Research Medical Center in Kansas City, Missouri.
Surgical Technology AAS

This program is an affiliate program with Hillyard Technical Center (HTC) for continuing the education of the Surgical Technologists who graduate from Hillyard Technical Center in St. Joseph, MO. By obtaining the AAS degree, students benefit by increasing the likelihood of employment at more facilities. Many health care facilities require a degree before employment. Surgical Technologists, certified by the Liaison Council on Certification for the Surgical Technologist, receive 30 credit hours of college credit applicable to the AAS degree with proof of certification.

Program Outcomes
At the completion of this program the graduate will be able to:

• Demonstrate growth in personal, vocations, and community lives.
• Demonstrate responsibility in directing and delivering patient care.
• Contribute to the delivery of health care as a resourceful member of the health care team.
• Practice effective verbal and non-verbal communication.
• Exhibit attitudes and behaviors that are respectful.
• Practice effective communication.
• Participate in educational and professional development.
• Qualify to apply and take the National Certification Examination for Surgical Technologists.
• Demonstrate responsibility as a Certified Surgical Technologist according to the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

NOTE
A minimum grade of “C” is required for all courses in the degree plan.
Contact the Allied Health Sciences office for an advisement sheet.

Prerequisites–NCMC

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Anatomy w/Lab</strong></td>
<td>BI240</td>
<td>4</td>
</tr>
<tr>
<td><strong>Human Physiology w/Lab</strong></td>
<td>BI242</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTE

**BI0110 Human Anatomy, 5 cr hrs, at HTC plus BI241 Human Chemistry w/lab, 3 cr hrs, at NCMC can substitute for BI240 & BI242 or equivalent at NCMC.

General Education–NCMC

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math for Allied Health</td>
<td>AH106</td>
<td>3</td>
</tr>
<tr>
<td>Medical Law &amp; Ethics</td>
<td>AH211</td>
<td>3</td>
</tr>
<tr>
<td>General Biology w/Lab</td>
<td>BI100</td>
<td>5</td>
</tr>
<tr>
<td>Microcomputer Applications I</td>
<td>BT160</td>
<td>3</td>
</tr>
<tr>
<td>Employment Strategies</td>
<td>BT240</td>
<td>1</td>
</tr>
<tr>
<td>English I</td>
<td>EN101</td>
<td>3</td>
</tr>
<tr>
<td>American History to 1877 or National Government</td>
<td>HI103 or PL216</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PY121</td>
<td>3</td>
</tr>
<tr>
<td>General Sociology</td>
<td>SO107</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>SP175</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri.
Other Educational Opportunities

Articulated Technical Education
Articulated credit offers students a way to save money and time completing an Associate of Applied Science (AAS) degree or a career Certificate. Students can earn the equivalent of college credit by participating in articulated courses while in high school or at an area technical school/career center.

Articulated credit is not intended to be used as transfer credit. However, it may be used to fulfill requirements of many AAS programs at NCMC. Please visit with an advisor to see how you might be able to utilize this credit.

Beginning in August, 2011, requirements and agreements for articulated credit were updated. Students earning articulated credit in high school or at a technical school/career center prior to this date are eligible to receive articulated college credit under the terms of that previous agreement.

For articulated credit earned after August, 2011, students must follow the following guidelines in order for that credit to apply toward a degree or certificate at NCMC:

- Enroll at NCMC within 15 months of high school graduation.
- Present an official articulated credit certificate and your high school or technical school/career center transcript during enrollment and to an advisor.
- Complete 12 credit hours at NCMC with at least a 2.0 GPA.
- Apply with the Registrar’s office to have the articulated credit put on the student transcript and pay the transcription fee for each articulated course.
- The high school/technical school/career center must complete and submit a certificate of articulated credit to NCMC upon completion of the course by the student.

Articulation credit hours vary by program. If you intend to transfer with articulated credit, please check with the transfer institution to determine if articulated credit will be accepted. Contact the Coordinator of Federal Programs, ext. 1278, for more information.

Business/Industry Training & Certification
In addition to traditional college credit courses, North Central Missouri College offers specialized training programs for employees of area businesses, industries and agencies. Such programs can be designed to meet the specific training needs of organizations in an efficient and cost-effective manner. Depending upon the arrangement, employees in such courses may earn college credit, continuing education units (CEUs) or no credit at all. Classes may be taught on site or on campus.

NCMC instructors and consultants who provide the specialized training are professionals actively working in their fields and are skilled at sharing their knowledge with adult students of all ranges of ability. Instructors may provide a single course, a short seminar or an organized program of classes. The subject matter can be condensed or expanded to fit the time allowed by the participating organization. Courses may be offered during working hours, at lunch breaks or after work. They can be prepared promptly and offered when needed without regard to the academic calendar of the College. Contact the Coordinator of Federal Programs at ext. 1278 for additional information.
Community Education
NCMC offers cultural and general information courses to area adults through community education classes. These non-credit courses can help you upgrade occupational skills or learn a new hobby. A variety of community education classes are available including computer classes, arts and crafts, personal improvement and more.

High School Dual Credit
NCMC offers students at participating schools an opportunity to earn college credit while in high school. High school seniors and juniors, and under certain circumstances sophomores and freshmen, may take college credit classes in the high school and receive both college and high school credit. Students must meet the requirements set forth by the Missouri Department of Higher Education and meet NCMC’s prerequisites for entry into specific courses.

Students who enroll in dual credit classes must complete the dual credit admissions process. A copy of the student’s high school transcript and approval from a high school official is required for enrollment. Contact the Dual Credit office at ext. 1318 for more information.

Upward Bound
Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves a total of 50 high school students each year who are either low-income or first-generation college students from the communities of Chillicothe, Gallatin, Galt, Hamilton, Jamesport and Trenton in Missouri. The goal of Upward Bound is to assist students to achieve at a proficient level during high school assessments; increase enrollment in post-secondary education by the fall term immediately following the student’s expected graduation date from high school; and increase the enrollment of post-secondary education for the fall term of the second academic year.

The project provides instruction in math, laboratory science, composition, literature and foreign language. Other services include: academic advising, career exploration, college selection, financial aid and scholarship application assistance, mentoring, personal advising, services and activities for parents, winter open house, summer orientation, target school advocacy and the PEA (Parents/Educators/Alumni) Board.

Upward Bound has three components that make up its services. During the academic component, students attend weekly after school tutoring sessions and Xtreme Saturdays once a month, where students from all six schools come together to take part in workshops focused on academics and life skills. Students also take campus visits to area colleges and universities as well as cultural excursions.

During the summer, students participate in a six-week residential program on the NCMC campus. The summer program is designed to give students an extra jump on their academic year while experiencing life on a college campus. Enrichment classes, weekly cultural trips, campus visits and community service projects give the students a well-rounded experience. The bridge program during the summer component provides seniors who have graduated high school with Upward Bound the opportunity to take free college classes and earn college credit at NCMC.

The Upward Bound Program is funded by the U.S. Department of Education under the category of Federal TRIO Programs. For more information on the program, contact the UB Office located in Barnes Hall, ext. 1348.
The course descriptions that follow are listed in alphabetic order by course prefix.

**NOTE**
Some courses may require you to have completed one or more related classes before you can enroll in that course. Or you may have to demonstrate a skill. This is noted as a PREREQUISITE and appears at the end of the course description.
Accounting

AC 136  Elementary Accounting I  3 credits
An introductory course in double-entry methods of accounting for service and merchandising enterprises. This includes the complete accounting cycle, special journals, notes and interest, accruals and deferrals, receivable, inventory and plant assets.

AC 137  Elementary Accounting II  3 credits
A continuation of Accounting 136, with emphasis on partnerships and corporations. The basics of financial analysis, cost accounting and managerial accounting are also included. PREREQUISITE: AC 136.

AC 156  Fundamentals of Tax Preparation  3 credits
An introduction to basic tax concepts designed to familiarize the student with frequently used tax forms, tax information and accounting procedures.

AC 186  Payroll Accounting  3 credits
This course covers the basics of payroll preparation and the filling out of forms that must be filed quarterly and annually by most businesses. PREREQUISITE: AC 136.

AC 206  Computer Accounting  3 credits
This course uses computers to apply the basic principles and procedures of accrual accounting with a sophisticated accounting software program. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job cost. PREREQUISITE: AC 136. Basic keyboarding skill required. (Lab fee)

AC 210  Cost Accounting  3 credits
This course emphasizes the basic theory and procedures of allocating materials, labor and factory overhead through job order, process cost and standard cost accounting systems. PREREQUISITE: AC 137.

AC 220  Income Tax Accounting  3 credits
This course covers the principles of federal income tax accounting as they apply to the individual, partnership and corporation. PREREQUISITE: AC 136.

AC 236  Intermediate Accounting I  3 credits
An in-depth study of accounting procedures with emphasis on financial statements, inventory, and plant and intangible assets. PREREQUISITE: AC 137.

AC 237  Intermediate Accounting II  3 credits
A continuation of Intermediate Accounting I, emphasizing corporate stocks and bonds, paid-in capital, income taxes, changes in financial position and analysis of financial statements. PREREQUISITE: AC 236.

AC 240  Accounting Internship  4 credits
This course is designed to help the student gain experience in accounting. The program advisor will periodically visit and counsel the student who will be working in a suitable accounting position. PREREQUISITE: Completion of one year of accounting program.
# Agriculture & Natural Resources

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AG 100</td>
<td>Introduction to Agribusiness Systems</td>
<td>3</td>
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<tr>
<td></td>
<td>An introduction to the Agribusiness Systems career pathway. Topics covered include an overview of the agribusiness industry, economic principles in agribusiness, and retail agribusiness sales.</td>
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</tr>
<tr>
<td>AG 101</td>
<td>Career Development Ag &amp; Natural Resources</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>An overview of educational, personal and professional opportunities for NCMC students. Students will research career opportunities in the Agriculture and Natural Resources career pathway and develop a leadership and personal growth plan. Opportunities for leadership in community and professional organizations and the role of responsible citizens are also covered.</td>
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<tr>
<td>AG 103</td>
<td>Soils &amp; Fertilizers</td>
<td>3</td>
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<tr>
<td></td>
<td>A basic study of soils formation, morphology, relationship to water, physical properties, chemical properties, organic matter, classification, erosion and soils relationship to the environment. Plant growth requirements, fertilizers and soil testing are also covered.</td>
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<tr>
<td>AG 104</td>
<td>Soils &amp; Fertilizers Laboratory</td>
<td>1</td>
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<tr>
<td></td>
<td>Laboratory course including practical experiences related to soil texture, structure, morphology, and chemistry. Other topics include: land classification and legal descriptions, USDA Web Soil Survey, soil testing, and interpreting soil tests. Taken in conjunction with AG103.</td>
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</tr>
<tr>
<td>AG 105</td>
<td>Plant Science</td>
<td>3</td>
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<tr>
<td></td>
<td>An introductory course in agronomy; areas of study include plant morphology, growth processes, growth and development, crop investment, climate, and nutrition.</td>
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<tr>
<td>AG 106</td>
<td>Plant Science Lab</td>
<td>1</td>
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<td></td>
<td>Lab activities involving plant and seed identification, seed germination, plant growth and plant nutrition; taken in conjunction with AG 105.</td>
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<tr>
<td>AG 107</td>
<td>Animal Science</td>
<td>3</td>
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<tr>
<td></td>
<td>An introductory course in animal science; areas of study include genetics, reproduction, nutrition, health and management of meat and companion animals.</td>
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<tr>
<td>AG 108</td>
<td>Animal Science Laboratory</td>
<td>1</td>
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<tr>
<td></td>
<td>Laboratory including practical experiences with anatomy and physiology, live animal and meat grading, animal reproduction, and animal health; taken in conjunction with AG 107.</td>
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</tr>
<tr>
<td>AG 109</td>
<td>Pork Production &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred swine.</td>
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<tr>
<td>AG 112</td>
<td>Beef Production &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred beef operations.</td>
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<tr>
<td>AG 114</td>
<td>Crop Science</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of management decisions related to germination, seed selection, tillage and seedbed preparation, planning methods, fertility, pest control, harvest and storage, and marketing of grain, oilseed and forage crops.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>AG 116</td>
<td>Biomass Crops</td>
<td>3</td>
</tr>
<tr>
<td>AG 117</td>
<td>Agricultural Mathematics</td>
<td>3</td>
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<tr>
<td>AG 124</td>
<td>Horses &amp; Horsemanship</td>
<td>3</td>
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<tr>
<td>AG 125</td>
<td>Light Horse Production</td>
<td>3</td>
</tr>
<tr>
<td>AG 130</td>
<td>Farm &amp; Environmental Safety</td>
<td>2</td>
</tr>
<tr>
<td>AG 132</td>
<td>Agriculture Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>AG 148</td>
<td>Agriculture Sales</td>
<td>3</td>
</tr>
<tr>
<td>AG 163</td>
<td>Agriculture Credit and Finance</td>
<td>3</td>
</tr>
<tr>
<td>AG 215</td>
<td>Ag &amp; Natural Resources Internship</td>
<td>6</td>
</tr>
<tr>
<td>AG 224</td>
<td>Principles of Light Horse Training</td>
<td>2</td>
</tr>
</tbody>
</table>

AG 116  Biomass Crops  3 credits
This course will introduce fundamental principles and practical applications of the properties and production of biomass feedstock, as well as harvesting, transportation, storage, and processing of biomass in the alternative fuels industry. Emphasis is placed on the study of biomass types, economic costs, sustain ability, and employment issues. Students will be introduced to biomass gasification and conversion of energy and mass from one form to another. Student will examine the conditions that produce the greatest conversion yields and discover the most efficient manners of producing, collecting and transporting biomass for fuel production.

AG 117  Agricultural Mathematics  3 credits
An intensive review of the fundamentals of basic arithmetic, fractions, percentages, geometric and algebraic solutions as applied to the field of agriculture. PREREQUISITE: appropriate ACT or placement test score, or completion of DS 048.

AG 124  Horses & Horsemanship  3 credits
A study of the scope and role of the light horse industry, breeds, development of the horse and its use, selection, breeding, feeding, anatomy and foot care, tack and unsoundness. Visits to stables and equine events will be included.

AG 125  Light Horse Production  3 credits
This course will explore in detail the important aspects of light horse production including breeding and reproduction, feeds and feeding, stable management, horse health and behavior, selection and judging for commercial or purebred horses.

AG 130  Farm & Environmental Safety  2 credits
A study of the mechanical, chemical, electrical, livestock structural and environmental hazards in a farm or natural resource environment. Students will demonstrate the safe operation of tractors, implements, lawn mowers, chain saws, atv, and pickup with livestock trailer. Basic first-aid is also covered. Students earning passing scores will receive a certificate of training from the U. S. Department of Labor.

AG 132  Agriculture Mechanics  4 credits
A study of basic agriculture mechanics including shop safety and operation, tool identification and use, arc and oxyacetylene welding, oxyacetylene and plasma cutting, woodworking, concrete and plumbing, and machinery and engine maintenance.

AG 148  Agriculture Sales  3 credits
Students will study how to become effective sales representatives for agribusiness.

AG 163  Agriculture Credit and Finance  3 credits
A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AG 215  Ag & Natural Resources Internship  6 credits
Applied training in a production agriculture operation, an agriculturally related business, or natural resource management agency following a prearranged training plan arrived at cooperatively by the employer, the student and the College, with experiences appropriate for the student and training enterprise. Periodic visits by instructor for conferences with the student and employer. PREREQUISITE: Instructor permission.

AG 224  Principles of Light Horse Training  2 credits
Lectures will pertain to horse behavior and training methods. Students will learn the principles, theory and practical experience of the training of foals up to two years old.
AG 225  Advanced Light Horse Training  
2 credits
Students will develop further expertise in training, managing, feeding and preparing two-year-old horses. Each student is assigned a horse to take through basic training stages from haltering to riding.

AG 227  Feeds & Feeding  
3 credits
A basic study of the fundamentals of animal nutrition and feeding requirements, calculation and preparation of balanced rations, and methods of feeding.

AG 230  Agricultural Marketing  
3 credits
Principles, methods and techniques utilized in marketing agricultural products. Special emphasis will be placed on the marketing options and their use. Guest speakers and field trips will be used in addition to discussions.

AG 231  Tractor Electronic Systems  
3 credits
Introduction to Wheel Tractors Cab System Operations, steering, three-point hitch, transmissions, power take-off, and hydraulics, with emphasis on how tractor electronics control those systems. Technicians will learn correct steps for flashing, configuring, and calibrating the wheel tractor. Course covers the use of on-board electronic diagnostics and diagnostics using Electronic Diagnostic Tool.

AG 240  Soil & Farm Water Management  
3 credits
A study of planning water management practices for soil productivity, farm surveying, design, layout and maintenance of conservation practices utilized in cropland, pasture/hay land, woodland and land uses.

AG 267  Agribusiness Operations  
3 credits
Principles and methods involved in the operation of an agribusiness enterprise. Topics covered include: planning, personnel, control, budgeting and pricing.

AG 270  Farm Mgmt. & Records Analysis  
3 credits
A study of economic principles related to the management and operation of farm businesses; purposes and methods of keeping farm records and analysis of the farm business.

**Allied Health**

AH 101  Nurse Aide I  
5 credits
Nurse Aide I is a course teaching basic principles, procedures and responsibilities for patient care and their association with common illnesses, rehabilitation processes and the principles of long-term care. The course is designed to teach skills in patient care that will qualify the student to assist the LPN or the RN in direct patient care. Any individual who is employable by a long-term care facility and who is to be involved in direct resident care shall be eligible to enroll in the course, which consists of 80 classroom hours and 100 hours of on-the-job training. On-the-job training and final clinical examinations are not included in AH 101. College certification will be awarded after successful completion of classroom and on-the-job training. State certification as a CNA will be awarded upon documented successful completion of classroom work, on-the-job training and final test with clinical practicum by State approved examiner. Also available as non-credit.

AH 102  Human Body: Health & Disease  
3 credits
This course is designed to provide fundamental information in human anatomy and physiology for those entering health-related fields of study. It includes education
AH 106 Math for Allied Health Sciences  3 credits
This course is primarily designed to provide the allied health student with a review of basic mathematics as well as methods of dosage calculation within the systems of weights and measures. Specific IV flow rate and pediatric formulas will be included.

AH 110 Medical Technician (CMT)  4 credits
This course provides the knowledge, skills and techniques of drug administration in long-term care facilities as specified by the Department of Health & Senior Services. 60 hours lecture, 8 hours clinical practice and 2 hours final clinical practicum. Fee for practicum and certification not included in course fees. NOTE: Students must be high school graduates or equivalent, score a minimum of 8.9 on both vocabulary and comprehensive tests and a minimum score of 7.0 on mathematics concepts and application test on the “D” level of the TABE test, be employed as a C.N.A. for six months and listed on the Missouri State Nurse Assistant Register and have a letter of recommendation from their employer to enroll.

AH 115 Insulin Administration  0.5 credit
This course prepares medication technicians in a skilled nursing or intermediate care facility or medication aides in a residential care facility I or II to administer insulin. The program is designed to present information on diabetes as it relates to symptoms, complication, proper treatment methods, types of insulin, techniques of insulin administration and methods of monitoring blood sugar levels in order to qualify to perform these procedures. Documentation of current CMT required in order to receive certification.

AH 125 Intro. Anatomy & Physiology for Allied Health  4 credits
Introduction to the structure and function of the cells, tissues, organs, and organ systems of the human body. Focus and terminology used is intended for students entering specific allied health programs; does not fulfill nursing program requirement.

