

# **NorthCentral** **MISSOURI COLLEGE**

## **2016–2017 Catalog**

**North Central Missouri College**

1301 Main Street

Trenton, MO 64683

660.359.3948

[www.ncmissouri.edu](http://www.ncmissouri.edu)

**Prepared June 2016**

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# 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.

Department	Ext.
Advising– <a href="mailto:advising@mail.ncmissouri.edu">advising@mail.ncmissouri.edu</a>	1418
Academic Resource Center	1374
Admissions– <a href="mailto:admissions@mail.ncmissouri.edu">admissions@mail.ncmissouri.edu</a>	1414
Bookstore	1506
Career Services– <a href="mailto:careerservices@mail.ncmissouri.edu">careerservices@mail.ncmissouri.edu</a>	1407
Cashier (payment of fees)	1513 or 1508
Computer Help Desk– <a href="mailto:help@mail.ncmissouri.edu">help@mail.ncmissouri.edu</a>	1214
Financial Aid– <a href="mailto:financialaid@mail.ncmissouri.edu">financialaid@mail.ncmissouri.edu</a>	1513
Ketcham Community Center	1450
Registration– <a href="mailto:registrar@mail.ncmissouri.edu">registrar@mail.ncmissouri.edu</a>	1205 or 1206
Residence Hall Information	1418 or 1412
Student Support Services	1356
Testing Services	1418 or 1407
Employee Name	Ext.
<b>Alden, Barbara</b> –Business Director ( <a href="#">BAlden</a> )	1503
<b>Alexander, Anthony</b> –Online Services Officer ( <a href="#">AAlexander</a> )	1215
<b>Alley, Dr. Kristen</b> – Dean of Student Services ( <a href="#">KAlley</a> )	1400
<b>Bach, Dr. Damon</b> – History/Government/Sociology Instructor ( <a href="#">DBach</a> )	1315
<b>Barnett, Alan</b> –Chief Information Officer ( <a href="#">ABarnett</a> )	1210
<b>Baughner, Dr. Johannah</b> –Education/Teacher Education Coordinator ( <a href="#">JBaughner</a> )	1349
<b>Bingham, Whitney</b> –Student Billing/Cards Coordinator ( <a href="#">WBingham</a> )	1508
<b>Bird, Sarah</b> –Business Management Instructor ( <a href="#">SBird</a> )	1304
<b>Bonnett, Sarah</b> –Custodial Services Staff ( <a href="#">SBonnett</a> )	1522
<b>Boyle, Gary</b> –Custodial Services Staff ( <a href="#">GBoyle</a> )	1520
<b>Brown, Andrea</b> –TRiO Learning Assistant ( <a href="#">ABrown</a> )	1347
<b>Brown, Linda</b> –Records & Enrollment Director/Registrar ( <a href="#">LBrown</a> )	1205
<b>Buntin, Ashlea</b> –Financial Aid Associate Director ( <a href="#">ABuntin</a> )	1417
<b>Cairns, Megan</b> –Physical Ed. Instructor/Womens Softball Coach ( <a href="#">MCairns</a> )	1408
<b>Caldarello, Beth</b> –Librarian ( <a href="#">BCaldarello</a> )	1322
<b>Campbell, John</b> –Physical Plant Staff ( <a href="#">JCampbell</a> )	1514
<b>Campbell, Tamara</b> –Lead Database Administrator ( <a href="#">TCampbell</a> )	1219
<b>Carlson, Susanne</b> –ADN Nursing Instructor–Maryville ( <a href="#">SCarlson</a> )	1903
<b>Carr, Amy</b> – Residence Life Coordinator/Asst. Coach ( <a href="#">ACarr</a> )	1480
<b>Castanada, Shellee</b> –Library Assistant II ( <a href="#">SCastanada</a> )	1335
<b>Claycomb, Kelly</b> –Nurse Educator/Program Coord.-Trenton ( <a href="#">KClaycomb</a> )	1312
<b>Cooksey, Cory</b> –Business Tech/Computer Science & Info Systems Instructor ( <a href="#">CCooksey</a> )	1319
<b>Cooksey, Hilary</b> –Payroll/Accounts Payable Coordinator ( <a href="#">HCooksey</a> )	1512
<b>Copple, Ronda</b> –Accounting Instructor ( <a href="#">RCopple</a> )	1320
<b>Cotton, Missie</b> –Business Technology Instructor ( <a href="#">MCotton</a> )	1323
<b>Cowling, Linda</b> –English Instructor ( <a href="#">LCowling</a> )	1324
<b>Cox, Jordan</b> – Cashier/Financial Aid ( <a href="#">JCox</a> )	1513