AH 160 Basic Medical Terminology  3 credits
A course designed for students who wish to enter the healthcare field or for those presently employed who wish to upgrade current skills of understanding and utilizing medically related terms. Approach is from the general use of roots, prefixes and suffixes of terms most frequently encountered and related to specific body systems.

AH 200 Principles of Pharmacology (Non-nursing)  3 credits
This course is the study of the principles of pharmacology and their application to allied health professionals (non-nursing). Mathematics skills are reviewed for the safe administration of medications. The nursing process, critical thinking and therapeutic communication in a community-based healthcare system are included. Cultural and ethnic variations are discussed. Emphasis is placed on committing to lifelong learning in the continually changing area of healthcare. (Lab fee) Students must have achieved a 16 or greater ACT in Math or 18 or greater ASSET in Math or 46 Compass–numerical skills or 0-45 Compass–Algebra for placement. Those not meeting this standard should seek guidance from their advisor.

AH 202 Health Insurance Billing  3 credits
This course is designed to introduce students to major nationwide medical insurance programs, provide students with a basic knowledge of national diagnosis and procedure coding systems, and simplify the process of filing claim forms.
AH 210  Medical Assisting: Clinical Procedures  3 credits
This course teaches the medical assistant student the principles and importance of asepsis and infection control; procedures for specimen collection and processing; how to do clinical office diagnostic testing procedures; principles of patient care; how to take a medical history; how to perform a basic physical examination; and the principles of radiology. (There is an additional two labs required, which is applied toward the 180 hour internship.) PREREQUISITES: AH 102, AH 200; co-requisite: AH 222.

AH 211  Medical Law and Ethics  3 credits
This course is designed to expose the allied health professional to the dynamic legal and ethical aspects of employment in a healthcare setting. The various components of medical law and ethics will be explored in a way that is applicable to the healthcare profession. This course will provide insight to help the student gain confidence in dealing with legal and ethical problems that occur as a member of the healthcare system.

AH 221  Medical Office Internship  3 credits
This course is designed to place students in a variety of clinical settings to provide for a diverse on-the-job experience. The student applies principles and skills for filing health insurance, billing, diagnostic and procedural coding, business office skills as well as records management through virtual simulation training and then through real-life experiences. Students are mentored by the supervisor or designated person at the approved internship site. Students are not paid for the hours spent in the internship by the College nor the internship site. The internship is a total of 120 hours. PREREQUISITES: 2.5 GPA; requires program advisor’s permission.

AH 222  Medical Assistant Internship  4 credits
This internship is designed to place students in a variety of ambulatory care and acute care settings and is available to students who have completed the course requirements for the Medical Assistant AAS program. The student applies principles and skills for filing health insurance, billing, diagnostic and procedural coding, business office skills, as well as records management through virtual simulation training and then through real-life experiences. Students are mentored by the supervisor or designated person at the approved internship site. Students are not paid for the hours spent in the internship by the College nor the internship site. The internship is a total of 90 clinical hours. PREREQUISITE: 2.5 GPA; requires program advisor’s permission.

AH 223  First Aid & Emergency Procedures  2 credits
This course is designed to help students recognize an emergency, prepare for emergencies, recognize signs and symptoms of acute illness and injury, and how to care for the patient in each situation.

Art

AR 102  Appreciation of the Arts  1-3 credits
Offered on occasion on various special topics, with specific content indicated by course subtitle. Credit hours determined by contact hours, activities and assignments as appropriate to content. Humanities credit.

AR 104  Art Appreciation  3 credits
A broad survey of the visual arts guiding the student toward an awareness of art in relation to the environment. Includes the examination of motivations for creating art, the study of various artistic processes and the chronological study of the history of art. Humanities credit.
AR 105 Design I
An introductory course about two-dimensional design principles and elements and how they relate to the other arts.

AR 106 Drawing I
A basic course emphasizing the elements of drawing and the interpretation of visual properties of form and space through drawing. No painting or color involved.

AR 109 Beginning Oil Painting
Beginning Oil Painting introduces the student to the basic fundamentals of oil painting as a means for student development. Students will develop skills in using painting materials, as well as solving problems in basic compositions.

AR 111 Painting I
Introduction to painting through exploration of a variety of techniques, focusing on acrylic and oil mediums. A great deal of attention will be paid to drawing skills in relation to the painting process. Emphasis on studio work. PREREQUISITE: AR 106.

AR 112 Water Color Media
This course provides experience with selected water-based painting media: water color, casein, tempera and acrylics.

AR 205 Design II
This course focuses on the characteristics of color within design. The application of color to the design process through various instruction and projects will engage students in the theory and practice of color design. PREREQUISITE: AR 105.

AR 206 Drawing II

AR 211 Painting II
Painting II provides a focus on the compositional, technical and stylistic approach to form and content in paint media. Emphasis on composition and expressive originality. PREREQUISITE: AR 111.

Applied Technology

AT 240 Industrial Hygiene & Safety
This course outlines real-world illustrations and solutions in safety training that utilize performance-based occupational safety concepts. As well as workplace safety and training, the course covers changing the workplace culture while improving communication.

Business Administration

BA 101 Introduction to Business
To introduce the student to the characteristics, functions and problems of the business world.
BA 103  Consumer Finance  3 credits
Provides information on income management including taxation, credit buying, bank services, insurance and investments.

BA 110  Current Issues in Business  3 credits
An orientation to practices and principles of marketing and industrial decisions that affect national and international businesses that contribute to social, economic and environmental changes.

BA 150  Principles of Management  3 credits
An introductory course in management principles and functions. This course includes the history of management; the processes of planning, departmental organizing, directing, and controlling; and management’s relationship with the community and the environment.

BA 154  Principles of Marketing  3 credits
Marketing foundations represent the basic skills and understandings of the marketing concept within the business environment and the management systems within which it is implemented. Concepts include the marketing mix, consumer behavior, market segmentation, targeted marketing and distribution. The development of a marketing plan is the focal point of the course.

BA 161  Human Resource Management  3 credits
This course is a comprehensive review of essential personnel management concepts, law, controversies, and techniques of success currently being used in business.
PREREQUISITE:  BA 150.

BA 176  Business Management Internship  4 credits
Seminar-type courses which are based on the application of fundamental business principles and curriculum competencies at both a local internship training station and in the classroom. Must be taken sequentially thereafter. Membership to Delta Epsilon Chi is required. PREREQUISITE: Instructor permission.

BA 204  Credit & Finance  3 credits
A study of the organization and operation of credit departments, consumer and commercial credit, collections, and business finance.

BA 221  Business Law  3 credits
An introduction to statutory and administration regulations governing business conduct for small businesses and individuals. Emphasis is placed on contracts, negotiable instruments, employer/employee relationship, sale of personal and real property and insurance.

BA 269  Entrepreneurship  3 credits
Each student identifies a business opportunity and prepares all the plans and analyses which would be necessary to develop the proposed business with instructional guidance and assistance.

BA 279  Special Topics in Business  1-3 credits
A course offered in response to a specific situation; a variable issue-oriented course which has its content described in a subtitle. Credit and prerequisite as announced.

BA 280  International Business  3 credits
This course introduces students to the world of international business and management by studying cultural influences, government, and business structures in our global
economy. Students will also learn about trade relations, international finance and legal and labor agreements. Also covered, are topics on information needs, production systems, marketing and promotion and career planning. PREREQUISITES: BA 154 or BA 172.

**BA 281 International Business Travel  1 credit**
This course is offered as a continuation of BA 280 International Business. The student will be given the opportunity to experience concepts learned in their International Business course by traveling abroad. The course will offer experiences in a business outside the United States, experiences in a different culture and language, and different cultural business practices. The trip will be offered during the Spring Break week only. PREREQUISITES: BI 110, BA 280, or BA 280 as a corequisite with at least a C average in the course.

**BA 285 Business Ethics  3 credits**
This course is to serve as an introduction to the many topics involving ethics as they specifically relate to business. The student will also study major ethical theories and learn to apply these theories to contemporary issues.

**Biological Science**

Math and Physical Science courses require placement scores that must be less than two years old.

**BI 100 General Biology  5 credits**
This course focuses on the general principles of biology, including ecology, cell biology, biochemistry, genetics, microbiology, botany, and zoology. Structure, function and life application are stressed as components of each unit of study. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. PREREQUISITE: DS 049 and DS 015 or appropriate placement test scores. (Lab fee)

**BI 101 General Botany  5 credits**
This course focuses on a fundamental study of plant structure, physiology, ecology, economic importance, life histories, and taxonomy. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. PREREQUISITE: DS 049 and DS 015 or appropriate placement test scores. (Lab fee)

**BI 103 General Zoology  5 credits**
A general study of animal phyla with a focus on structure, ecology, behavior, taxonomy, and defining characteristics. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. PREREQUISITE: DS 049 and DS 015 or appropriate placement test scores. (Lab fee)

**BI 110 Ecology  5 credits**
This course focuses on the general principles of ecology (populations, communities, and ecosystems) and field technique. The inter-relationships of the following natural resources will be stressed: air, water, soils, forests, grasslands, wildlife, fish, and endangered species. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. (Lab fee)
**BI 205  Current Topics in Biology**  
1 credit  
Articles addressing timely topics in biology are studied in this course. Summarization, verification of information, experimental design, and study of human and environmental impact of the topics will be covered.

**BI 210  Special Topics in Life Science**  
1-3 credits  
A special topics course developed to further studies in Life Science. The subtitle of the course will indicate specific content. Credit varies from one to three hours depending on course design. This course may be repeated if the content changes.

**BI 240  Human Anatomy**  
4 credits  
This course is a study of the structure of the cells and tissues of the human integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lecture and laboratory. (Lab fee)

**BI 241  Human Chemistry**  
3 credits  
The emphasis of this course is the chemistry and physiology of the cells and tissues within the human integumentary, skeletal, muscular, respiratory, digestive, urinary, cardiovascular, immunological, endocrine, nervous, and reproductive systems. Lecture and laboratory.

**BI 242  Human Physiology**  
4 credits  
This course is a study of the function including homeostatic mechanisms of the chemicals, cells, and tissues of the human integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. PREREQUISITE: BI 240 with a minimum grade of “C”. Lecture and laboratory. (Lab fee)

**BI 243  Microbiology**  
4 credits  
This course is a study of microorganisms emphasizing morphology, reproduction, biochemical activities, culture techniques, pathogenicity and control. Lecture and laboratory. (Lab fee)

**BI 244  Cell Biology**  
5 credits  
Focus on subcellular and cellular aspects of structure, function, metabolism, genetics, reproduction, communication, and tissue formation. Applications explaining the complexity and diversity in microorganisms, plants, and animals including the use of these concepts in their identification, physiology, and ecological associations. Lecture and laboratory.

### Business Technology

**BT 110  Business Mathematics**  
3 credits  
This course is designed to give students basic arithmetic fundamentals that will apply in their personal and business lives. Requires minimum ACT, Asset or placement test scores.

**BT 130  Business Communications**  
3 credits  
This course is designed to give the student a basic understanding of the principles involved in verbal and written business correspondence.
BT 160  Microcomputer Applications I 3 credits
This course is designed to introduce students to software in the Windows environment, using current word processing, graphics presentation, spreadsheet and database software programs. (Lab fee)

BT 170  Database Concepts 3 credits
This course provides a comprehensive presentation of Microsoft Access 2007. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and subforms; creating an application system using the Switchboard Manager; creating a report using design view; customizing forms using VBA; working with charts and pivot table objects; administrating a database, SQL and Access data, in other applications. PREREQUISITE: BT 160 or instructor approval. (Lab fee)

BT 180  DigiTools 2 credits
This course is designed to prepare the student to work with tools in the digital world, starting with an in-depth use of practical keyboarding techniques. In addition, use of PDAs and tablet computers, cellular technologies, digitizers/scanners and other digital tools will be demonstrated and practiced on. (Lab fee)

BT 190  Spreadsheet Applications 3 credits
This course is designed to give the student a basic understanding of the principles and software involved in spreadsheet applications. This course is designed to give each student the basic tools in 10-key. Much of the student’s success is up to the individual as the software must be practiced. PREREQUISITE: BT 160.

BT 200  Desktop Publishing 3 credits
This course is designed to prepare the student to create professional looking custom publications through real life exercises and examples. Publications for both print and internet will be examined and studied. (Lab fee)

BT 210  Web Page Design I 3 credits
This course will introduce students to software using current desktop publishing and web page design software programs. PREREQUISITE: BT 160 or instructor approval. (Lab fee)

BT 215  Web Page Design II 3 credits
This course is a continuation of the basic design principles used in Web Design. The course will also introduce new software, advanced animation and other advanced web features. PREREQUISITES: BT 160 and BT 210. (Lab Fee)

BT 230  Office Procedures 3 credits
This course provides the skills needed to prepare the college trained administrative assistant to meet the requirements necessary for administrative positions in today’s competitive job market. This course will help the student develop good decision making skills and exercise good human relations. Areas emphasized in this course include: today’s electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, employment and career advancement. (Lab fee) PREREQUISITE: BT 160.

BT 240  Employment Strategies 1 credit
This course is designed to prepare the student in beginning their job search. It will give them the tools that they need to utilize and to find information in today’s competitive job market.
BT 250  Word Processing II  3 credits
This course is designed for the student to learn advanced word processing concepts and applications. The student will continue to receive hands-on experience on a sophisticated visual display word processing system. PREREQUISITE: BT 160.

BT 260  Microcomputer Applications II  3 credits
This course will offer students an introduction to an array of multimedia concepts and technology components.
PREREQUISITE: BT 160. (Lab fee)

BT 270  Business Technology Internship  4 credits
This course is designed to help the student gain experience in a real business situation so as to improve job performance of beginning workers. It is a capstone experience for student interested in the business technology area. Visitation by college faculty ensures coordination of instruction and on-the-job training. PREREQUISITE: at least 30 hours must be completed in the Business Technology program with at 3.0 GPA

**Early Childhood Development**

Early Childhood Development courses prepare students to work in a variety of early childhood settings. Coursework is designed to give students the knowledge and skills to work with children in infant/toddler and preschool settings as well as before and after school care for children up to age eight years of age. Completion of this degree will give students the education needed to open private child care centers, to become a director, teacher and assistant teacher, or to transfer to a partner university with whom NCMC has completed an articulation agreement. The AAS Early Childhood Development degree is designed to include coursework for the Child Development Associate Credential (CDA), giving students a variety of opportunities in the Early Child Development program.

CD 101  Parents as Teachers  1 credit
This course is designed to help parents become better observers of their children’s development, to acquaint parents with the basic neuroscience behind a child’s development, and to help parents engage their pre-Kindergarten children in activities that promote language, cognitive, social/emotional and motor development.

CD 112  Early Childhood Growth & Development  3 credits
This course will help students understand the characteristics of children at different ages. It will provide an overview of their physical, cognitive, social, emotion, creative, and language development. Students will learn how to change teaching skills to fit the developmental needs and interests of children at different ages. This course will be taken in conjunction with CD 120 and CD 130 unless otherwise approved by the Director. At the completion of these three courses the student will be able to apply for the CDA (Child Development Associate).

CD 115  Professionalism in Early Childhood  3 credits
This course is created to showcase students’ ability to apply skills in the early childhood framework to the classroom. Students will complete a professional portfolio connecting early childhood practices in the six NAEYC Professional Standards and Missouri Vocational Pathway Outcomes with these skills.
CD 120  Pre-School Administration & Mgmt.  3 credits
This course is a survey of childcare programs including planning, developing, and operating a day care center, licensing, curriculum, and parent involvement. Must be taken in conjunction with CD 112 & CD 130 unless otherwise approved by the Director.

CD 130  Introduction to Early Childhood Education  3 credits
An introductory course that examines the issues, theories, standards and curriculum of early childhood education. Students will gain an understanding for and become more aware of the opportunities that exist to promote learning as they guide young children. Must be taken in conjunction with CD112 and CD120 unless otherwise approved by the Director.

CD 140  Creative Activities for Children  3 credits
An early childhood course that will examine educationally appropriate materials, creative activities and developmentally appropriate environments for young children. Topics include planning and assessing learning activities, thematic teaching and constructivist theory, assessment and reporting, creating a stimulating environment for early childhood education.

CD 150  Special Topics in Early Childhood Education  3 credits
A course offered in response to a specific situation; a variable, issue-oriented course which has its content described in a subtitle. Credit and prerequisites as announced.

CD 205  Health, Safety & Nutrition for the Young Child  3 credits
This course is designed to give information about current concepts in the field of health, safety and nutrition and their relationship to the young child. This course will prepare the early childhood educator to meet the physical needs of young children through the creation of a safe environment, planned routines, and positive experiences.

CD 207  Caring for Children with Special Needs  3 credits
This course will provide an overview of laws regarding special needs children, developmentally appropriate curriculum, and current issues related to special needs children. This course will also examine the different characteristics of children with special needs.

CD 209  Preschool Literature  3 credits
This course is designed to present a survey of children’s literature, to establish guidelines for evaluating that literature, to help students become aware of the educational opportunities literature provides, and to develop educational experiences based on literature.

CD 211  Music for Children  3 credits
Students will learn how early childhood teachers can provide a wide variety of musical activities to stimulate and enhance a child’s innate musical abilities. Students will become aware of all aspects of the music curriculum and will learn how to develop lesson plans incorporating these essential areas towards making music education fun, but skill-driven.

CD 213  Exploring Science & Math in the Early Childhood Setting  3 credits
This course covers theoretical foundation for teaching science and mathematics in the early childhood setting. Strategies for implementing, nurturing, assessing and supporting early childhood science and math learning environments will be covered. Concepts covered are based on the national Science Education Standards (NSES), the

**CD 220 Language Development & Early Literacy**  
3 credits
An overview of early literacy based on the Missouri Pre-K Literacy Standards. Students will learn about emergent literacy as emergent speaking, emergent writing, and emergent reading. Strategies for enhancing and assessing literacy curriculum in each of these areas will be discussed. Family literacy and its importance will also be included in the coursework.

**CD 230 Child, Family & Community: Family-Centered Early Care & Education**  
3 credits
This course gives students the knowledge to provide a supportive educational environment for young children in cooperation between school, family/home and community. Included are the history of family-centered programs for children, families and teachers; history of family systems; basic principles related to community resources; child rearing and parenting styles; methods of utilizing and communicating with families and the community. Cultural and socio economic factors and the realities of the changing family and society, as well as variations among parent education program types are considered.

**CD 240 Infant & Toddler Curriculum & Practicum**  
3 credits
This course is designed to survey and give students the knowledge and skills of a variety of curriculum and teaching methods needed to provide developmentally appropriate learning opportunities to children birth to 36 months of age. Students will be required to spend a minimum of 10 practicum hours in a pre-approved child care setting with children Birth to 24 months and a minimum of 10 practicum hours working in a pre-approved child care setting with children 24 months to 36 months of age. Practicum hours will address observing, documenting, and applying knowledge to creating lesson plans for each age group. Professional Standards for the National Association for the Education of Young Children (NAEYC) are followed in this course. PREREQUISITE: CD112

**CD 242 Preschool Curriculum & Practicum**  
3 credits
This course is designed to survey and give students the knowledge and skills of a variety of curriculum and teaching methods needed to provide developmentally appropriate learning opportunities to children 3 – 5 years of age. Students will be required to spend a minimum of 10 practicum hours in a pre-approved preschool Head Start or district setting with children 3 – 5 years of age and a minimum of 10 practicum hours working in a pre-approved private preschool setting with children 3 – 5 years of age. Practicum hours will address observing, documenting, and applying knowledge to creating curriculum for children ages 3 – 5 years old. Professional Standards for the National Association for the Education of Young Children (NAEYC) are followed in this course. PREREQUISITE: CD112

**CD 250 Child Care Observation**  
3 credits
Supervised observation in conjunction with classroom lecture. The students will meet with instructor six times throughout the semester for a total of 18 hours of lecture/instruction. Students will observe one child in a single facility for a total of 40 hours throughout the semester. The student, with the teacher, field advisor, and parent approval will observe one child with various developmentally appropriate observation methods. The culminating experience for this course will be the compilation of the observations into a full report on the child's developmental level in each of the following areas: physical, creativity, social, emotional, cognitive, and language development.
The students will meet with the instructor at the end of the semester to share experiences and bring closure to the observation to prepare for the internship. PREREQUISITE: CD112, CD115, CD120.

**CD 260  Child Care Practicum 3 credits**
The student will actively participate, under supervision, in a developmentally appropriate childhood setting, for a total of 60 hours. The student will ultimately be responsible for implementation of activities and management of the classroom. The class will meet with the instructor four times throughout the semester. PREREQUISITE: CD 250.

**Chemistry**

NOTE: Math and Physical Science courses require placement scores that must be less than two years old.

**CH 107  Introduction to Chemistry 4 credits**
A beginning chemistry course primarily for non-science majors. An introduction to the basic principles of chemistry emphasizing the importance of chemistry in the real world and its impact on society and the environment. This course satisfies the general education physical science requirement. PREREQUISITE: DS 049 or equivalent. Lecture and laboratory. (Lab fee)

**CH 110  General Chemistry I 5 credits**
A rigorous introductory chemistry course primarily for science, engineering and science education majors. An introduction to the elementary principles of modern chemistry emphasizing structure and properties of matter, stoichiometry, nomenclature and bonding. This course satisfies the general education physical science requirement. Lecture and laboratory. PREREQUISITE: MT 122. (Lab fee)

**CH 112  General Chemistry II 5 credits**
A continuation of General Chemistry I. Topics to be studied include properties of solutions, acids and bases, kinetics, thermodynamics, equilibrium and electrochemistry. Lecture and laboratory. PREREQUISITE: CH 110. (Lab fee)

**CH 204  Introduction to Organic Chemistry 4 credits**
A short course in organic chemistry primarily for health science and medical technology majors. A survey of the different classes of organic compounds found in both the aliphatic and aromatic series with emphases on structure, nomenclature and reactions. The laboratory will emphasize the development of skills to identify different organic compounds. Lecture and laboratory. PREREQUISITE: CH 110. (Lab fee)

**Criminal Justice**

**CJ 118  Procedural Law 3 credits**
Laws of criminal procedure regulating law enforcement and criminal law process. This course will include a study of the fundamental concepts of constitutional and criminal law. Elements of local, state and federal jurisdiction, venue and procedure as they apply to law enforcement. Law of arrest, search and seizure.

**CJ 125  Liability & the Criminal Justice Officer 3 credits**
Law of negligence and tort liability arising from police conduct.
CJ 126  Introduction to Criminal Justice  3 credits
Surveys of the philosophical and historical background of the criminal justice system. Principles of organization and roles of police and legal systems in relation to activities of local, state and federal agencies. Human relations and social control devices are also studied.

CJ 140  Criminal Investigations  3 credits
A study of modern criminal investigation procedures including methods of investigation, sources of information, questioning and interviews, collection and preservation of evidence, preliminary and follow-up investigation, and case preparation.

CJ 170  Introduction to Juvenile Law  3 credits
An examination of the origins, philosophy and objectives of the juvenile justice system. Studies the delinquent juvenile as an individual and the impact on society; investigates delinquency, causation, the role of the law enforcement officer, the juvenile officer, the juvenile court and juvenile corrections.

CJ 218  Criminology  3 credits
An examination of theories of crime and its causes including interrelationships between specific crimes, types of offenders and correctional theories.

CJ 219  Criminal Evidence  3 credits
Students will study the nature, types and degrees of criminal evidence; rules governing admissibility; competency; and relevancy of evidence.

CJ 226  Introduction to Corrections  3 credits
Historical analysis of the development of corrections and the influence of social thought and philosophy of this development. Current trends in corrections, court decisions and the role of corrections within the criminal justice system.

CJ 235  Criminal Law  3 credits
Explores the origin, development and classification of substantive criminal law. This course will review the rules of evidence important at the operational level of law enforcement with emphasis on criminal procedures in arrest, use of force, and search and seizure.

CJ 239  Police Organization and Management  3 credits
Introductory survey of current administrative methodology; reviews the organization of the police service, police functions, principles of police management and operational services within the police agencies. Will include the study of administrative theory as it relates to organizations within the criminal justice system.

CJ 245  Police Report Writing  3 credits
The development of written and oral forms of communication in the criminal justice system. This course will focus on the mechanics of written reports, interviewing, interrogation and testifying.

CJ 250  Criminal Justice Practicum  3 credits
Students participate with various public sector criminal justice agencies (e.g. Circuit Court, Juvenile Court, Probation and Parole, local police departments, etc.) in order to gain knowledge about the structure and function of public services agencies. The field placement must be program related. PREREQUISITE: Minimum of thirty hours course work in the program and permission of the instructor.
CJ 255  **Interviewing and Interrogation**  
2 credits
The student will develop knowledge and working skills in the art of interviewing and interrogation. The course is designed for both in-service and pre-service law enforcement students.

CJ 260  **Constitutional Aspects of Criminal Justice**  
3 credits
Selected constitutional aspects of law enforcement including the law of arrest, search, freedom from electronic eavesdropping, self-incrimination and the right to counsel.

**College Skills**

CS 100  **College Success**  
2 credits
This course is designed to teach students how to have a successful college experience, both academically and personally. The focus will be on the development of practical knowledge and skills to assist students toward that goal. Topics include time management, test taking, communication skills, study techniques, critical thinking, community and campus resources, and managing the personal and relationship issues that face many college students.

CS 102  **Freshman Seminar**  
1 credit
This course is designed to prepare the student to perform successfully in college by developing practical knowledge and skills. Areas of focus include: understanding of college policies and procedures, introduction and review of campus and online resources, and development of basic college skills such as managing time, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing text cores, thinking critically, listening effectively, communicating well both orally and in writing, and learning and applying library research techniques.

CS 105  **Information Literacy**  
1 credit
This course is designed to teach students how to locate information efficiently, evaluate information critically, and utilize information effectively. The focus is on a basic understanding of the research process, the use of print and online resources, and the effective utilization of the Internet.

CS 107  **Critical Thinking in Core Courses**  
3 credits
Students learn fundamental concepts and skills for thinking about one’s thinking and research strategies for increasing their information literacy. The concepts and skills become the foundation for developing a systematic process for thinking more critically and researching more effectively. The final step is to make the process a habit of mind by utilizing it in core courses.

CS 108  **Multicultural Reading**  
1 credit
A self-study course that will help students develop comprehension, critical analysis, vocabulary and writing skills while considering a wide variety of multicultural topics including biographies, science and the world of work. (Pass/Fail)
PREREQUISITE: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015.

CS 109  **African-American Readings**  
1 credit
A self-study course that will help students develop comprehension, critical analysis, vocabulary and writing skills while considering the biographies of such influential African Americans as Maya Angelou, Thurgood Marshall, Nelson Mandela and Colin Powell. (Pass/Fail) PREREQUISITE: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015.
CS 110  Speed Reading  1 credit
A self-study course designed to help students read more quickly while improving both their comprehension and their vocabularies. This course provides information, strategies and skills likely to produce a lifetime of more efficient reading. (Pass/Fail)
PREREQUISITE: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015.

CS 111  Women’s History Readings  1 credit
A self-study course that will help students develop comprehension, critical analysis, vocabulary and writing skills while considering various aspects of women’s lives, including religion, social roles, employment and education. (Pass/Fail)
PREREQUISITE: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015.

Construction Technology

CT 107  Materials of Construction  2 credits
An introduction to the construction industry and basic skills needed in the area. Topics include tools, safety, basic construction processes as well as the legal, business and management aspects of the industry. Both new construction and remodeling will be covered.

CT 179  Cabinet Making  3 credits
This course will cover cabinet making and woodworking techniques employed by custom cabinet makers and home woodworkers. The course content will follow the sequential order of the design and construction process. In addition to traditional materials and procedures, the course will cover the advances of technology for woodworking, including manufactured panel products, 32mm construction & European hardware.

Developmental Studies

NOTE: DS courses are college preparatory and do not apply toward any degree requirement in any program at NCMC and are not designed to transfer. All Developmental Studies courses are graded Pass/Fail. Placement scores must be less than two years old.

DS 015  College Reading  3 credits
The course is designed to improve students’ vocabulary, comprehension and reading rate, while emphasizing the importance of the key strategies and components necessary to read fiction, nonfiction and textbooks effectively. Students who score below a certain level on a placement test are required to complete this course. (Pass/Fail)

DS 020  Reading/Writing Improvement  5 credits
The course is designed to take advantage of the interrelationships between reading and writing to improve reading skills (comprehension vocabulary, reading rate) and writing proficiency. Course includes an introduction to writing paragraphs and essays combined with a review of grammar, sentence structure, punctuation, and spelling. ACT or ASSET; COMPASS scores must be on file. (Pass/Fail)
DS 025  Writing Improvement 3 credits
An introduction to college writing with emphasis on the whole writing process and on building confidence as a writer. Students will progress from personal narratives to analytical essays; ACT or ASSET, Compass scores must be on file. (Pass/Fail)

DS 048  Pre-Algebra 3 credits
Student learning outcomes include: whole number, fraction, and decimal operations and properties, ratios and proportions, signed number operations, basic geometry concepts, units of measurement and introduction to statistics. (Pass/Fail)

DS 049  Basic Algebra 3 credits
Student learning outcomes include: order of operations, solving linear equations and inequalities, introduction to graphing in a rectangular coordinate system, simplifying polynomial expressions, factoring and solving quadratic equations with an emphasis on problem solving. Placement testing or ACT within last two years required. (Pass/Fail)

DS 080  Introduction to Keyboarding 2 credits
This self-paced, hands-on computer course teaches students the alphabetic, numeric and symbol keys, as well as the 10-key pad. Students will develop speed and accuracy through the touch system. (Lab fee) (Pass/Fail)

Economics

EC 223  Agriculture Economics 3 credits
An introduction to the basic concepts and issues of economics as they relate to the food and fiber industry and management of natural resources. Additional projects involving global agricultural trade are included.

EC 252  Microeconomics 3 credits
An introduction to basic microeconomic fundamentals with emphasis on economic reasoning, supply and demand analysis, market structure, globalization and trade, government intervention in markets, economics and government policy and income distribution.

EC 253  Macroeconomics 3 credits
An introduction to basic macroeconomic fundamentals with emphasis on growth, business cycles, unemployment and inflation, Gross Domestic Product, macroeconomic models, monetary and fiscal policy and international effects of domestic policy.

Education

Child Psychology and Adolescent Psychology are listed under Psychology (PY).

ED 200  Foundations of Education 3 credits
This course is designed to examine the historical, philosophical, sociological, political, economic and legal foundations of American public education systems. Students will explore the nature of school environments, design and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices and projections for the future will be studied. PREREQUISITE: EN 101. AAT core course.
ED 201  Teaching Profession with Field Experience  3 credits
This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teach preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal. PREREQUISITE:  EN 101. AAT core course.

ED 260  The Living Textbook: Newspapers in Education  1 credit
A hands-on course designed to teach those in the education profession, or those going into the education profession, how to obtain and use newspapers as curriculum resources in the classroom.

ED 265  Multicultural Education  3 credits
Historical and contemporary analysis of educational policies that incorporate ethnic, religious, and linguistic minorities through selected presentations, text readings, and field experiences. Students will gain awareness of diversity and develop a theoretical understanding of diversity through investigations of diversity within the local community and the creation of an action plan to address diversity issues within his/her classroom.

ED 270  Educational Psychology  3 credits
This course is designed to help students relate the application of psychological principles to teaching, learning and assessment and the educational practice in P-12 classrooms. It will focus on the learner and the learning process, teacher characteristics and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. PREREQUISITE:  EN 101 & PY 121. AAT core course.

ED 275  Technology for Teachers  3 credits
In this course students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of software programs, presentation technology and telecommunication tools. The focus will also be on social, ethical, legal and human issues surrounding the use of technology. PREREQUISITE:  EN 101. AAT core course.

ED 280  Special Topics in Education  1-3 credits
A course offered in response to a specific situation; a variable topic-oriented course that has its content described in a subtitle. Credit and prerequisites as announced.

ED 283  Health & PE Methods for Elementary Teachers  3 credits
This course is designed to provide the elementary education teacher candidate with knowledge and practical experiences with content and methods for teaching health and physical education at the elementary school level.

ED 285  Education of Exceptional Learners  3 credits
This survey course is an introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills and dispositions that will enable them to work effectively with exceptional learners in general education or special education. PREREQUISITE:  EN 101 & PY 121.

ED 290  Paraprofessional & Substitute Teaching Internship  3 credits
The student will actively participate, under supervision, in a paraprofessional or substitute teaching setting, for a total of 60 hours. The student will ultimately be responsible for implementation of duties assigned by the internship supervisor. The
class will meet with the instructor prior to the internship and at the end of the semester. PREREQUISITES: ED 200 & ED 201

**ED 295 Capstone: Teacher Work Sample Artifacts**  
1 credit  
This course introduces students to the preparation of the teaching portfolio. Students will prepare and submit a portfolio of teaching artifacts by discussing, analyzing and reflecting on the 9 MoSPE standards for teacher preparation. PRE or COREQUISITE: ED200, ED201, ED270, ED275.

### Emergency Medical Technology

**EM 100 First Responder**  
2 credits  
Provides training in emergency medical care for the first persons responding to an accident.

**EM 200 Basic Emergency Medical Technology**  
7 credits  
Encompasses the Department of Transportation requirements for licensure as an ambulance attendant, covering basic emergency medical care procedures, patient assessment and treatment, and emergency medical equipment. 96 hours lecture, minimum 24 hours clinical. (Lab fee) Credit hours subject to change per Missouri EMS requirements.

**EM 211 Emergency Medical Refresher**  
2.5 credits  
Updates the skills and knowledge of licensed emergency medical technicians for relicensure purposes as required by statute. 30 hours lecture, 10 hours lab.

### English

NOTES: English courses require placement scores that must be less than two years old. College preparatory courses in English can be found in the Developmental Studies section.

**EN 101 English I**  
3 credits  
An introduction to expository and argumentative writing, emphasizing reading, critical thinking and analytical writing skills. Several short papers are assigned, with emphasis on the writing process. PREREQUISITE: Appropriate score on ACT, ASSET, Compass, SAT, or successful completion of DS 025 is required for initial placement. General education credit

**EN 102 English II**  
3 credits  
A continuation of EN 101, emphasizing longer and more impersonal and critical writing forms. Organizational skills are developed through the outline and summary units; analytical reading and critical thinking are stressed. A thorough use of library and online resources is required for the bibliography unit and the final research paper. PREREQUISITE: EN 101. General education credit

**EN 110 Creative Writing I**  
3 credits  
A beginning course including theory and practical experience in writing short fiction, nonfiction, poetry and the one-act play. Students are required to concentrate on one of the four genres. A major emphasis is on process. Students must submit a number of pieces and revise a portion of their work for possible publication. English elective credit.
EN 196  Literature for Children  3 credits
This course is an introduction to the selection and presentation of literature for preschool and elementary level children. Students will be exposed to children’s books in various genres. The course emphasizes the importance of cultural literacy and early and continuous exposure to literature. Does not fulfill Humanities credit.

EN 210  Creative Writing II  3 credits
As in Creative Writing I, students must concentrate on one of the four genres. As more advanced creative writers, students taking this course will be expected to demonstrate a greater understanding of the writing process and a better grasp of the basic principles of creative writing. PREREQUISITE: EN 110 or consent of instructor. English elective credit.

EN 211  Studies in Literature  1-3 credits
A special topics course in communication, which may include Women Writers, Popular Literature, or the Broadway Show. The subtitle on schedule of courses for a particular semester indicates specific content. Credit varies from one to three hours. This course may be repeated if the content changes. Humanities credit.

EN 230  English Literature I  3 credits
A survey of some significant works of English literature from Beowulf to Pope. Selected authors within this time frame will vary to offer as wide an overview of genres and perspectives as possible during the semester. PREREQUISITE: EN 101 or current enrollment in EN 101. Humanities credit.

EN 240  English Literature II  3 credits
A survey of some significant works of English literature from the Romantics to the 20th century. Selected authors within this time frame will vary to offer as wide an overview of formal developments and changes in class, race and gender perspectives as possible during the semester. PREREQUISITE: EN 101 or current enrollment in EN 101. EN 230 is not a prerequisite for EN 240. Humanities credit.

EN 251  World Literature: Beginning to the Renaissance  3 credits
A survey of world literature from the beginnings through the Renaissance in Europe. Selections from various cultures are examined for the intellectual trends of the period, for literary and cross-cultural elements, and for artistic design. PREREQUISITE: EN 101 or current enrollment in EN 101. Humanities credit.

EN 252  World Literature: Enlightenment to the Present  3 credits
A survey of world literature from the European Enlightenment through the twentieth century. Selections from various cultures are examined for the intellectual trends of the period, for literary and cross-cultural elements, and for artistic design. PREREQUISITE: EN 101 or current enrollment in EN 101. EN 251 is not a prerequisite for EN 252. Humanities credit.

EN 261  American Literature Before 1865  3 credits
A survey of precolonial, eighteenth century and early nineteenth century literature with emphasis on the varied responses to the contexts of American experience, including voices of the dominant as well as minority cultures. PREREQUISITES: EN 101 or current enrollment in EN 101. Humanities credit.

EN 262  American Literature After 1865  3 credits
A survey of late nineteenth century, modern and contemporary literature with emphasis on the varied responses to the contexts of American experience, including voices of the
dominant as well as minority cultures. PREREQUISITE: EN 101 or current enrollment in EN 101. EN 261 is not a prerequisite for EN 262. Humanities credit.

**EN 280  Introduction to Literature  3 credits**
This course introduces students to the college-level study of literature by focusing on a thematically arranged selection of literary texts. Students will read poetry, plays, short fiction, and a novel, will respond to the literature analytically and responsively, and will learn to value their own as well as others’ interpretations. Humanities credit.

**EN 296  Young Adult Literature  3 credits**
Trends, censorship and the history of young adult literature will be considered as students read and evaluate classic and contemporary literature suitable for middle and senior high school students. PREREQUISITE: EN 101. Does not fulfill Humanities credit.

**Earth Science**

**ES 106  Physical Geology  4 credits**
An introductory course in geology surveying the various rock and mineral groups, landforms and the forces shaping our planet. A study of the fossil record and geological history of the Earth will also be presented. Three hours lecture, two hours laboratory per week. Meets Physical Science requirement. (Lab fee)

**Foreign Language**

**FL 100  Elementary Spanish I  3 credits**
An introductory course in Spanish stressing conversation, basic structural patterns of the language and comprehension of grammatical concepts. Initiates awareness of Hispanic cultures along with the ability to understand simple conversation in Spanish and to communicate basic needs and activities. Intended for students with no previous study of Spanish. Humanities credit.

**FL 101  Elementary Spanish II  3 credits**
Conversation, grammar and reading are stressed. Oral practice and repetition are used as an aid to pronunciation. Humanities credit. PREREQUISITE: FL 100.