<b>Crawford, Beth</b> –PN Nursing Site Coordinator–Bethany ( <a href="#">BCrawford</a> )	1905
<b>Cross, Kristie</b> – Director of Admissions ( <a href="#">KCross</a> )	1416
<b>Cross, Teresa</b> –Development Director ( <a href="#">TCross</a> )	1403
<b>Croy, Jennifer</b> –Mathematics Instructor & Womens Basketball Coach ( <a href="#">JCroy</a> )	1456
<b>Cunningham, Jamie</b> –Admissions Recruiter ( <a href="#">JCunningham</a> )	1414
<b>Cutsinger, Kristi</b> –Program Coordinator of Health Sciences ( <a href="#">KCutsinger</a> )	1284
<b>Cutsinger, Marcie</b> –TRiO Programs Director ( <a href="#">MCutsinger</a> )	1348
<b>Dennis, Mike</b> –Custodial Services Staff ( <a href="#">MDennis</a> )	1523
<b>Dowell, Stefanie</b> – VP/Dean of Instruction Assistant ( <a href="#">SDowell</a> )	1301
<b>Esry, Jeremy</b> –Ketcham Community Center Coord. & Asst. Coach ( <a href="#">JEsry</a> )	1450
<b>Flentje, Linda</b> –Student Support Services Program Coordinator ( <a href="#">LFlentje</a> )	1356
<b>Gamet, Nathan</b> – Ketcham Community Center Facilities Manager ( <a href="#">NGamet</a> )	1455
<b>Grell, Jeffrey</b> – Chemistry Instructor	xxxx
<b>Guile, Denise</b> –Bookstore Assistant Manager ( <a href="#">DGuile</a> )	1507
<b>Guthrie, Amy</b> –English Instructor ( <a href="#">AGuthrie</a> )	1317
<b>Hale, Jeff</b> –Custodian Services Supervisor ( <a href="#">JHale</a> )	1510
<b>Hamilton, Ellen</b> – Upward Bound Program Coordinator	1353
<b>Harman, Maryellen</b> –History Instructor ( <a href="#">MHarman</a> )	1343
<b>Harris, Kristi</b> –Executive Assistant/Public Relations Director ( <a href="#">KHarris</a> )	1203
<b>Helton, Jason</b> –Director of Corporate and Business Relations ( <a href="#">JHelton</a> )	1278
<b>Hillerman, Donnie</b> –Residential Life Director & Baseball Coach ( <a href="#">DHillerman</a> )	1412
<b>Holder, Lori</b> –MoSTEM Recruiter & Retention Specialist ( <a href="#">LHolder</a> )	1360
<b>Huffman, Brandon</b> – PC Specialist I	1311
<b>Jumps, Rustin</b> –Agriculture & Natural Resources Instructor ( <a href="#">RJumps</a> )	1336
<b>Klaver, Dr. Lenny</b> – President ( <a href="#">LKlaver</a> )	1200
<b>Key, Tricia</b> -Development Assistant ( <a href="#">TKey</a> )	1415
<b>Leffler, Teddy</b> – Maintenance	
<b>Marsh, Cecilia</b> –Bookstore Director ( <a href="#">CMarsh</a> )	1505
<b>Marsh, Nathan</b> – Network Administrator (NMarsh)	1216
<b>McAtee, Brooke</b> – Dean of Nursing and Health Sciences ( <a href="#">BMcAtee</a> )	1310
<b>McClanahan, Vel</b> –Nursing Skills Lab Coordinator ( <a href="#">VMcclanahan</a> )	1306
<b>McCollum, Heather</b> –TRiO Administrative Assistant ( <a href="#">HMcCollum</a> )	1332
<b>Meeker, Kimberly</b> –Financial Aid Director ( <a href="#">KMeeker</a> )	1402
<b>Meservy, Jayne</b> –Library Assistant I ( <a href="#">JMeservy</a> )	1325
<b>Moulin, Marie</b> –Advisor ( <a href="#">MMoulin</a> )	1404
<b>Nichols, Sue</b> –Nurse Educator ( <a href="#">SNichols</a> )	1361
<b>Noah, Tara</b> –Institutional Research Officer ( <a href="#">TNoah</a> )	1218
<b>Norris, Jim</b> –Art Instructor ( <a href="#">JNorris</a> )	1345
<b>Norris, Traci</b> – Mathematics Instructor ( <a href="#">tnorris</a> )	1351
<b>Nowland, David</b> –Agriculture & Natural Resources Instructor ( <a href="#">DNowland</a> )	1314
<b>Oaks, Joni</b> –Assistant Registrar ( <a href="#">JOaks</a> )	1206
<b>O’Neal, Mike</b> –Custodial Services Staff ( <a href="#">MOneal</a> )	1509
<b>Oram, Dr. Lindsay</b> – Psychology Instructor	xxxx
<b>Otto, Tyson</b> –Chief Financial Officer/Director of Operations ( <a href="#">TOtto</a> )	1500
<b>Page, Brittany</b> – English Instructor	xxxx
<b>Pester, Megan</b> – Advising Coordinator, Accessibility Services ( <a href="#">MPester</a> )	1405
<b>Peterie, Cindy</b> –Admissions Representative ( <a href="#">CPeterie</a> )	1410
<b>Pittman, Jaime</b> – Nurse Educator – Trenton Campus ( <a href="#">JPittman</a> )	1342