**FL 110  Elementary German  4 credits**
This is an introductory course in German with an emphasis on speaking the language. Pronunciation, simple grammatical usage, syntax, vocabulary and idioms in carefully graded reading material. This is a first course in basic German language. Humanities credit.

**FL 111  Elementary German II  3 credits**
This course is a continuation of FL 110 Elementary German I, using the same text and classroom materials. Conversation, grammar and reading are stressed. Oral practice and repetition are used as an aid to pronunciation. Humanities credit. PREREQUISITE: FL 110.

**FL 120  Elementary French I  3 credits**
An introductory course in French emphasizing conversational speaking and comprehension, pronunciation, and the accumulation of basic vocabulary. Simple grammatical concepts are also introduced. Humanities credit.
FL 122  Elementary French II  
3 credits  
This course is a continuation of FL 120, Elementary French I, using the same text and classroom materials. Humanities credit. PREREQUISITE: FL 120.

FL 155  American Sign Language I (ASL I)  
3 credits  
This course is an introduction to the receptive and expressive usage of American Sign Language (vocabulary, finger spelling and numbers). The purpose of this course is to enable the student to communicate with the deaf and hard of hearing people who use signs. This course will help prepare persons interested in preparing for beginning entry into interpreter programs. The history of American Sign Language will also be explored. Humanities credit.

FL 255  American Sign Language II (ASL II)  
3 credits  
This course is a continuation of American Sign Language emphasizing on expanding the receptive and expressive sign vocabulary and usage of conversation. The purpose of this course is to give a stronger foundation to the student to communicate with the deaf and hard of hearing community. This course will help persons prepare for entry into interpreter programs. Humanities credit. PREREQUISITE: FL 155.

Geography

GE 106  Introduction to World Geography  
3 credits  
This course surveys the world’s major developed regions and their physical and human characteristics from a geographic perspective. The physical environment includes landforms and climate while the human landscape is characterized by language, religion, population characteristics and economic development.

Health Care Management

HC 201  Health Care Management  
3 credits  
This course is designed to teach specialized, practical skills and techniques used in a variety of healthcare settings. Health care management encompasses a wide range of administrative responsibilities, such as cost containment, efficiency, decision making, information systems, human relationships and leadership. PREREQUISITES: BA 161 & BA 150.

History

HI 101  Western Civilization to 1700  
3 credits  
This course is a survey of the social, intellectual, religious, political and economic institutions and traditions developed by groups of people who first lived around the Mediterranean Sea and branched out into Europe and the Western Hemisphere. The time span of the course is from prehistory to approximately 1715. Humanities/Social Science credit.

HI 102  Western Civilization Since 1700  
3 credits  
A continuation of the survey of institutions, traditions and history of Western Civilization with emphasis on European developments and their interaction with non-western cultures and traditions. The time span for this course is from approximately 1715 to the present. Humanities/Social Science credit.
HI 103  American History to 1877  3 credits
A survey course of the history of the United States covering European backgrounds, the colonial and Constitution periods, national expansion and development through Reconstruction. (Meets the Constitutional Requirement).
PREREQUISITE: Appropriate score on ACT, ASSET, COMPASS or SAT, or successful completion of DS 015.

HI 104  American History Since 1877  3 credits
A continuation of HI 103. A survey course considering national growth and development, and the constantly broadening sphere of American participation in world affairs from Reconstruction to the present time.

Health Information Management

HM 110  Introduction to Health Information Management  2 credits
This course is designed to introduce to students an overview of the health information management, healthcare delivery systems, and professional roles within the healthcare delivery models.

HM 120  Health Data Management  3 credits
This course is designed to introduce students to the health record, including its purpose, structure, and documentation standards. Health data elements, data sets, quality and integrity of healthcare data, and standards required for collection for primary and secondary sources are also discussed. PREREQUISITE: BT 160.

HM 125  Medical Coding I  3 credits
This course is designed to provide students an overview of clinical vocabularies, coding classification systems, and nomenclatures. The International Classification of Diseases, 10th revision, Clinical Modification (ICD-10-CM) will be explained with application of chapter-specific diagnosis code assignments. PREREQUISITES: AH 160 & BI 240.

HM 135  Introduction to Pharmacology  2 credits
This course is designed to introduce the Introduction to basic concepts of drug therapy with concentration on major drug classifications as they relate to specific body systems. This course is designed to provide students the knowledge of pharmacology and its application. Focus of study on major categories of pharmacological agents, their actions, side effects, and uses. Emphasis is placed on committing to lifelong learning in the continually changing area of healthcare.

HM 140  Legal & Ethical Issues in Healthcare  3 credits
This course is designed to introduce student to the Introduction to legal and ethical aspects applicable to health information management. The course will focus is on the medical record as a legal document, legal principles and terminology, patient rights and advocacy issues, and definition and application of professional ethics. State and federal regulations and laws governing release of health information are covered. (The course is designed specifically for health information management students).
HM218  Leadership and Organization in Healthcare  3 credits
This course is designed to introduce the Introduction to principles of leadership and management as applied to the healthcare setting. Topics include roles and functions of teams and committees, communication styles, budgets and contracts, performance standards, and organizational resources. Review of best practices for revenue cycle management. Best practices for revenue cycle management are also reviewed.

HM210  Healthcare Statistics  2 credits
This course is designed to introduce students to the Introduction to concepts of compilation, analysis, and presentation of healthcare statistics. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, and inferential statistics and the role of the Institutional Review Board upon research.

HM220  Quality Management & Performance Improvement in Healthcare  3 credits
This course is designed to introduce Course introduces students to principles of quality assessment and improvement techniques, utilization, risk, and case management in healthcare. Topics include continuous quality improvement and case management processes, data analysis and reporting techniques, credentialing, regulatory quality monitoring, and outcome measures. Includes An overview of accreditation, certification, and licensure review processes are also discussed.

HM 225 Medical Coding II  3 credits
This course is designed to provide students an overview of procedural coding guidelines and structure of the Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and the International Classification of Diseases 10th edition, Procedure Coding System (ICD-10-PCS). Inpatient guidelines for reporting diagnoses and procedures will be reviewed. PREREQUISITES: AH 160, BI 240, HM 125.

HM 226 Electronic Health Systems  3 credits
This course introduces students to electronic health systems and applications such as clinical, administrative, and management support systems. Social and government initiatives for implementing electronic health record systems along with confidential and security measures will be explored. Students will gain experience in completing an electronic health record simulation. PREREQUISITES: BT 160

HM 250 Health Information Management Practicum  3 credits
This course is designed to allow students to participate in a supervised setting to perform entry-level health information management skills. Through the application of concepts and theories learned in prior coursework, students are to perform various tasks in a traditional and/or non-traditional healthcare facility. Final determination of the clinical site is contingent upon contracting approval between the site and the HIM Program Director. Course registration requires prior approval by HIM Program Director. The practicum consists of 120 hours.

Humanities

HU 110  Humanities: Pre-Renaissance  3 credits
An integrated course in western culture encompassing an introduction to literature, painting, music, sculpture and architecture, as well as the discipline of philosophy presented as interrelated and integrated manifestations of human creativity. Employing
methodologies associated with the study of cultural and intellectual history, the course seeks to create an understanding of why we are the way we are. Humanities credit.

**HU 111  Humanities: Renaissance to Present  3 credits**
A continuation of HU 110, with special attention to western cultural heritage from the renaissance period to the present. Humanities credit.

### Industrial Energy

**IE 100  Introduction to Wind Energy  3 credits**
This course is designed to introduce basic concepts and principles of wind energy technology. Students will study fundamental wind properties; basic turbine, blade and tower components and designs; electrical system interfaces; and related environmental considerations.

**IE 120  Turbine Troubleshooting  3 credits**
This course will cover the basic strategies and techniques used to troubleshoot, maintain, and repair mechanical and/or electrical problems in various sizes of wind turbines and associated equipment. PREREQUISITE: IE 100 (Lab fee)

**IE 220  Wind Turbines & Farms Internship  3 credits**
The internship is designed to give the Alternative Energy and Wind student practical working experience in a supervised work environment setting. Students will gain hands-on experience with energy specific technologies and interaction with professionals in the energy field. PREREQUISITE: permission of instructor

### Information Technology

**IT 110  Introduction to Computers  3 credits**
An introduction to the basic concepts of information processing and the hardware and software used. The course is designed to familiarize the student with the computer through hands-on experience and classroom lecture. (Lab fee)

**IT 113  Windows Concepts  3 credits**
Provides an in-depth study on the microcomputer environment with an emphasis placed on MS Windows. Basic keyboarding skills required. (Lab fee)

**IT 243  Programming I  3 credits**
A hands-on introduction to structured, object-oriented programming in the C++ environment. Includes a study of data types, functions classes, selection and looping. PREREQUISITES: Basic keyboarding skill. Intermediate or College Algebra recommended. (Lab fee)

### Manufacturing Technology

**MF 104  Applied Technical Math  3 credits**
The purpose of this course is to develop skills in basic math areas, such as measurement in standard and metric units, conversions, scientific and engineering notation, ratio and proportion, decimals, fractions, percents, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. Placement testing, ACT, SAT, Compass or successful completion of DS 048.
**MF 120 Introduction to Electricity & Electronics** 3 credits
This course is designed to provide a solid foundation for the study of electricity/electronics by introducing the fundamental laws of scientific atomic structure, electricity and electrical safety. It builds upon those fundamentals by the study of Ohm’s Law, current, voltage, resistance, power sources, and DC measuring instruments. An introduction to complete series, parallel and series-parallel circuits, the laws, mathematical formulas, and methods used to analyze these circuits are introduced in this class. A study of how AC voltages and currents are generated, introducing the science of magnetism, and the effect of AC on electronic components such as inductors and capacitors, AC testing procedures will be emphasized. (Lab Fee)

**MF 121 Industrial Electricity (DC)** 3 credits
This course is an extensive hands-on study of industrial electricity. Students will study electricity and its sources, resistors (as simulated circuit loads), Ohm’s Law, series circuits, parallel circuits, combination circuits, meters, conductors, insulators and batteries. (Lab fee)

**MF 122 Basic Electricity I** 3 credits
This course is a hands-on study of fundamental electricity principles and applications. Student will study electricity and its applications using resistors (as simulated circuit loads), Ohm’s Law, series, parallel circuits, and combination circuits. The course will also include electrical wiring techniques, system installation, an introduction into raceways, conduit bending, conductors, disconnects, and over-current protection. (Lab fee)

**MF 125 Industrial Electricity (AC)** 3 credits
This course is an extensive hands-on study of Industrial Electricity. Students will study magnetism, induction, AC voltage and current, inductors and capacitors. PREREQUISITE: MF 121 or MF 122. (Lab fee)

**MF 126 Basic Electricity II** 3 credits
This course is a level two, hands-on study of electricity principles and applications. Students will study grounding and bonding of electrical systems, motor theory, application, and motor controls. PREREQUISITE: MF 121 or MF 122. (Lab fee)

**MF 128 Motor Controls** 3 credits
This course is an extensive hands-on study of basic motor control circuits; including electrical symbols, line diagrams, manual motor starters, magnetic motor starters, time delay circuits, motor reversing circuits, electro-mechanical and solid-state rays, photoelectric and proximity controls, preventive maintenance and trouble shooting. (Lab fee)

**MF 141 Programmable Logic Controllers** 3 credits
This course provides students the basic knowledge of Programmable Logic Controllers (PLC’s) and their application in industry today. This is a hands-on study of PLC programming applications such as sequencing, timers, counter, hydraulic and pneumatic actuators, indicator lamps and motor controls. At the completion of the course, students will be able to program and troubleshoot a PLC for typical industry applications using Allen-Bradley Control Logix software. (Lab fee)

**MF 145 Basic Fluid Power** 3 credits
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. Upon
completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

**MF 150 Principles of Safety** 3 credits
This course provides students the basic knowledge of OSHA safety requirements and the skills required to ensure a safe and healthy workplace. Students will develop an understanding of safety concerns, issues, and compliance in a work environment. The course also provides an introduction to manufacturing, customer communication skills, high performance production teams and work-readiness skills. This course meets the safety pre-requisite as part of the Wind program. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (lab fee)

**MF 155 Principles of Maintenance Awareness** 3 credits
This on-line course provides insights into the basics of good maintenance practices for manufacturing. Students will also develop an understanding of electrical, mechanical and fluid power systems. This course is not a maintenance training course, but rather targets production workers who want to excel in a high-performance manufacturing setting. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (lab fee)

**MF 160 Principles of Quality Practices** 3 credits
This course provides knowledge and skills related to effective quality systems used in today's manufacturing industry. Students will develop an understanding of quality philosophy, practices, and methods as well as quality audits, tools, and blueprint reading. Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (lab fee)

**MF 165 Principles of Manufacturing Processes and Production** 3 credits
This course provides students a broad understanding of manufacturing sub-industries and their related products, processes, challenges and best practices. Students will develop an understanding of common production principles, processes and practices, as well inventory management, packaging, and distribution. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (lab fee)

**MF 201 Industrial Electronics** 3 credits
This course provides an understanding of diodes, transistors, thyristors, operational amplifiers, and how they work and are used in the industrial setting. Test equipment will be used for verification of operation. PREREQUISITE: Requires completion of vo-tech industrial maintenance program, appropriate prior experience, or instructor permission. (Lab fee)
**MF 205 Digital Electronics**  
3 credits  
This course provides students with advanced electronic skills used in maintaining, installation and development of the complex equipment used in the modern manufacturing environment. Topics covered include number systems, logic gates, flip-flops, registers and counters, analog-to-digital, and digital-to-analog data conversions. PREREQUISITE: Requires completion of vo-tech industrial maintenance program, appropriate prior experience, or instructor permission. (Lab fee)

**MF 220 AutoCAD I**  
3 credits  
This is the first course in the use of the Computer Aided Drafting software AutoCAD. It includes development in the skills of File, Draw, Text and Editing commands while working in the Cartesian workspace. File handling and plotting are stressed. (Lab fee)

**MF 221 AutoCAD II**  
3 credits  
A continuation of AutoCAD I (MF 220) in the study of application of AutoCAD in the industrial world. To include the topics of three-dimensional modeling, Scaling, Paper Space, Geometric Calculator and Customization of AutoCAD. Perquisites are MF 220 or permission of the instructor. (Lab fee)

**MF 225 Advanced Programmable Logic Controllers**  
3 credits  
This course provides students with the advanced skills and applications of Programmable Logic Controllers used in increasing quantities in the industrial process today. Training in timers, counters, and data manipulation will be covered. PREREQUISITE: Requires completion of vo-tech industrial maintenance program, appropriate prior experience, or instructor permission. (Lab fee)

**MF 235 Industrial Robotics**  
3 credits  
This class provides students with the skills and applications of Industrial Robots used in increasing quantities in the manufacturing process today. Programming, integration into current systems, flexible manufacturing and production topics, as applied to robots, will be covered in this course. MF 220 and MF 221 may be substituted with advisor approval. PREREQUISITE: Requires completion of vo-tech program or appropriate experience and instructor permission. (Lab fee)

**MF 240 Advanced Motor Controls**  
3 credits  
This class provides students with advanced motor control skills, control panel wiring, frequency drives, timers and counters will be studied. PREREQUISITE: Completion of AVTS program or instructor permission.

**MF 251 Statistical Process Control**  
3 credits  
A study of Statistical Process Control to improve the quality of products in industry. Course discusses the need for S.P.C. instruction in the use of X and R charts, attribute charts and methods of chart analysis.

**MF 271 Manufacturing Technology Internship**  
3 credits  
The internship is designed to give the Manufacturing and Applied Technology student practical working experience following a pre-approved training plan arrived at cooperatively by the employer, student and instructor.

**MF 299 Special Topics in Manufacturing Technology**  
1-5 credits  
This course is offered on various special topics, with specific content indicated by course subtitle. Credit hours are determined by contact hours, activities and
assignments as appropriate to content. The course may be repeated if the content varies. PREREQUISITE: Consent of instructor.

Mathematics

Math and Physical Science courses require placement scores that are less than two years old. College preparatory courses in mathematics can be found in the Developmental Studies section.

MT 110 Intermediate Algebra 3 credits
Student learning outcomes include: basic algebra fundamentals, linear equations, linear inequalities, linear functions and their graphs, systems of equations and inequalities, operations with polynomial functions and factoring, quadratic equations and functions and their graphs, operations with rational expressions, and radical equations. This course will use algebra to model and solve real-world problems. PREREQUISITE: DS 049 or appropriate placement test scores. ACT or placement scores must be less than two years old.

MT 121 Math Concepts 3 credits
Student learning outcomes include: basic concepts of set theory, numeration and mathematical systems, number theory, real number operations, applications of fractions, decimals, and percents, basic concepts of algebra, graphs, functions, systems of equations and inequalities, and geometry. Recommended for Elementary Education majors.
PREREQUISITE: MT 110 or appropriate placement test scores. ACT or placement scores must be less than two years old.

MT 122 College Algebra 3 credits
Student learning outcomes include: graphing, analyzing, and solving linear, quadratic, polynomial, rational, logarithmic and exponential functions and equations, solving systems of equations and inequalities, matrices, and other topics as time permits. Satisfies general education mathematics requirement; consult transfer catalog for specific program math requirements. PREREQUISITE: MT 110 or appropriate placement test scores. ACT or placement scores must be less than two years old.

MT 123 Finite Mathematics 3 credits
This course utilizes a practical application approach to the following: linear and quadratic equations, graphs and functions including exponential and logarithmic functions, mathematics of finance, annuities, sinking funds and mortgages, linear programming, counting methods and probability, basic statistics, and other topics as time permits. PREREQUISITE: MT 122 or appropriate placement test scores. ACT or placement scores must be less than two years old.

MT 125 Elementary Statistics 3 credits
This course provides students with a valuable framework in which to learn and apply statistical concepts. Student learning outcomes include but are not limited to: the nature of probability and statistics, frequency distributions and graphs, data description, confidence intervals, hypothesis testing, correlation and regression. Satisfies general education mathematics requirement; consult transfer catalog for specific program math requirements. PREREQUISITE: MT 110 Intermediate Algebra or appropriate placement test scores. ACT or placement scores must be less than two years old.
MT 132 Trigonometry 3 credits
Student learning outcomes include: geometric foundations of trigonometry, unit circle, graphs of trigonometric functions, identities, equations and inequalities, inverse functions, law of sines and cosines, vectors, complex numbers and DeMoivre’s theorem.
PREREQUISITE: MT 110 Intermediate Algebra or appropriate placement test scores. ACT or placement scores must be less than two years old.

MT 148 Pre-Calculus 5 credits
This is a preparatory course for the Calculus sequence. Student learning outcomes include: algebraic, trigonometric, exponential and logarithmic equations and inequalities; systems of equations and inequalities; matrices; solutions of triangles; inverses of algebraic and trigonometric functions, trigonometric identities; and an introduction to analytic geometry. MT 122 is recommended. PREREQUISITE: MT 110 with an A or B, or ACT or ASSET or placement scores. These must be less than two years old as required for College Algebra/Trigonometry.

MT 150 Geometry & Calculus I 5 credits
This course is designed for students in engineering, economics, life and physical sciences, and mathematics, focusing on functions, limits and their properties, differentiation and integration, including logarithmic and exponential functions.
PREREQUISITES: MT 148 or both MT 122 and MT 132 or instructor permission.

MT 222 Discrete Mathematics 4 credits
This course is an introduction to discrete models. Topics include: sets, symbolic logic, relations, combinatorics, mathematical induction, probability, matrices, graph theory and Boolean algebra.
PREREQUISITES: MT 122 or MT 148.