<b>Pool, Annette</b> – Science Instructor ( <a href="#">APool</a> )	1308
<b>Quinn, Margaret Sue</b> –CTE Recruiter & Retention Specialist ( <a href="#">MQuinn</a> )	1359
<b>Richman, Steve</b> –Athletic Director, Softball Coach & Phys. Ed. Instr. ( <a href="#">SRichman</a> )	1409
<b>Riley, Aimee</b> –Nursing and Health Sciences Division Secretary-Maryville ( <a href="#">ARiley</a> )	1900
<b>Robinson, Sharalyn</b> –Financial Aid Processor ( <a href="#">SRobinson</a> )	1413
<b>Russell, Stacey</b> –Student Support Services Tutor Coordinator ( <a href="#">SRussell</a> )	1346
<b>Sager, Dennis</b> –Life Science Instructor ( <a href="#">DSager</a> )	1321
<b>Schilling, Lisa</b> - Nurse Educator – Trenton ( <a href="#">LSchilling</a> )	1309
<b>Scott, Stan</b> –Industrial & Energy Systems Technology Instructor ( <a href="#">SScott</a> )	1358
<b>Shell, Nicole</b> – Student Services Coordinator ( <a href="#">NShell</a> )	1418
<b>Sims, Melissa</b> – Accounting Assistant	1501
<b>Skipper, Korynn</b> –Nurse Educator ( <a href="#">KSkipper</a> )	1328
<b>Spencer, Melissa</b> – Advisor/Testing Coordinator ( <a href="#">MSpencer</a> )	1407
<b>Stevens, Brent</b> – WDB Equal Opportunity Officer	
<b>Stevens, Jenna</b> – Health Sciences Division Secretary ( <a href="#">JStevens</a> )	1316
<b>Stull, Dr. Susan</b> –Life Science Instructor ( <a href="#">SStull</a> )	1303
<b>Suttenfield, Ryan</b> –Residence Life Coordinator/Assistant Coach ( <a href="#">RSuttenfield</a> )	1470
<b>Swint, Lola</b> –Mathematics Instructor ( <a href="#">LSwint</a> )	1337
<b>Totten, Tina</b> –Academic Resource Center Director ( <a href="#">TTotten</a> )	1334
<b>Trump, Whitney</b> –Academic Support Programs Coordinator ( <a href="#">WTrump</a> )	1318
<b>VanDyke, Bari</b> –Physical Plant Staff ( <a href="#">BVandyke</a> )	1514
<b>Vandel, Jenna</b> –Criminal Justice Instructor ( <a href="#">JVandel</a> )	1327
<b>Weaver, Vicki</b> –Clerk of the Board ( <a href="#">VWeaver</a> )	1502
<b>Weiser, Dr. Sharon</b> –Interim Vice President of Academic Affairs/Dean of Instruction ( <a href="#">SWeiser</a> )	1300
<b>Welch, Tracy</b> –Mathematics Instructor ( <a href="#">TrWelch</a> )	1340
<b>White, Lenny</b> –Custodial Services Staff ( <a href="#">LWhite</a> )	1521
<b>Wiebers, Tammie</b> –Speech Instructor ( <a href="#">TWiebers</a> )	1339
<b>Williams, Tocarra</b> – TRiO Academic Advisor ( <a href="#">TWilliams</a> )	1347
<b>Williamson, Sarah</b> –Financial Aid Representative ( <a href="#">SaWilliamson</a> )	1402
<b>Woodward, Ryan</b> –Systems Administrator ( <a href="#">RWoodward</a> )	1213
<b>Wyatt, Lesli</b> – Ketcham Community Center Asst. & Asst. Coach ( <a href="#">LWyatt</a> )	1450
<b>Young, Randy</b> –Physical Plant Director ( <a href="#">RYoung</a> )	1504