MT 250 Geometry & Calculus II 5 credits
This course is a continuation of Geometry & Calculus I. It includes techniques and applications of the integral, sequences, series, polar functions, conic sections and additional topics as time permits.
PREREQUISITE: MT 150 with a grade of C or better.

MT 260 Geometry and Calculus III 5 credits
This course is a continuation of Geometry and Calculus II. It includes the study of solid analytic geometry, vectors and vector calculus, partial differentiation, and multiple integrals.
PREREQUISITES: MT 250 with a grade of C or better.

MT 270 Special Topics in Mathematics 1-3 credits
This course is offered on various special topics, with specific content indicated by course subtitle. Credit hours are determined by contact hours, activities and assignments as appropriate to content. The course may be repeated if the content varies.
PREREQUISITE: Instructor permission.

Music

MU 101 Applied Voice 1 credit
This course is for students who have little or no training in voice. The class will help students develop and understand vocal technique and basic musicianship.

MU 103 Chorus I 1 credit
A vocal ensemble for all interested in choral singing. Music representative of all periods, and both secular and sacred is used at the director’s discretion. This class is called upon to perform on various occasions.
MU 104 Chorus II  1 credit
A vocal ensemble for all interested in choral singing. The following musical skills for ensemble singing will be stressed: proper breathing, pleasant vocal production, blend and balance, expansion of range, good intonation, ear training and sight-reading. This chorus builds upon the skill development in Chorus I. Participation may include public performances on various occasions.

MU 109 Music Appreciation  3 credits
An introductory course concerned with the elements of music, the important musical masterpieces and the significant composers up to the present age. A portion of the class time is devoted to listening to recordings. Humanities credit.

MU 110 Applied Music  1 credit
Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. Students must complete 30 hours of instruction to earn one credit hour. Maximum 4 credits, 1 credit per semester. This course does not meet any general education requirements.

MU 203 Chorus III  1 credit
A vocal ensemble for all interested in choral singing. The following vocal/musical skills for ensemble singing will be emphasized: proper vocal production, blend and balance, sight-reading proficiency, ear training, expansion of range, and technical facility. This chorus builds upon the skill development in Chorus II. Participation may include public performances on various occasions.

MU 204 Chorus IV  1 credit
A vocal ensemble for all interested in choral singing. Musical skills developed in Chorus I, II, and III for ensemble singing will be stressed plus might expand to include a cappella singing, dynamic nuances, and 3 & 4 part music. Participation may include public performance on various occasions.

Nursing

Nursing courses are restricted to students accepted to the NCMC Nursing Program.

NR 104 Basic Nutrition (Level I)  3 credits
This course will cover both normal and therapeutic nutrition. It will particularly focus on what knowledge the Nursing Professional will need to participate in the Nutritional Care Plans, and nutritional outcomes of patients and/or clients in various healthcare settings.

NR 105 Introduction to Mental Health Nursing  1 credit
A course designed to introduce the student to the knowledge, skills, and attitudes essential to mental health nursing. Through use of the nursing process the focus will be on adapting the nurse client relationship to meet the special concerns of the client who has a mental health disorder in a variety of multi-disciplinary and community settings.

NR 108 Foundations of Nursing I (Level I)  2 credits
A course teaching basic principles and procedures for patient care and their association with common illnesses, rehabilitation processes and the principles of long-term care. Current certification as Certified Nurse Assistant in the state of Missouri meets requirements of this course. Successful completion of Foundations II is required before advanced credit is awarded for Foundations I. Taught concurrently with NR 109.
NR 109 Foundations of Nursing II (Level I) 7 credits
A course designed to introduce the student to the knowledge, skill, and attitudes essential to provide safe and appropriate nursing care to a transcultural population. Using a multicultural approach, the nursing process and Maslow’s Hierarchy of Needs are the primary conceptual frameworks utilized and reinforced through critical thinking activities. Clinical experience will focus on providing safe and appropriate patient care, communication, patient teaching, documentation, and a lifelong commitment to learning through multi-disciplinary hospital and community based experience. Successful completion of Foundations I and II is required for the Level I program.

NR 113 Personal & Vocational Concepts (Level I) 1 credit
This non-clinical course is designed to assist the student in adjusting to the role of becoming a member of the healthcare team in a global setting. Focus is placed on the history of practical nursing, the role of the practical nurse, incorporating critical thinking skills and learning leadership skills. Emphasis is placed on personal and professional growth and the commitment to education is a lifelong learning experience. Discussion of the impact of cultural and spiritual differences in a multidisciplinary setting is included.

NR 117 Pharmacology 4 credits
A course designed to provide the student with the knowledge of pharmacology and its application in nursing. Study focus is on the major categories of pharmacological agents, their actions, side effects, uses, and nursing responsibilities related to safe medication administration. Ethnopharmacology is used throughout the course to understand drug responses in a variety of populations. Students will recognize the importance utilizing evidence-based practice related to safe medication administration in a variety of settings. Students will also value the necessity for a commitment of lifelong learning in order to keep current with the dynamics of medication administration.

NR 120 Geriatrics 2 credits
This non-clinical course is designed to introduce students to the physiologic, psychological and sociologic aspects of the normal aging process. Emphasis is placed on the biological aspects of aging, interpersonal relations, retirement and socioeconomic factors impacting the aging population. Clinical experience in geriatrics is included in the foundations of nursing and nursing of adults clinical rotations.

NR 121 Nursing of Adults I (Level I) 11 credits
A course designed to provide the student with the knowledge of medical-surgical conditions and of the adult. Using a transcultural approach, the nursing process and Maslow’s Hierarchy of Needs are the primary conceptual frameworks utilized and reinforced through critical thinking activities. Classroom and clinical experience will continue to focus on providing safe and appropriate patient care, communication, patient teaching, documentation and a lifelong commitment to learning. Emphasis is placed on health maintenance, illness prevention and utilization of evidenced-based practice in a variety of multi-disciplinary settings. (Lab fee, Clinical fee)

NR 129 Maternal Child I (OB) (Level I) 5 credits
A course designed to introduce the student to the knowledge, skill, and attitudes essential to provide safe and appropriate nursing care to the obstetric client and her neonate. Through the use of the nursing process, focus is placed on family centered healthcare during the antepartal, intrapartal, postpartal, and neonatal periods. (Lab fee, clinical fee)
NR 162  Nursing of Adults II (Level I)  6 credits
A continuation of Nursing of Adults I, this course is designed to provide the student with the knowledge of medical-surgical conditions and of the adult. Using a transcultural approach, the nursing process and Maslow’s Hierarchy of Needs are the primary conceptual frameworks utilized and reinforced through critical thinking activities. Classroom and clinical experience will continue to focus on providing safe and appropriate patient care, communication, patient teaching, documentation and a lifelong commitment to learning. Emphasis is placed on health maintenance, illness prevention and utilization of evidenced-based practice in a variety of multi-disciplinary settings. (Clinical fee)

NR 183  Maternal Child Nursing II (Level I)  5 credits
This course is designed to study the growth and development of a child from birth through adolescence. Discussion will included disease process unique to multicultural pediatric populations. Emphasis is placed on appropriate nursing care, patient and family teaching using effective communication skills and use of evidence based practice. (Clinical fee)

NR 226  Special Topics in Nursing  1-5 credits
Offered occasionally on various special topics, with specific content indicated by course subtitle. Credit hours determined by contact hours, activities and assignments as appropriate to content.

NR 230  Trends & Issues in Nursing (Level II)  1 credit
A course directed at professional, legal and ethical influences relative to the nursing role. Content includes identification and discussion of current practices and emerging trends which affect the role of nursing in the healthcare delivery system.

NR 242  Mental Health Nursing  (Level II)  2 credits
A basic course in the fundamental concepts of human behavior as related to mental illness, and the specific body of knowledge pertinent to the nursing role in the treatment of the psychologically ill individuals in a multicultural population. Clinical experience is obtained through multidisciplinary hospital and community based experiences which provide life long learning experiences for the mental healthcare needs of individuals. The focus of the clinical is upon the development of therapeutic communication skills, recognition of DSM mental disorders, proper psycho pharmacological and therapy interventions, utilization of the nursing process, and personal and professional development. (Clinical fee)

NR 250  Maternal Child Nursing III (Level II)  3 credits
This course focuses on the normal and abnormal physiology, psychology, and psychosocial processes pertaining to reproduction. The nursing process is employed as the framework from which to plan and implement care during the antepartum, intrapartum and postpartum phases of childbirth. Utilization of critical thinking and effective communication skills is stressed as chief components in the delivery of safe nursing care in a dynamic, culturally diverse, and multidisciplinary, healthcare environment. Pharmacology, diet therapy, discharge planning, and psychosocial variables of nursing care are integrated throughout the course. Clinical experience is obtained in hospitals and community based healthcare settings. Value is placed on a commitment to lifelong learning. (Clinical fee)
NR 254  Nursing Through the Lifespan I  
9 credits
Nursing Through the Lifespan is a continuation in the study of disease processes with an emphasis on health and its promotion for the client of any age ranging from infancy (28 days old) through the end of life. The nursing process guides management and implementation of care and provides the foundation for the course. The following is integrated into each unit of study: dietary and pharmacologic management, patient and family teaching, discharge planning and follow-up care. Multicultural consideration that may affect treatment for each unit are discussed in the class room and highlighted in clinical.

Clinical experiences are spent in acute, outpatient and community based settings, and may include experiences in specialty settings. Learning experiences are centered on meeting the total needs of the patient, family, and community. Management of the medical record and patient information and informatics are taught in lab, then, reinforced at the acute care clinical sites using electronic medical record systems. Students are taught to seek out and promote current best practices supported by evidence as they become active members of the nursing profession.

NR 256  Nursing Through the Lifespan II  
9 credits
A continuation in the study of disease processes with emphasis on health and its promotion for clients of all ages ranging from infancy to geriatrics. Nursing management utilizing critical thinking and the nursing process is used throughout the course. Dietary and pharmacologic management will integrated throughout the course. Documentation using electronic medical records and nursing informatics is integrated throughout the course. A more complete and comprehensive assessment, plan, implementation and evaluation of care are required. Emphasis on leadership skills and time management are addressed throughout the course. Clinical experiences are focused on leadership skills, critical thinking situations and emphasis on the need for self-reliance productivity and lifelong commitment to learning. Clinical experiences are spent in acute, outpatient and community based areas. The student may be given experiences in specialty areas. Patient teaching and a discharge planning assignment with follow-up care to a multicultural aging community are required.

NR 295  Leadership in Nursing (Level II)  
1 credits
Study of principles and techniques underlying nursing leadership and management. Focuses on how to work with people, as individuals or as members of groups, teams, organizations and even whole communities. The course focuses on leadership skills, critical thinking situations, priority setting, time management and communication.

Occupational Therapy Assistant

OT 200  Foundations of Occupational Therapy  
4 credits
This course presents an introduction to occupational therapy; including history, philosophical base, values, ethics, practice framework and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation and discontinuation of intervention will be presented. The role of occupational therapy in healthcare, community-based, and educational systems will be explored. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and healthcare personnel are discussed. This course includes visits to a variety of occupational therapy settings. Lecture and laboratory.
OT 205 Medical Conditions in Occupational Therapy  3 credits
This course presents the etiology and symptoms of medical and psychological clinical conditions across the lifespan that are commonly referred to occupational therapy services. Course content emphasizes the effects of trauma, disease, and congenital conditions on the biological, psychological, and social domains of occupational behavior. An exploration of cultural perspectives on disease and wellness will be included.

OT 210 Analysis of Occupations  2 credits
In this course, observation, analysis, and performance of human occupation in work, self-care, and play/leisure activities throughout the lifespan are emphasized. Students will select, analyze, adapt, grade and use goal-directed, client-centered therapeutic activities and techniques to promote engagement in occupations. Skills in using the teaching-learning process with clients, families and others will be incorporated. The development of observation and data collection skills will be emphasized. Lecture and laboratory.

OT 215 Mental Health and Psychosocial Practice  4 credits
This course presents the role of the Occupational Therapy Assistant in the psychosocial area of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. Course activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply psychosocial principles to practice.

OT 220 Pediatric and Adolescent Practice  4 credits
Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits and Level 1 fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Lecture and laboratory.

OT 250 Functional Kinesiology  2 credits
In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play, and leisure activities is emphasized. Manual muscle testing, range of motion, goniometry and basic transfer skills are practiced. Principles of energy conservation, joint protection and work simplification are presented. Prevention, health maintenance and safety procedures relevant to functional mobility are reviewed. Lecture and laboratory.
OT 255  Physical Disabilities Practice  4 credits
The course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and occupational therapy assistants. Topics include but are not limited to stroke, spinal cord injury, fractures and joint replacements, head injury, and dementia. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the adult and geriatric population. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Lecture and laboratory.

OT 260  Community Practice  3 credits
Class activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students’ state and geographic region. The course also provides a broad exposure to the social, political, legislative, economic and cultural factors that influence service delivery.

OT 265  Ethics, Management and Leadership  3 credits
This course focuses on the OTA role in managing and directing occupational therapy services. II covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for on-going OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored.

OT 270  Professional Skills  3 credits
This course is designed to foster practical professional skills in critical thinking, using literature to make evidence based practice decisions and recommendations, and using theory to guide practice. Practical skills needed for assessment, goal planning, intervention planning, documentation, discharge planning, other professional written and verbal communication skills, therapeutic use of self, consumer and professional advocacy, and ethics in daily practice will be emphasized.

OT 290  Level II Fieldwork A  8 credits
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Requires 40 hours per week for 8 weeks for Level II Fieldwork A must be completed within 18 months following completion of academic coursework. All academic and fieldwork courses must be completed prior to graduation.

OT 295  Level II Fieldwork B  8 credits
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Requires 40 hours per week for 8 weeks in an area of clinical practice that is different from Level II A Fieldwork. Level II Fieldwork B must
be completed within 18 months following completion of academic coursework. All academic and fieldwork courses must be completed prior to graduation.

Physical Education

A maximum of two hours of physical education activities will apply toward any degree.

**PE 101 Golf I**
1 credit
An activity class intended to acquaint students with golf rules and protocol while developing skills in driving and putting. (Lab fee) (Su)

**PE 102 Tennis I**
1 credit
An activity class intended to teach tennis scoring and develop physical skills in the serve and ground strokes.

**PE 104 Varsity Sports I**
1 credit
A course for students participating in intercollegiate baseball, softball, men’s and women’s basketball. PREREQUISITE: Consent of the coach.

**PE 105 Health Education**
2 credits
A course that addresses personal health concerns from a holistic standpoint and emphasizes strategies to adapt or change our behavior to promote health and prevent disease. (Not applicable to medical curriculum).

**PE 106 Weight Training I**
1 credit
The course is designed to teach students weight lifting techniques, different weight training systems, a variety of exercises, muscle groups and how each affects the body. Weight lifting terminology will also be introduced.

**PE 107 Aerobics I**
1 credit
A coed fitness class designed to improve physical fitness and weight control through group aerobic exercises and dietary pattern.

**PE 108 Volleyball I**
1 credit
The course is designed to teach the students the game of volleyball. The students will also learn fundamentals, techniques, rules, strategy and volleyball terminology.

**PE 109 Softball**
1 credit
An activity course teaching scoring, proper techniques and the importance of softball as a lifetime fitness sport.

**PE 110 Canoeing**
1 credit
An activity course designed to teach the fundamental principles and techniques of canoeing and gain an appreciation for the activity. Experiential learning is obtained on a two-day float trip. This course is physically demanding and takes an adequate level of fitness to participate. Course may be taken up to two times for a total of two credit hours. (Lab fee) (Su)

**PE 111 Bowling I**
1 credit
An activity course teaching scoring, property techniques and the importance of bowling as a lifetime fitness sport. (Lab fee)

**PE 112 Sports Officiating**
2 credits
A course designed to qualify officials, addressing officiating ethics, sports psychology and strategies.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PE 113</td>
<td>Lifetime Activities</td>
<td>1</td>
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<tr>
<td></td>
<td>This course is to acquaint students with a wide variety of physical fitness type activities that can be enjoyed throughout their lifetimes. Individual and group activities including: canoeing, swimming, fishing, badminton, jogging, biking, hiking, country and western dance, etc. may be covered.</td>
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<tr>
<td>PE 115</td>
<td>Team Sports I</td>
<td>1</td>
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<tr>
<td></td>
<td>An activity course designed to teach scoring, proper technique, rules and strategy for softball, flag football and soccer.</td>
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<tr>
<td>PE 116</td>
<td>Karate I</td>
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<td>This course is designed to instruct students in the techniques and skills of Shotokan Karate. Emphasis will be on physical conditioning and mental concentration.</td>
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<tr>
<td>PE 117</td>
<td>Personal Fitness</td>
<td>1</td>
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<td>The purpose of this course is to provide the student instruction in individual fitness and wellness. Emphasis is placed on cardiovascular endurance, muscular strength and muscular endurance. Other components will include designing and implementing a personal exercise prescription in relation to individual goals. May be taken up to two times for a total of two credit hours.</td>
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<tr>
<td>PE 119</td>
<td>Introduction to Clay Target Shooting</td>
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<td>The purpose of this course is to introduce students to the clay target shooting sports of trap and skeet. Emphasis is placed on gun safety, gun and ammunition care, rules and range procedures, and learning how to properly use equipment for each sport.</td>
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<tr>
<td>PE 123</td>
<td>Horseback Riding I</td>
<td>1</td>
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<td></td>
<td>An activity class designed to introduce the student to horseback riding. Emphasis is placed upon basic skills of horsemanship, rules of safety and the care of horses. (Lab fee)</td>
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<tr>
<td>PE 124</td>
<td>Horseback Riding II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of Horseback Riding I. (Lab fee)</td>
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<tr>
<td>PE 201</td>
<td>Golf II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of Golf I.</td>
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<tr>
<td>PE 202</td>
<td>Tennis II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of Tennis I.</td>
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<tr>
<td>PE 204</td>
<td>Varsity Sports II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Second season participation of Varsity Sports.</td>
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<tr>
<td>PE 206</td>
<td>Weight Training II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>A continuation of Weight Training I.</td>
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<tr>
<td>PE 207</td>
<td>Aerobics II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of Aerobics I.</td>
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<tr>
<td>PE 208</td>
<td>Volleyball II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of Volleyball I.</td>
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<tr>
<td>PE 211</td>
<td>Bowling II</td>
<td>1</td>
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<tr>
<td></td>
<td>A continuation of Bowling I.</td>
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</tbody>
</table>
PE 215  Team Sports II  1 credit
A activity course designed to teach scoring, proper technique, rules and strategy for basketball, volleyball and team handball.

PE 216  Karate II  1 credit
A continuation of Karate I.

PE 220  Introduction to Recreation  3 credits
An introductory course designed to provide an analysis of the total field of recreation and leisure. The course includes description of its current scope and organizational practices; as well as the historical, sociological, psychological, philosophical and economic aspects of recreation and leisure.

PE 225  Introduction to Sport Psychology  3 credits
Study of physical, affective, and cognitive behaviors associated with participation in sport or exercise. Exploration of the psychological makeup of sport participants; explanation of psychological factors influencing involvement and performance in sport. Provides skills and knowledge about sport and exercise psychology applicable to everyday life.

PE 230  Recreation Development  3 credits
This course is designed to give the student an overview of the principles of program planning and roles of the leader, administrator and community in program planning. Special considerations or programs are necessitated by various recreational settings, short-term seasonal, and year-round program planning.

PE 240  Techniques of Recreation Leadership  3 credits
This course is designed to develop student competencies in the area of recreation leadership. The course will emphasize a theoretical understanding of leadership principles and techniques and will provide opportunities for practical application of these principles.

PE 250  Recreation Internship  3 credits
The recreation internship is designed to provide the student with practical, on-the-job training in the recreation field. The internship will include 150 contact hours by the student.

PE 260  Foundations of Physical Education  3 credits
A study of the field of physical education/health, its foundational principles, aims, objectives, contributions, future directions, problems and career possibilities.

Philosophy

PH 101  Ethics  3 credits
This course examines the major theories of value and moral obligation, and how they illuminate such contemporary issues as abortion, euthanasia, sexual morality, discrimination, medical ethics, privacy, individual freedom, violence and war. Humanities credit.

PH 102  Introduction to Philosophy  3 credits
This study of philosophy will expose the student to critical thinking and help in the understanding of such fundamental questions as these: How do we know? (epistemology); What is real? (metaphysics); and What is of value? (axiology). Readings from the major philosophers are included. Humanities credit.
Political Science

**PL 105  Missouri Constitution  1 credit**
A survey of the history and content of the Missouri Constitution, its similarities and differences with the federal constitution, and its relevance today. Not open to students with credit for HI 103, PL 216 or any other course that covered instruction in Missouri State Constitution.

**PL 116  State and Local Government  3 credits**
A survey of the political forces which shape policy outcomes in states and local communities. Because of its impact on all levels of government, Federalism is treated in considerable detail. The question of who should provide leadership and the explorations of the roles of state legislatures, governors and judges, and the several variations, also are treated.

**PL 216  National Government  3 credits**
A basic introductory course to acquaint the student with the workings of the national government and the political system which bolsters it. Emphasis is placed on governmental structure, using the historical approach to answer the questions as to why the United States system has developed in the manner that it has. The Constitution is dealt with in detail as the source of governmental power (Meets the Constitutional Requirements). PREREQUISITE: Appropriate score on ACT, ASSET, Compass or SAT, or successful completion of DS 015.

Pharmacy Technician

**PM 101  Pharmacy Calculations  3 credits**
Accuracy in calculation is essential to safe pharmaceutical practice. This course will help broaden a student’s knowledge in pharmacy calculations thus allowing them to provide assistance to pharmacists. You will master accurate computation in dispensing, pricing, systems of measure, introduction to compounding (focuses on the art of making and preparing medication) and parenteral products as they apply in pharmacy. Study focus is on core concepts and the foundation of what every pharmacy technician needs to know to ensure safe medication administration. Mathematics skills, critical thinking, therapeutic communications in community-based healthcare system are included.

**PM 105  Pharmacy Practice I  4 credits**
You will be introduced to the role of pharmacy, the pharmacist and the pharmacy technician in the healthcare delivery system. The course incorporates the history of pharmacy practice, law & ethics, terminology, routes, dosage formulations, Anatomy & Physiology, medications and operations of community based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multidisciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. Lecture and laboratory.

**PM 205  Pharmacy Practice II  4 credits**
This course is a continuation of Pharmacy Practice I (PM105). It builds on prior knowledge. The course incorporates sterile product preparation, aseptic technique, required equipment, TPN, chemotherapy, quality control and assurance and compounding mixtures and dilutions. Lecture and laboratory. PREREQUISITE: PM 101 & PM 105.
**PM 220 Pharmacy Technician Internship**  
4 credits
This course teaches the Pharmacy Technician student the principles and importance of pharmacy technician procedures; accurate computation in dispensing, pricing, systems of measure, compounding mixtures and solutions, preparing parenteral products, aseptic techniques, law & ethics and operations of community based and institutional pharmacies.

The internship is to provide the student with real-life experiences with an opportunity to practice learned theory and clinical skills. Students will work under supervision at the internship site. The benefits to the students include the opportunity to practice learned theoretical and clinical skills, by being exposed to different situations and to have the opportunity to demonstrate (at their internship site) their abilities, which could lead to future employment.

During the 90 hours of the internship, your relationship with other professionals and consumers of services in hospitals and the community will be emphasized. 
PREREQUISITE: PM 101, PM 105; pre or corequisite PM 205.

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**Physical Science**

NOTE: For other physical science courses, see course descriptions under Chemistry (CH). Physical Science and Math courses require placement scores that must be less than two years old.

**PS 101 Introduction to the Physical Sciences**  
4 credits
A survey course for non-science majors introducing the important concepts that govern the fields of physics, chemistry, meteorology, geology and astronomy. The impact of these sciences on the environment and human activities will also be considered. This course satisfies the general education physical science requirement. Lecture and laboratory. PREREQUISITE: DS 049 or equivalent. (Lab fee)

**PS 104 Special Topics in Physical Science**  
1-3 credits
Independent study on a current topic in the physical sciences as demand warrants. Credit hours determined by the number of in class contact hours and any activities assigned outside the classroom appropriate to content.

**PS 108 Introduction to Physics**  
4 credits
A course in physics surveying the fundamental concepts of mechanics, waves, electricity, magnetism and optics. Does not meet general education physical science requirement. Lecture and laboratory. PREREQUISITE: DS 049. (Lab fee)

**PS 120 Introduction to Astronomy**  
3 credits
This course is a one-semester introduction to astronomy covering Earth-sky relationships, an overview of the Solar System, the Sun, the stars, our Galaxy, other galaxies, the large-scale structure of the Universe, and cosmology. This course does not meet the general education physical sciences requirement.

**PS 185 College Physics I**  
4 credits
A rigorous non-calculus introductory physics course primarily for students majoring in the life and environmental sciences and science education. A classical treatment of Newtonian mechanics, fluids, heat and thermodynamics. This course satisfies the general education physical science requirement. Lecture and laboratory. PREREQUISITE: MT 148 or both MT 122 and MT 132. (Lab fee)
PS 186  College Physics II  4 credits
A continuation of College Physics I. Topics to be covered include sound and waves, electricity, magnetism, optics, and topics in modern physics as time permits. Lecture and laboratory. PREREQUISITE: PS 185. (Lab fee)

PS 210  General Physics I  5 credits
Calculus-based physics designed for those students majoring in Chemistry, Physics or Engineering. The fundamental principles and theories of classical physics topics including kinematics, dynamics, statics, fluids, oscillations, wave mechanics and thermodynamics, based on calculus and vector manipulations. A laboratory course is included to emphasize and reinforce the principles and theories. PREREQUISITE: MT 150 and corequisite: MT 250.

PS 212  General Physics II  5 credits
Continuation of General Physics I (PS 210). The fundamental principles and theories of classical physics topics including, electricity, electrostatics, elementary circuits, magnetism, electromagnetic phenomena, optics and modern physics, based on calculus and vector manipulations. A laboratory course is included to emphasize and reinforce the principles and theories. PREREQUISITE: PS 210, MT 150 and MT 250.

Psychology

PY 121  General Psychology  3 credits
A survey course dealing with the basic facts and principles of human behavior, providing an understanding of why and how people think and act as they do, emphasizing the manner in which the environment influences people.

PY 214  Social Psychology  3 credits
This course can be applied to either the sociology or psychology requirement. The course considers individual behavior in relation to society and includes theoretical foundations, socialization, social cognition, group dynamics and leadership. PREREQUISITE: PY 121 or SO 107.

PY 219  Adult Development and Aging  2 credits
This course focuses on the physiological, cognitive, personality and psychosocial development of middle and late adulthood. Emphasis is placed on the problems and concerns of aging, such as, interpersonal relations, retirement, the economy, psychopathology, and death and dying. PREREQUISITE: PY 121.

PY 220  Psychology of Supervision  3 credits
This is a basic course in psychological principles, as they apply to industrial supervision. The areas covered in the course will include motivation, conflict resolution, team building, interpersonal communication, leadership skills, ethical behavior and cross-cultural diversity.

PY 225  Child Psychology  3 credits
Psychological basis of child growth and development, with emphasis on the emotional, mental, physical and social needs of childhood including an analysis of the factors in the home, school and community which influence behavior and personality. PREREQUISITE: PY 121.

PY 226  Adolescent Psychology  3 credits
A course focused on physical, intellectual and emotional changes that occur during adolescence. Included is an examination of the unique problems and risks involved
as the adolescent develops personal values, behavior patterns, sexuality and morality.
PREREQUISITE: PY 121.

**PY 230 Abnormal Psychology** 3 credits
A descriptive course detailing the etiology, prevalence and types of psychological disorders. Topics include theoretical models and behavioral abnormalities, neurosis, psychosis, personality disorders, organic dysfunctions and types of psychotherapy. PREREQUISITE: PY 121.

**PY 233 Human Growth & Development** 3 credits
A study of human development across the life span. The focus is on clearly-defined stages of life, each with its own unique problems, concerns and solutions. The history, research methods, theories, technology and terminology related to the study of human development are discussed. PREREQUISITE: PY 121.

**PY 235 Independent Research in Psychology** 1-3 credits
Research on selected topics or problems, on an individual conference basis. Students may opt to present their research at regional or national conventions. This course may be repeated for one additional credit hour. PREREQUISITES: PY 121, EN 102 and consent of instructor.

**PY 245 Advanced General Psychology** 3 credits
This course is a survey of the field of scientific psychology, emphasizing the methods used in conducting research and in data analysis. The purpose is to give students a scholarly framework with which to view psychology as a biological and social science. Recommended for second year students. PREREQUISITE: PY 121

### Religion

**RL 101 Introduction to Religion** 3 credits
This course introduces the student to the richness and variety of religious expressions around the world. Further, the student will be introduced to the theology and practices of the religions studied. The student will have an opportunity to analyze and compare religious systems. The student will be prepared to better understand contemporary religious issues and conflicts. Humanities credit.

### Social Science

**SO 107 General Sociology** 3 credits
A survey course concerned with the study of human relationships in groups and of the structures and organizations that develop within human society. Emphasis is placed on various social phenomena and the theories which attempt to explain them.

**SO 118 Special Topics in Social Science** 3 credits
Varied topics.

**SO 201 Marriage and the Family** 3 credits
This course is designed to represent an analysis of the institution of the family and to provide an opportunity for the student to objectively study such basic phenomena as courtship patterns, marriage forms and socialization techniques.
SO 202 Parenting Today 1 credit
A self-study course designed to allow students to read and write about a variety of issues today’s families face, including divorce, discipline, scheduling, safety and toilet training. Students will develop comprehensive, critical analysis, and parenting skills. (Pass/Fail)

SO 210 Social Problems 3 credits
This course discusses social problems such as violence, gender inequality, education and environment. It examines how social structure and culture of society contribute to social problems and their consequences. This course develops an understanding of the social forces that contribute to these problems, which leads to designing strategies for action. PREREQUISITE: SO 107.

SO 230 People & Cultures of the World 3 credits
A course to give an American look at the anthropological study of world cultures. Cultural metaphors will be used as a method for understanding the cultural mind-set of a nation, a cluster of nations, and even a continent to quickly understand what members of a culture consider important. General types of cultures such as authority ranking, equality matching, market pricing, cleft, and torn. Cultural characteristics including religion, politics, gender, language, food, and history of the countries will also be examined.

SO 231 Experiencing Culture 1 credit
This course is designed to allow students to read about a variety of issues in another culture and then experience the culture by traveling to the selected country. The course will give students skills involving relating with cultures other than their own. PREREQUISITE or COREQUISITE: SO 230

SO 250 Introduction to Social Work 4 credits
Introduction to Social Work provides students with an overview of professional social work practice including its history, philosophy, ethics, values, methods and fields of practice. Forty hours of volunteer experience required in an area human service agency. PREREQUISITES: PY 121 or SO 107 or instructor approval.

SO 298 Deviant Behavior 3 credits
A course to look at the problems of breaking norms set by culture and society. Through this examination, students will explore several sociological theories behind crimes and other deviant behaviors. Some topics include domestic violence, mental illness, drug and alcohol usage, organized crime, sexual crimes, suicide and other deviant acts found in American society today. PREREQUISITE: SO 107

Speech

SP 150 Studies in Communication 1-3 credits
A special topics course in communication which may include interpersonal communication, nonverbal communication, advanced oral interpretation, theatre practice or forensics. The subtitle on the schedule of courses for a particular semester indicates specific content. Credit varies from one to three hours. The course may be repeated if the content changes.

SP 175 Speech Communications 3 credits
Learn how to better think and act as a public speaker by preparing the presenting speeches. Application of content and self assessment are principle learning strategies in this introductory course. The message-creation process stresses thinking broadly
and deeply about the subject. The delivery approach emphasizes interactive skills and attitudes. Meets general education requirement.

**SP 176  Oral Interpretation  3 credits**  
Study and oral reading of prose, drama and poetry. Performances for audiences beyond the classroom provide practical experience. Understanding literature and developing self-confidence are important aspects of the course.

## Theatre

**TH 111  Introduction to Theatre  3 credits**  
A study of the interrelated roles contributing to the creation of a play: playwright, actor, director, designers and technicians. Examination of the history of theatre is a major component of the course. Humanities credit.

**TH 113  Beginning Acting  2 credits**  
Introduction to fundamentals necessary for the actor and an approach to creating a character. Improvisational exercises and short scenes enable students to experience the basics of the craft.

**TH 201  Theatre Participation  1-3 credits**  
Exploration of one or more aspects of theatre (acting, directing, design, etc.) in a workshop environment. Participants may also satisfy requirements by working on a production. Hours are arranged; requires permission of the instructor.

## Welding Technology

**WT120  Gas Metal Arc Welding  3 credits**  
Course begins with an introduction to general shop safety, welding symbols, and the Gas Metal Arc Welding (GMAW) process then moves to each of the following practices: Weld print reading, GMAW safety, GMAW equipment, GMAW procedures, GMAW applications. Subjects covered include the various shielding gases associated with GMAW, Weld joint configuration, and the flat, horizontal, vertical, and overhead positions. The weld certification tests will be administered at the end of the course, in accordance with American Welding Society (AWS) D1.1.

**WT130  Flux Cored Arc Welding  3 credits**  
Introduction to general shop safety and the Flux Cored Arc Welding (FCAW) process. The following practices are covered: FCAW safety and advantages, FCAW equipment, FCAW power sources, FCAW procedures, and FCAW applications. In addition, the course covers the various FCAW electrode classifications and the difference between Flux Cored Arc Welding Gas (FCAW-G) shielded and Flux Cored Arc Welding Self (FCAW-S) shielded. Weld joint configurations taught are the flat, horizontal, vertical and overhead positions. The weld certification tests will be administered at the end of the course, in accordance with the American Welding Society (AWS) D1.1.

**WT140  Shielded Metal Arc Welding  3 credits**  
The following practices are covered: SMAW safety, SMAW equipment, SMAW procedures, and SMAW applications. In addition, the various shielded electrodes associated with SMAW and their use with different materials is covered. Weld joint configurations taught are the flat, horizontal, vertical, and overhead positions. The weld certification tests will be administered at the end of the course, in accordance with the American Welding Society (AWS) D1.1.
WT150  Gas Tungsten Arc Welding  3 credits
Introduction to general shop safety and the Gas Tungsten Arc Welding (GTAW) process. The following practices are covered: GTAW safety, GTAW equipment, GTAW procedures, and GTAW applications. In addition the course covers the various shielding gases associated with GTAW and the electrical polarities GTAW uses for steel, stainless steel, aluminum, and alloys. Course includes instruction in proper electrode classifications to use for various metals. Weld joint configurations taught are the flat, horizontal, vertical, and overhead positions. Weld performance tests, associated with the GTAW process, will be administered at the end of the course.

WT 230 Print Reading for Welders  3 credits
This course will help students develop the skills needed to interpret all types of working sketches and prints. Other topics covered include pipe welding symbols, metric and dual dimensioning, bills of materials, ISO for welding, and first and third angle orthographic projection.
NCMC Welcomes You!
We hope you enjoy this Student Handbook. Please stop by any of our offices if you have questions. We are here to help you succeed!

Dr. Kristen Alley, Dean of Student Services, 660-359-3948, ext. 1400

Have Fun, Stay Informed
Life at NCMC should be more than just classes, studying and books! Extracurricular activities can enhance your college experience and resume.

Make your mark at NCMC by getting involved!

Ag Club-PAS
Ambassadors
Baptist Student Union
Delta Epsilon Chi
Fellowship of Christian Athletes
Intercollegiate Baseball
Intercollegiate Basketball
NCMC Players
Intercollegiate Fast Pitch Softball
Phi Mu Epsilon
Phi Beta Lambda
Phi Theta Kappa
Pre Med Club
Residence Hall Assoc.
Psych/Sociology Club
Student MO State Teachers Assoc.
Student Nurses ADN Assoc.
Student Practical Nurses Assoc.

Services For Students
OFFICE Phone (660) 359-3948 or NCMC’s Website www.ncmissouri.edu

DEANS
Allied Health (Geyer Hall) 1310
Instruction (Geyer Hall) 1329
Student Services (Alexander Student Center) 1400
ACADEMIC RESOURCE CENTER (Barnes Hall) 1334
ADMISSIONS (Alexander Student Center) 1410
ADVISING (Alexander Student Center) 1418
ATHLETIC DIRECTOR (Ketcham Community Center) 1409
BOOKSTORE (Main Street Building) 1506
CAREER SERVICES (Alexander Student Center) 1407
CASHIER’S OFFICE (Alexander Student Center) 1513/1508
COMPUTER ACCESS (Barnes, Freeman & Hoffman Halls & Library) 1311
COMPUTER HELP DESK 1214
DEFAULT PREVENTION & LOAN ADVISING (Alexander Student Center) 1513
FINANCIAL SERVICES (Alexander Student Center) 1513
FOOD SERVICE
Dining Hall (lower level of Selby Hall) 1248
Cross Hall Coffee Shop 1663
KETCHAM COMMUNITY CENTER 1450
LIBRARY (Geyer Hall) 1335
REGISTRAR (Alexander Student Center) 1206
RESIDENCE LIFE (Ellsworth & Selby) 1412
STUDENT BILLING & CARDS (Frey Administrative Center) 1508
STUDENT SUPPORT SERVICES (Barnes Hall) 1332
Statement Of Mission
NCMC—WHERE LIFE-LONG LEARNERS EMERGE! The mission of NCMC is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, progressive curriculum and services delivered by a caring, competent staff in a safe, technology-rich learning environment.

Statement Of Ethics
As representatives of North Central Missouri College, we share the responsibility to conduct ourselves with integrity, to act in a fair, consistent, and equitable manner. We value the potential of individuals, care about their success and recognize the need for openness and reliability in what we say and do. We are committed to addressing issues in a forthright and professional manner and to separating people from issues as we engage people in problem solving without prejudice.

As representatives of North Central Missouri College, we are committed to personal and academic excellence in all that we do and to adhere to the principles of ethical behavior established in this statement. The conduct of each member of North Central Missouri College is expected to be consistent and comply with the principles contained in this statement and with the Board of Trustees Manual. We expect each employee to model the responsibility and integrity within the college community and will never tolerate demeaning or endangering behaviors. All members of North Central Missouri College are expected to engage in the following:

• Practice personal and academic integrity;
• Respect the dignity of all persons;
• Respect the right and property of others;
• Discourage bigotry, learn from diverse differences in people, ideas, and opinions;
• Demonstrate concern for others, their feelings and their need for conditions which support their work and development;
• Refrain from and discourage behaviors which threaten freedom and respect all NCMC community members deserve;
• Accommodate students regardless of socioeconomic circumstances

Student Code Of Conduct

I. General Policy

North Central Missouri College is a community of learners. The College is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state and College regulations.