# 2016-2017 Academic Calendar

## **Fall Sessions 2016**

Thursday & Friday, August 18 - 19

Monday, August 22

Thursday, August 25

Monday, September 5

Friday, October 7

Friday, October 14

Monday, October 17

Wednesday, October 19

Friday, October 21

Friday, November 18

Wednesday- Friday, November 23 – 25

Friday, December 2

Monday - Thursday, December 5 – 8

December 23 - January 2

College In-Service

Classes begin

Fall add/drop ends

Labor Day– College closed

First session withdrawal deadline

Mid-term, first session ends

Second session begins

Second session add/drop ends

Fall Break–College closed

Second session & full-term withdrawal deadline

Thanksgiving–College closed

Last day of regular classes

Final exams week

Holiday Break–College closed

## **Spring Intercession 2017**

Friday, December 9

Tuesday, December 13

Monday, December 19

Thursday, January 5

Classes begin

Intercession add/drop ends

Withdrawal deadline

End of intercession–Final exams held

## **Spring Sessions 2017**

Friday, January 6

Monday, January 9

Thursday, January 12

Monday, January 16

Monday, February 20

Tuesday, February 21

Friday, February 24

Friday, March 3

Monday, March 6

Wednesday, March 8

Monday-Friday, March 20-24

Friday, March 24

Thursday, April 13

Friday, April 14

Friday, April 28

Monday-Thursday, May 1-4

Saturday, May 6

College In-Service

Classes begin

Spring add/drop ends

Martin Luther King Day–College closed

Presidents Day–College closed

College In-Service–No day classes, evening classes meet

First session withdrawal deadline

Mid-term, first session ends

Second session begins

Second session add/drop ends

Spring Break

Spring Holiday–College closed

Spring withdrawal deadline

College Holiday – College Closed

Last day of regular classes

Final exams week

Commencement ceremony

## **Summer Intercession 2017**

Friday, May 5

Tuesday, May 9

Monday, May 15

Monday, May 29

Friday, June 2

Classes begin

Intercession Add/drop ends

Withdrawal deadline

Memorial Day–College closed

End of session (finals)

## **Summer Sessions 2017**

Monday, June 5

Wednesday, June 7

Friday, June 23

Friday, June 30

Monday, July 3

Tuesday, July 4

Wednesday, July 5

Friday, July 21

Classes begin

Summer Full Term & Session I add/drop ends

Session I withdrawal deadline

End of Summer Session I classes–Final exams held

Beginning of Session II

July 4th Holiday–College closed

Session II Summer add/drop ends

Summer Full Term & Session II withdrawal deadline

Friday, July 28

End of Summer Sessions–Final exams held

# Final Exam Schedule

If your class normally meets on:	at:	then your final is:
----------------------------------	-----	---------------------