The College distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students, both on campus and off campus, is ordinarily of College concern when: (a) the conduct interferes with the College’s responsibility for ensuring members of the College full and equal opportunity to obtain their educational objectives or (b) the conduct interferes with the College’s responsibility to protect the health, safety and general welfare of persons in the college community, to protect property, to maintain the ordinary rules of good conduct and to sponsor non-classroom activities.
The Vice President of Instruction and Student Services, Dean of Student Services, Dean of Allied Health, and Dean of Instruction, through authority delegated by the President of the College, have the responsibility and authority to protect the College’s educational purpose and objectives through the establishment of a Student Conduct System. The system incorporates procedural safe-guards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term “student” includes all persons taking courses at North Central Missouri College, both full-time and part-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College. This includes persons who are not officially enrolled for a particular term, but who have a continuing or established academic relationship with the College.

II. Offenses

Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary sanctions. Acts of misconduct include, but are not limited to:

A. Academic Misconduct (Dean of Instruction’s Office/Dean of Allied Health’s Office).

Conduct involving academic matters that is fraudulent, dishonest, or deceptive is strictly prohibited.

1. Cheating includes, but is not limited to, giving or receiving unauthorized assistance in taking quizzes or examinations; using inappropriate or unallowable sources during an examination or in preparing course assignments; obtaining or distributing tests or other academic information without permission; or falsifying data or any official college record. See also Instructor’s syllabus.

2. Plagiarism includes, but is not limited to, using by direct quotation or paraphrase the words or material of another person without properly crediting the author; presenting ideas or creations of another as one’s own without consent or appropriate attribution.

3. Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

B. Non-Academic Misconduct (Dean of Student Services’ Office)

1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College; or withholding of necessary information in connection with a student’s record or status.

2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.

3. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, cyber bullying, or other conduct which threatens or endangers that person's emotional, mental, or physical well-being.
4. Criminal sexual behavior, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person’s will and/or engaging in such behavior with a person.

5. Theft of or willful destruction, damage or misuse of any College property or that of any person on the campus. This includes theft, misuse or alteration of computer or other electronic services offered by or owned by the College.

6. Disruptive/disorderly conduct. Disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.

7. Possession, consumption, public intoxication or distribution of alcoholic beverages is strictly prohibited on all College property or at any college-sponsored student activity. This includes possession of alcoholic beverage containers.

8. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.

9. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.

10. Unauthorized possession, duplication or use of keys to any College facility or unauthorized use of or entry into any College facility.

11. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on College property; or setting any fire on College property.

12. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.

13. Failure to heed an administrative summons.

14. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.

15. Assisting anyone in the commission of any acts in this section.

III. Sanctions

A. Warning

A written or oral notice, which cautions the student that further behavior of the same or similar type shall be cause for disciplinary action by the College.

B. Probation

A written reprimand for violation of specified regulations. Probation is for a specific period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

C. Restriction

The withdrawal of specified privileges for a definite period of time. Restrictions may include, but are not limited to, campus housing, dining services, computer labs, recreational facilities, college events or activities, parking areas, etc.
D. Restitution
A payment for financial injury in cases involving theft, destruction of property or deception.

E. Fines/Fees
A payment for any substance abuse violation or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.

F. Discretionary Sanctions
Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.

G. Grade Reduction
In academic misconduct cases, faculty may reduce class grades for tests or assignments as part of the imposed sanctions.

H. Suspension
The President or designee may at any time temporarily suspend or deny readmission to a student pending a formal hearing when the President or designee believes that the presence of a student on campus poses a danger to the health, safety or welfare of any member of the College community, including themselves; or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction.

I. Expulsion
The involuntary and permanent separation of the student from the College.

IV. Disciplinary Administration

A. Academic Misconduct (Dean of Instruction’s/Dean of Allied Health’s Office)
The Dean of Instruction or Dean of Allied Health is the primary officer for academic misconduct cases. The process for appeal is as follows:

1. Student meets with their instructor;
2. Student appeals to appropriate dean;
3. Student appeals to Vice President of Instruction/Student Services;
4. Student appeals to Student Appeals Committee;
5. Student makes final appeal to College President.

The Dean of Instruction/Dean of Allied Health is the administrative officer in cases of academic misconduct. Grade appeals follow a different procedure, which is outlined in the “Grade Appeals” section. Each instructor is assigned jurisdiction for class conduct and grades. Charges of academic misconduct should follow one of these options:

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student’s right to appeal, in writing, to the Dean of Instruction/Dean of Allied Health within
ten (10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Allied Health.

2. Submit a written appeal to the Dean of Instruction/Dean of Allied Health for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the charges are true. The Dean of Instruction/Dean of Allied Health shall provide a timely, written notice to the student of the decision and penalties imposed.

3. Subsequent appeals should follow the procedures outlined in C, “Appeals for both Academic and Non-Academic Misconduct”

B. Non-Academic Misconduct (Dean of Student Services’ Office)

The Dean of Student Services, or designee, is the primary officer for non-academic misconduct cases. The process for appeal is as follows:

1. Dean of Student Services, or designee conducts hearing;
2. Student may appeal to Vice-President of Instruction/Student Services;
3. Student may appeal to Student Appeals Committee;
4. Student may make final appeal to College President.

The Dean of Student Services, or designee, is the administrative officer/hearing officer in cases of nonacademic misconduct.

1. Notice of the Hearing–Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Services, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least ten (10) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:
   a. Date, time, place and nature of the hearing.
   b. The particular sections of this Student Code of Conduct involved.
   c. The fact that the student is entitled to an advisor of his/her choice.
   d. That the Student may inspect all documentary evidence that will be presented against him/her.

2. Hearing Procedures–The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Services, or designee,
at least three (3) business days before the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: The hearing process is not a court of law. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.

3. Findings and Decision–The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.

4. Hearings by Mail–The Dean of Student Services or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Services, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution’s operation. If the student fails to cease and desist from such activity, the Dean of Student Services, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing.

Appeals should follow the procedures outlined in C, “Appeals for both Academic and Non-Academic Misconduct”

C. Appeals for both Academic and Non-Academic Misconduct

1. Appeal to the Vice President of Instruction & Student Services–The student may appeal the initial hearing officer’s decision to the Vice President of Instruction & Student Services by filing a written notice of appeal with the Vice President of Instruction & Student Services’ Office within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Instruction & Student Services shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or appropriate Dean to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered.
2. Appeal to the Student Appeals Committee–The student may appeal the Vice President’s decision to the Student Appeals Committee by filing a written notice of appeal to the Vice President of Instruction & Student Services, who will call the Committee together. The Committee shall have jurisdiction and authority to determine cause and recommend sanctions for all appeals referred to it by the Vice President of Instruction & Student Services. Membership shall consist of one student from Student Senate, one faculty member from the Student Concerns Committee, one member from the AMP group and a Chair appointed by the Vice President of Instruction & Student Services. The Chair will facilitate discussion, but will not cast a vote. A simple majority is sufficient to decide the issue. If any member of the Committee feels that his/her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the member shall dismiss him/herself and an appropriate replacement shall be made by the Vice President of Instruction & Student Services.

a. Appeals Notice–A student shall be sent written notice of an appeals hearing by certified mail or personal delivery at least ten (10) business days prior to the date of the hearing.

b. Appeals Hearing Procedures–The student and the primary administrative officer/faculty member, if applicable, shall be afforded the opportunity to present evidence and argument on all issues involved. The following process shall apply in all appeals hearings before the Student Appeals Committee:

(1) Unless otherwise determined by the Student Appeals Committee, testimony shall be submitted in the following order: opening remarks by the Chair outlining the general nature of the case, how the proceeding will take place, and a verbal reading of the written report; testimony of the primary administrative officer/faculty member, if applicable; any other testimony submitted in support of the charges including witnesses; testimony by the student including witnesses; rebuttal testimony in support of the charges; rebuttal testimony submitted by the accused; and closing arguments.

(2) Any oral or documentary evidence may be presented.

(3) Members of the Committee are entitled to ask questions of any participant in the hearing at any time. The student and the primary administrative officer/faculty member are entitled to question witnesses as directed by the Chair. Procedural questions and points of order are to be addressed to the Chair.

(4) Rules of common courtesy and decency shall be observed at all times.

(5) The standard of proof for the College shall be “substantial evidence,” i.e., whether it is reasonable to conclude from evidence submitted that the student did commit the violation(s) for which he/she was charged.

The student and the primary administrative officer/faculty member are expected to be present at the hearing. If the student and/or the primary administrative officer/faculty member are not present, the Committee may choose to proceed with the hearing, if its members are satisfied that the student has been given notice of the hearing as provided for in this code; or the committee may choose
to let the initial hearing prevail and dispense with a hearing. All hearings shall be closed.

A written or tape recorded record of the hearing shall be the responsibility of the College.

c. Committee Recommendations—After hearing the appeal, the Committee shall make its findings and determinations in executive session out of the presence of the primary administrative officer/faculty member and the student charged. The Committee may decide as follows:

(1) No cause for disciplinary action: No violation of this conduct code has been proven. In this case, no sanction may be imposed upon the student.

(2) Cause for disciplinary action: There is substantial evidence that a violation of the conduct code has occurred. The Committee may recommend new or additional sanctions provided for in this code and/or uphold the initial decision of the administrative/hearing officer/faculty member and their sanctions.

(3) No cause for disciplinary action, which results in a grade change for the student. In this instance, the upheld appeal will be remanded to the Dean of Instruction/Allied Health to determine the final grade. The respective Dean will prepare a Change of Grade Form and submit it to the Registrar. The stated reason for the change of grade will be “the recommendation of the Student Appeals Committee.”

Within ten (10) business days, the Committee shall provide its findings and recommendations in writing to the respective Dean and the student charged with misconduct.

3. Appeal of the Student Appeals Committee Decision—The student may appeal the Committee’s decision to the College President by filing a written notice of appeal with the President within ten (10) business days after the date of the Committee’s decision has been rendered. The President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, section 2.2.130 for any additional instructions.

4. Status During Appeal—The student’s enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.

D. Records

The Office of the Dean of Student Services is the official custodian of all educational records involving nonacademic misconduct. The Office of the Dean of Instruction and/or Allied Health is the official custodian of all educational records involving academic misconduct.

1. Academic Misconduct Records: Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.
2. Nonacademic Misconduct Records: Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

**Student Cards**

**Pirate Gold Student ID Card**

All students are issued a Pirate Gold Student ID card upon enrollment. The Pirate Gold card serves the following purposes:

- NCMC student ID card
- Library checkouts
- NCMC Bookstore – textbooks charged to Financial Aid

In order for students to use the Pirate Gold OneCard, it will first need to be activated. To activate the card, students should go to [www.onecardgivesback.com/ncmissouri](http://www.onecardgivesback.com/ncmissouri) and click the “Click her to activate” link or call 866-979-9016. There is a $25 replacement fee for lost cards.

**NCMC Discover Debit Card & Refund Options**

NCMC knows students depend on their school funds. That is why we offer both electronic and paper check disbursement options for receiving student refunds. Excess funds from scholarships, state programs, and federal Title IV programs will be disbursed to students via one two options below, which students will select during the NCMC Admissions application process. The selection will be valid for the entire period of enrollment at NCMC, including multiple academic years. If a student would like to change their refund preference in the future, they will need to complete the Student Refund Change Form or contact the NCMC Business Office. Students can also visit the Financial Aid Refund Information webpage for more information regarding the disbursement of refunds.

**OPTION 1: NCMC Discover Debit Card**

- Receive a refund the first day it is available.
- The account gives students “free and clear” access to their funds by offering Direct Deposit, paper check, use of the on-campus ATM, or by using the card anywhere Discover is accepted.
- The most safe, efficient, and secure method and funds are FDIC insured.
- This account is not a credit card. It is a prepaid debit card.
- Additional funds can be added by a student or a parent.

**OPTION 2: Check by Mail**

Receive a paper check from NCMC through the U.S. mail to the permanent mailing address on file with the institution. Please note that it may take 7-14 business days to receive a refund if a student chooses this option. Any credit balance created by a PLUS Loan that is to be refunded to the borrower will be issued via paper check.

**Using Your Cards**

**Printing/Copying Credit:** Students receive a print credit provided each semester by the IT Services department. This credit, applied to the student’s Pirate Gold card, is non-refundable, non-transferable, and does not carry over to the following semester. Students
may add print credit to the card via their online account at www.onecardgivesback.com/ncmissouri.

**Accessing or Transferring Funds**: Students have access to an ATM located in the front lobby of the Ketcham Community Center where both the Pirate Gold and Discover cards may be used to withdraw funds. Students can also access their Pirage Gold account online at www.onecardgivesback.com/ncmissouri or their Discover Card account at www.acceluraid.com/ncmissouri to transfer funds to another bank account or to request a paper check by mail.

**Report a Lost or Stolen Card**: In the event a Pirate Gold card has been lost or stolen, report it immediately to Student Accounts in the Business Office at 660-359-3948, ext. 1508. To report a lost or stolen Discover card, call 866-248-9021.

**Cardholder Agreement**: Students should review the cardholder agreement located online at https://www.onecardgivesback.com/Resources/Documents/NCMC%20CHA%2022SEP2010.pdf.

Pirate Gold Customer Service: 866-979-9016
Discover Customer Service: 866-248-9021

**Emergency Evacuation Procedures**

In the event of a tornado, fire or other emergency, students should follow the emergency procedures outlined for each building. The procedures are prominently posted in each College facility. It is the obligation of each student to be familiar with these procedures.
Server error
Scholastic Standards
To maintain good standing, the student must achieve a grade point average (GPA) corresponding to the total hours attempted as follows:

- 0-14 hours: 1.50 GPA
- 15-29 hours: 1.66 GPA
- 30-44 hours: 1.83 GPA
- 45+ hours: 2.00 GPA

A student falling below these standards is placed on academic probation. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved.

Class Attendance
Students are expected to attend all class sessions of the courses in which they are enrolled. Each instructor may set his or her own policy relative to attendance as it pertains to being permitted to continue in the course and grade received. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully. Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date.

Before withdrawing or stopping attendance in classes, students should be aware of the proper withdrawal procedures and consequences as it relates to their financial aid. Information can be found in the Catalog and Student Handbook and on the website.

North Central Missouri College attendance policies include new federal financial aid regulations that became effective July 1, 2011.

If students fail to attend one or more of their classes, their financial aid may be reduced or canceled.

If students withdraw or stop attending all classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the appropriate Title IV program.

Appeal Procedures
Students have the right to appeal decisions regarding admissions, credits transferred, course withdrawals, residency status, financial aid eligibility, discipline and other areas concerning admissions, registration, transcripts and College policies. See the Academic Catalog for guidelines or contact the Dean of Student Services.

Non-Discrimination Policy
NCMC is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, ancestry, gender identity or expression, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, other applicable statutes and college policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited.

Inquiries concerning these statutes and non-discrimination policies should be referred to the college president, Dr. Neil Nuttall, Frey Building, 1213 Mabel Street, phone extension 1200, or nnuttall@mail.ncmissouri.edu.
Involuntary Administrative Withdrawal
A student may be subject to involuntary administrative withdrawal from the College or from College housing if it is determined that the student:

a. engages in or threatens to engage in behavior that poses a danger of causing physical harm to self or others, or

b. engages or threatens to engage in behavior that would cause significant property damage or directly and substantially impedes the lawful activity of others engaged in pursuits relating to the mission of the institution.

These standards do not preclude removal from College housing in accordance with the residence hall occupancy agreement or other College rules and regulations.

Immunization Recommendations
North Central Missouri College encourages all college students to follow the American College Health Association recommendations for immunization, which can be found at www.acha.org. We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. Students living on-campus are required by Missouri State Law to be informed about meningococcal disease and the benefits of vaccination.

Crime Awareness & Campus Security Report
The security of all members of the campus community is of vital concern to North Central Missouri College. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security, campus disciplinary procedures, and campus crime statistics for the most recent three-year period can be found online at http://www.ncmissouri.edu under Services/Public Safety Report or may be requested from the Dean of Student Services, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-3948, Ext. 1400.

Prohibition of Harassment
Harassment is prohibited, whether on the basis of race, color, religion, sex, national origin, age, physical handicap, marital status or veteran status. Harassment is defined as conduct that unreasonably interferes with an employee or student’s status or performance by creating an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Any student believing that he or she has been aggrieved may bring a complaint under this procedure to the Dean of Student Services. Copies of the College’s Sexual Harassment policy are available from Student Services.

Drug Policy
The manufacture, distribution, sale, possession or use of marijuana, narcotics, controlled substances, intoxication substances including alcohol, or dangerous drugs on campus or at college-approved events off campus is strictly prohibited. Disciplinary sanctions for students found responsible through institutional disciplinary procedures or convicted of an offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs will face disciplinary sanctions, which may include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution.
**Alcoholic Beverages**
Students are expected to comply with local and state laws pertaining to alcoholic beverages. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. The manufacture, distribution, sale, possession, use or transportation of alcoholic beverages by any student on campus or at college-approved events off campus shall be strictly prohibited. No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college-approved event off campus.

**Tobacco Usage**
Tobacco usage is prohibited at NCMC.

**Enforcement of Tobacco Usage Policy**
1. The monitoring and enforcement of tobacco usage regulations are the responsibility of every employee, faculty member and student. It will be the responsibility of every employee, faculty member and student to politely bring this tobacco usage policy to the attention of persons observed violating the regulations.
2. Faculty, staff and students refusing to abide by these policies should be reported to their Dean or immediate supervisor for appropriate action. Anyone violating this policy shall be subject to the applicable disciplinary procedures as stated in the Faculty, Student and Classified Employees Regulations.
3. Visitors in violation of this policy should be politely informed of this fact; if they persist, they may be reported to an appropriate official.

**Firearms**
Except for licensed/accredited police officers, no person shall possess or carry any firearm, visible or concealed, on College property (including college buildings, grounds, leased or owned by the College, College athletic fields, and parking lots, or in any College van or vehicle, or at College-sponsored activities. Firearms for use in artistic expression, academic endeavors, ceremonial purposes, or other purposes related to the College’s mission may be allowed with prior approval by the College President.

**Hazing**
Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation of admission into a registered College organization shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

College registered student organizations are prohibited from hazing in any form both on and off campus. Every student organization must include the Hazing Policy in its constitution. Any violation of this policy should be reported to the Dean of Student Services.
Parking Regulations
The College has several parking lots for students, faculty and staff. Space available in the College parking lots is limited and is provided on a first-come, first-served basis. In order to operate efficiently, these regulations are observed and enforced:

1. Only vehicles displaying special handicapped status license plates or tags may be parked in areas reserved for handicapped persons.
2. Do not park in driveways or turn rows.
3. Illegally parked vehicles on public property are subject to ticketing and towing. On campus, vehicles found improperly parked or abandoned are subject to towing and restriction from campus, if repeated offenses occur. Parking tickets are to be paid in the Cashier Office in the Alexander Student Center.

Electronic Information Systems Use Policy
It is the policy of North Central Missouri College to maintain access to local, national, and international sources of information and provide an atmosphere that encourages free exchange of ideas and promote learning. Use of the College’s electronic information systems is a privilege and not a right. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and comply with all relevant laws, College policies and procedures, and contractual agreements.

Network Definition
The College network is defined to include any and all computer and electronic based communication facilities (voice, data, and video) and/or equipment which are owned or operated under the supervision of North Central Missouri College

Criminal or Illegal Acts
Electronic information systems of the College, which include hardware, software, and network environment, shall not be used for illegal or criminal activities. Such activities may involve, but are not limited to, unauthorized access, intentional corruption or misuse of resources, theft, defamation, obscenity, pornography, child pornography, and harassment based upon ethnicity, disability, age, religion, or sex. The College will cooperate with all branches of law enforcement (local, state, federal, or international) in investigations of a criminal nature by making available transmissions and files within the College’s network.

Copyright Law
North Central Missouri College treats copyright infringement very seriously. It is illegal to violate the copyright law, including downloading or sharing music and videos without permission from the copyright owner. Copyright owners have begun using software to aggressively search for people who are providing copyrighted materials to others over the Internet without the copyright owner’s permission.

Acceptable and Unacceptable Uses
Acceptable and unacceptable uses of College electronic information systems are outlined below. Note: this list is not all inclusive.
Acceptable Uses
• A means for authorized users to have legitimate access to email, network resources, and/or Internet access
• Any use necessary to complete research or coursework assigned to a College employee or student
• Communication for professional development
• Other administrative and/or academic communications or activities in direct support of College projects and missions
• Limited personal use may be allowed when such use meets the following criteria: it does not interfere with College operations, it does not compromise the functioning of the College network and computing resources, it does not interfere with the user’s employment or other obligations to the College, and it does not violate any other laws, regulations, or College policy.

Unacceptable Uses
• Any commercial or for-profit use
• Attempting to gain or gaining unauthorized access to the computer system or files of another
• Including use of another individual’s identification, network, email or other College-based account and/or related passwords
• Any use that causes unauthorized network disruption, system failure, or data corruption
• Any use related to achieving, enabling, or hiding unauthorized access to network resources, College-owned software, or other information belonging to North Central Missouri College
• Unauthorized or excessive personal use
• Use of computing facilities or network resources to send obscene, harassing, abusive, or threatening messages or computer viruses or worms
• Use of all peer to peer file sharing

User Responsibility and Account Ownership
Users may not allow other individuals to use their College-assigned network, email, or other College-based account. Employees and students are individually responsible and accountable for the proper use of their assigned accounts. Users should take proper security measures to ensure the integrity of their accounts and should also report any notice of unauthorized access. All network shares on individual’s computers must be properly password protected. The college will use email to communicate important information, so all users are encouraged to check their email on a regular basis.

Additional Policies
North Central Missouri College is required by contract with MOREnet to abide by and therefore enforce their policies and procedures. For more information about MOREnet’s policies, procedures, and security measures, visit the following website: http://www.more.net/?q=content/service-policies.
User Conduct and Sanctions
Abuse of the College’s electronic information system or violation of any local, state, or federal telecommunication law or regulation, or College policy, is not allowed and may subject the individual to criminal, civil, and institutional penalties and liabilities.

Penalties for violation of college policies including unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted material using the College’s information technology system can include, but not be limited to, loss of all College computer network privileges, probation, suspension from the College, and/or referral to law enforcement for prosecution, including criminal or civil action. Employees can also be subject to termination.

Penalties for violation of federal copyright laws and copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, visit the US Copyright Office at: www.copyright.gov/

Student Organization Compliance
The College has determined that the use of alcohol, marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare and academic achievement of students enrolled in the College. Therefore, all student organizations that are affiliated with, recognized by or which use the facilities under the jurisdiction of the College, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

Any such student organization, which through its officers, agents or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of alcohol, marijuana, controlled substances or other illegal or dangerous drugs at any affair, function or activity of such student organization, social or otherwise, is hereby declared to be in violation of the College regulations and may have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, may be barred from campus for at least one calendar year from the date of determination of guilt. Such organization may also be prohibited from using any property or facilities of the institution for a period of at least one year.

An appeal shall not defer the effective date of the adverse action against the student organization pending the review unless so directed. Organizational discipline does not preclude disciplinary sanctions that may be imposed on an individual.
Student-Faculty Public Expression & Assembly On Campus
The freedoms of speech and assembly guaranteed by the United States and Missouri Constitutions shall be enjoyed by the students and faculty of North Central Missouri College, which respects the opportunity to exercise public expression and assembly. However, such expressions and assemblies cannot interfere with the lawful and academic missions of North Central Missouri College. Questions regarding assembly and expression on the NCMC campus should be directed to the President’s office (Ext 1203).

Student Distribution of Written Materials
Written materials may be distributed by College students on the campus, either individually or as officials of registered student organizations, pursuant to the following regulations.

1. Distributors are subject to the Code of Student Conduct, as well as local, state and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.
3. Materials should be posted on bulletin boards; posting in other locations requires approval of the Office of Student Services. The College reserves the right to remove inappropriate materials.
4. This policy does not apply to officially printed materials of the College.

Selling, Advertising & Soliciting
Only registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the Dean of Student Services in accordance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the Dean of Student Services a description of the proposed project including purpose, schedule of events and financial plans.
2. The student organization must keep accurate financial records and provide to the College, upon request, a full and complete accounting.
3. Fund-raising projects must be conducted in a lawful manner and in compliance with College regulations. State law prohibits raffles and lotteries. Non-college personnel shall not engage in selling, advertising or soliciting on campus unless approved by the President.

Right To Revise & Student Responsibility
NCMC reserves the right to make such changes as deemed necessary in its policies, procedures and regulations including the Student Handbook. The most current policy will be available on the College’s website http://www.ncmissouri.edu. Each student is responsible for the information contained in the handbook. Failure to read the regulations will not be considered a valid reason for noncompliance.
Board Of Trustees

Steve Busch, President 2008 - 2014
Chris Hoffman, Vice President 2010 - 2016
Don Dalrymple 2012 - 2018
Dr. John L. Holcomb 2008 - 2014
Diane Lowrey 2010 - 2016
Robert Maloney 2012 - 2018

NCMC Emeriti

Date Retired

E.D. Geyer, Dean Emeritus, deceased 1989
Louis Pushkarsky, Professor Emeritus, deceased 1989
Tom Brown, Professor Emeritus 1990
Bill Ausmus, Dean Emeritus 1990
C.F. Russell, Counselor Emeritus, deceased 1990
Gean Porter, Dean Emeritus, deceased 1991
Gloria Carpenter, Dean Emeritus 1992
Carolyn Smith, Professor Emeritus, deceased 1995
Phillip Schlarb, Professor/Associate Dean Emeritus 2000
Fred Arthaud, Professor Emeritus 2002
Don Dalrymple, Professor Emeritus 2003
Bill Hinkebein, Professor Emeritus 2003
Bill Oesterling, Professor Emeritus, deceased 2003
Vicki Wheeler, Professor Emeritus, deceased 2006
Jack Smith, Professor Emeritus 2007
Pam Sager, Professor Emeritus 2009
Ginny Wikoff, Counselor Emeritus 2010
Joyce Cutsinger, Professor Emeritus 2012
Marian Goodin, Professor Emeritus 2012
Sharon Barnett, Vice President Emeritus 2013

Administration

Dr. Neil Nuttall, .................................................. President
B.A. Western New Mexico University, M.A. Southwestern Oklahoma State, Ed.D.
University of Oklahoma

Dr. James Gardner ...................... Instruction & Student Services Vice President
B.A. & M.Ed. Drury University, Ph.D. Walden University, Ed.S. Missouri State
University

Tyson Otto .......................... Chief Financial Officer/Director Of Operations
A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A.
Park University

Dr. Kristen Alley .......................... Dean Of Student Services
B.A. University of Nebraska, M.A. & Ed.D. University of Missouri-Columbia

Dr. Jamie Hooyman ....................... Dean Of Instruction
A.A. Trenton Junior College, B.S.Ed. Southwest Missouri State,
M.S.Ed. Northern Illinois University, Ed.D. Oklahoma State University
Janet Vanderpool ........................... Dean Of Allied Health Sciences
A.A.S. (A.D.N.) Trenton Junior College, B.S.N. Northwest Missouri State University,
M.S.N. University of Phoenix

**Full-Time Faculty**

Quentin Albrecht ........................................... History
B.S. Northwest Missouri State University, M.S. William Woods University
Sarah Bird .................................................. Business Management
B.S. University of Tennessee, M.S. Northwest Missouri State University
Stephanie Blaine ........................................ Nursing
B.S.N. Truman State University, M.S.N. Western Governors University
Johannah Baugher ........................................ Education
M.S. Ed. Northwest Missouri State University
Dr. Paul Bruinsma .......................................... Chemistry & Physics
B.S. Purdue University, Ph.D. University of Missouri-Columbia
Megan Cairns ................................................. Physical Education & Athletics
B.A. Evangel University, M.S. Eastern New Mexico University
Beth Caldarello ............................................. Librarian
B.S. Truman State University, M.L.S. University of Central Missouri
Kelly Claycomb .............................................. Nursing
B.S.N. Missouri Western State University, M.S.N. Western Governors University
Cory Cooksey ................................................ Business & Information Technology
B.S. University of Missouri-Rolla, M-IT American InterContinental University
Ronda Copple ................................................. Accounting
A.A.S. North Central Missouri College, B.S. University of Missouri-Columbia, M.S.
William Woods University
Missie Cotton ................................................. Business Technology
B.S., M.S. Ed. Northwest Missouri State University
Linda Cowling ............................................... English
B.A., M.A.T. University of Iowa
Beth Crawford .............................................. Nursing
Diploma Burge School of Nursing, B.S.N. Evangel University, M.Ed. Drury University
Jennifer Croy ................................................. Mathematics & Athletics
B.S. Pittsburg State University, M.S. William Wood University
Amy Guthrie .................................................. English
B.S. & MS Ed.. Truman State University
Maryellen Harman ......................................... History
B.S. & M.S. Ed. Truman State University
Jewell Harris ................................................ Nursing
A.A. North Central Missouri College, B.S.N. Missouri Western State University, M.S.N.
Western Governors University
Kassie Hodge ................................................ Nursing
B.S.N. Missouri Western State University
Callie Hunter ................................................. Nursing
B.S.N. Missouri Western State University
Rustin Jumps ................................................. Agriculture & Natural Resources
B.S. University of Missouri-Columbia; M. Ed., Ed. S. William Woods University
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<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Scott Keith</td>
<td>B.A. University of South Dakota, M.A. University of Northern Colorado</td>
<td>Psychology</td>
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<tr>
<td>Eddie Koenig</td>
<td>A.S., B.S., M.S. University of Central Missouri</td>
<td>Criminal Justice</td>
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<tr>
<td>Brooke McAtee</td>
<td>B.S.N. University of Missouri–Columbia, M.S.N. University of Phoenix</td>
<td>Nursing</td>
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<tr>
<td>Susan Nichols</td>
<td>A.A.S. Iowa Central Community College, B.S.N. Northwest Missouri State University</td>
<td>Nursing</td>
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<tr>
<td>Jim Norris</td>
<td>B.S., M.A. University of Central Missouri</td>
<td>Art</td>
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<tr>
<td>David Nowland</td>
<td>B.S., M.Ed., Ed. S. University of Missouri–Columbia</td>
<td>Agriculture &amp; Natural Resources</td>
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<tr>
<td>Steve Richman</td>
<td>B.A. Graceland College, M.S. William Woods University</td>
<td>Physical Education/Athletic Director</td>
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<tr>
<td>Dennis Sager</td>
<td>A.A. Trenton Junior College, B.S. Northwest Missouri State University, M.Ed. William Woods University</td>
<td>Life Science</td>
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<tr>
<td>Stan Scott</td>
<td>B.S., M.S. University of Missouri-Rolla</td>
<td>Industrial Technology</td>
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<tr>
<td>Melody Shipley</td>
<td>B.A., M.Ed. Mid-America Nazarene University</td>
<td>Developmental Education Coordinator/Mathematics</td>
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<tr>
<td>Korynn Skipper</td>
<td>A.A.S. North Central Missouri College, B.S.N. University of Phoenix, M.S.N. Western Governors University</td>
<td>Nursing</td>
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<tr>
<td>Lynda Snuffer</td>
<td>B.A. &amp; M.A. Central Methodist University</td>
<td>Early Child Development</td>
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<tr>
<td>Dr. Susan Stull</td>
<td>B.S. University of Washington, Ph.D. University of Missouri–Columbia</td>
<td>Life Science</td>
</tr>
<tr>
<td>Lola Swint</td>
<td>B.S. Texas Christian University, B.S., M.S. Colorado State University-Pueblo</td>
<td>Mathematics</td>
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<tr>
<td>Tina Totten</td>
<td>B.S. Missouri Western State University, M.Ed. William Woods University</td>
<td>Academic Resource Center</td>
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<tr>
<td>Tracy Welch</td>
<td>B.S. Missouri Western State University</td>
<td>Mathematics</td>
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<tr>
<td>Tammie Wiebers</td>
<td>B.S., M.S. Northwest Missouri State University</td>
<td>Speech</td>
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<tr>
<td>Johanna Baugher</td>
<td>212</td>
<td>Management &amp; Professional Staff</td>
</tr>
</tbody>
</table>

**Management & Professional Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Barbara Alden</td>
<td>Business Director</td>
<td>A.A. North Central Missouri College, B.S. Missouri Western State University</td>
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<tr>
<td>Anthony Alexander</td>
<td>Online Services Administrator</td>
<td>B.S. Missouri Valley College</td>
<td></td>
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<tr>
<td>Alan Barnett</td>
<td>Chief Information Officer</td>
<td>A.A.S. Northwest Missouri State University, Microsoft M.C.S.E., M.C.P., Comptia’s A+ Certification</td>
<td></td>
</tr>
<tr>
<td>Johanna Baugher</td>
<td>Teacher Education Coordinator</td>
<td>A.A.T. North Central Missouri College, M.S. Ed. Northwest Missouri State University</td>
<td></td>
</tr>
</tbody>
</table>
Linda Brown ................................. Records & Enrollment Director/Registrar
B.S. College Of The Ozarks
Ashlea Buntin .......................... Financial Aid Associate Director
B.S. Columbia College
Tamara Campbell ............................ Database Administrator
A.A.S. Kaplan University
Teresa Cross ................................. Development Director
B.S. Columbia College
Marcie Cutsinger ............................ Trio Programs Director
B.S. Missouri Western State University, M.S.W. University Of Missouri-Columbia
Megan DeWitt ............................ Admissions & Financial Aid Director
B.A. University of Mississippi, M.B.A. University of Missouri-Kansas City
Jeremy Esry ................................. Ketcham Community Center Coordinator/Assistant Coach
A.A. North Central Missouri College, B.S. & M.B.A. Central Methodist University
Linda Flentje ............................... Student Support Services Program Coordinator
B.S. University of Nebraska-Kearney, M.S. University Of Central Missouri
Kristi Harris ................................. Upward Bound Program Coordinator
B.S., M.S. Northwest Missouri State University
Jason Helton ................................. Federal Programs Coordinator
B.A. University Of Missouri-Columbia
Donnie Hillerman ........................ Residential Life Director/Athletics
B.S. Missouri Western State University
Judy Kidd ................................. ARC Learning Specialist & Tutor Coordinator
A.A.S North Central Missouri College, B.A. Graceland University
Sari Larson ................................. Student Support Services Tutor Coordinator
B.S. & B.A. Missouri Western State University
Sarah Maloney ............................. MO Health Wins Grant Administrator
B.S. University of Central Missouri
Cecilia Marsh ............................... Bookstore Director
A.A.S. North Central Missouri College
Karla McCollum ............................. Admissions Associate Director
B.A. Central Methodist University
Tara Noah ................................. Institutional Researcher
B.A. Truman State University
Steve Ockenfels ............................. Ketcham Community Center Director
A.G.S. North Central Missouri College
Margaret Sue Quinn ........................ CTE Recruiter & Retention Specialist
B.S. Missouri State University, M.B.A. William Woods University
Jason Ralls ................................. Database Service Administrator
B.S. Missouri Western State University
Stacey Russell ............................. Student Support Services Academic Advisor
B.S.W. University Of Central Missouri
Lee Ann Searcy ............................. Human Resources Director/Controller
A.A. North Central Missouri College, B.S. Missouri Western State University
Cathy Smith ................................. Upward Bound Academic Advisor
B.S. Missouri Western State University
Shaun Stull ........................................ Network Service Administrator
A.A.S. Linn State Technical College, Compia A+, Compia Network+, Certified
Wireless Network Associate
Ryan Suttenfield ............................ Residence Life Coordinator/Assistant Coach
B.S.S. Cornell College
Jamie Tanno .................................... Residence Life Coordinator/Assistant Coach
Park University
Evelyn Thomas .............................. Health Information Management, Director
A.A.S. Indian Hills Community College, A.A. Indian Hills Community College
Whitney Trump .............................. Academic Support Programs Coordinator
A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A.
Western Governor’s University
Jenna Vandel .................................. Advising Coordinator/Accessibility Services
B.A. Columbia College
Vicki Weaver ................................. Executive Staff Assistant/Public Relations
A.A. Trenton Junior College, B.S. Tarkio College
Lesli Wyatt ................................. Ketcham Community Center Assistant/Assistant Coach
A.A. North Central Missouri College, B.S. Missouri Western State University
Randy Young .................................. Physical Plant Director
A.A.S. Trenton Junior College

**Classified Staff**

Whitney Bingham .............................. Student Accounts
B.S., M.B.A. Northwest Missouri State University
Sarah Bonnett ............................... Custodial Services
Gary Boyle .................................... Custodial Services
Indian Hills Community College
Leah Brinser ................................... Development Assistant
A.G.S. North Central Missouri College
Andrea Brown ................................. TRIO Learning Assistant
B.S. Missouri Western State University
John Campbell ................................. Physical Plant Staff
Shellee Castanada ............................ Library Assistant II
B.S. Missouri Western State University
Hilary Cooksey ............................... Payroll/Accounts Payable
A.A.S. North Central Missouri College, B.A. Graceland University
Kendra Cox ................................. Admissions Representative/Default Manager
B.S. University of Missouri-Columbia
Cory Crawford .............................. MO Health Wins Recruitment & Advisement Specialist
B.S. Missouri Western State University
Kristi Cutsinger ............................ Allied Health Sciences Assistant-Trenton
A.A. North Central Missouri College, B.S. Northwest Missouri State University, M.B.A.
Western Governors University
Mike Dennis .................................. Custodial Services
Adam Gaston ................................. Computer Specialist I
Certificates Grand River Technical School
Gina Graham .................................................... Marketing Coordinator
A.A.S. North Central Missouri College
Denise Guile .................................................. Assistant Bookstore Manager
Jeff Hale .......................................................... Lead Custodian
Heather McCollum ........................................ TRIO Administrative Assistant
B.A. Columbia College
Kimberly Meeker ............................................ Financial Aid Representative
A.A.S. North Central Missouri College
Rickiann Miller .............................................. Computer Specialist II
A.A.S. North Central Missouri College
Marie Moulin .................................................. Advising/Records
A.A. North Central Missouri College, B.S.W. Missouri Western State University
Joni Oaks ....................................................... Assistant Registrar
A.A.S. North Central Missouri College, B.S. Park University
Mike O’Neal .................................................... Custodial Services
Stacy Osterthun ............................................. Dean of Instruction Administrative Assistant
B.S. Pittsburg State University
Aimee Riley .................................................... Allied Health Sciences Assistant-Maryville
A.S. Parkland College
Sharalyn Robinson .......................................... Financial Aid Processor
Annabelle Smith ........................................... Library Assistant I
B.A. Brigham Young University
Macey Tipton .................................................. Advisor/Testing Coordinator/A+
B.S. Northwest Missouri State University
Bari VanDyke .................................................. Physical Plant Staff
Certificate-North Central Missouri College, Certificate-Grand River Technical School
Lenny White .................................................. Custodial Services
Kayla Wilson .................................................. Accounting Officer
A.A. North Central Missouri College
Chelsea Woodard .......................................... Cashier/Admissions Representative
B.S. University of Missouri-Columbia
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