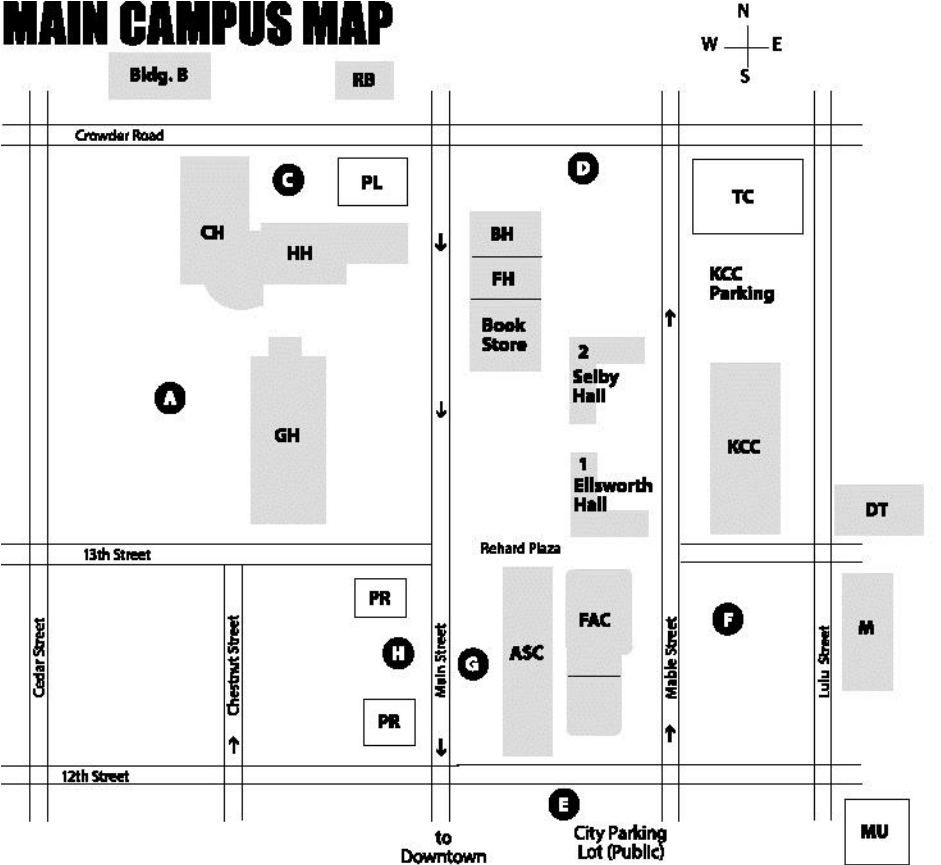
MWF	9:15 am	Monday 9:15 am to 11:15 am
MWF	11:45 am	Monday 11:45 am to 1:45 pm
MWF	2:15 pm	Monday 2:15 pm to 4:15 pm
TR	8:00 am	Tuesday 8:00 am to 10:00 am
TR	11:00 am	Tuesday 11:00 am to 1:00 pm
TR	2:00 pm	Tuesday 2:00 pm to 4:00 pm
MWF	8:00 am	Wednesday 8:00 am to 10:00 am
MWF	10:30 am	Wednesday 10:30 am to 12:30 pm
MWF	1:00 pm	Wednesday 1:00 pm to 3:00 pm
MWF	3:30 pm	Wednesday 3:30 pm to 5:30 pm
TR	9:30 am	Thursday 9:30 am to 11:30 am
TR	12:30 pm	Thursday 12:30 pm to 2:30 pm

\*All night classes will meet during their designated time slot for final week.

## Finals:

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" will not be given as a result of the missed exam. This Finals policy does NOT apply to online courses.

# MAIN CAMPUS MAP



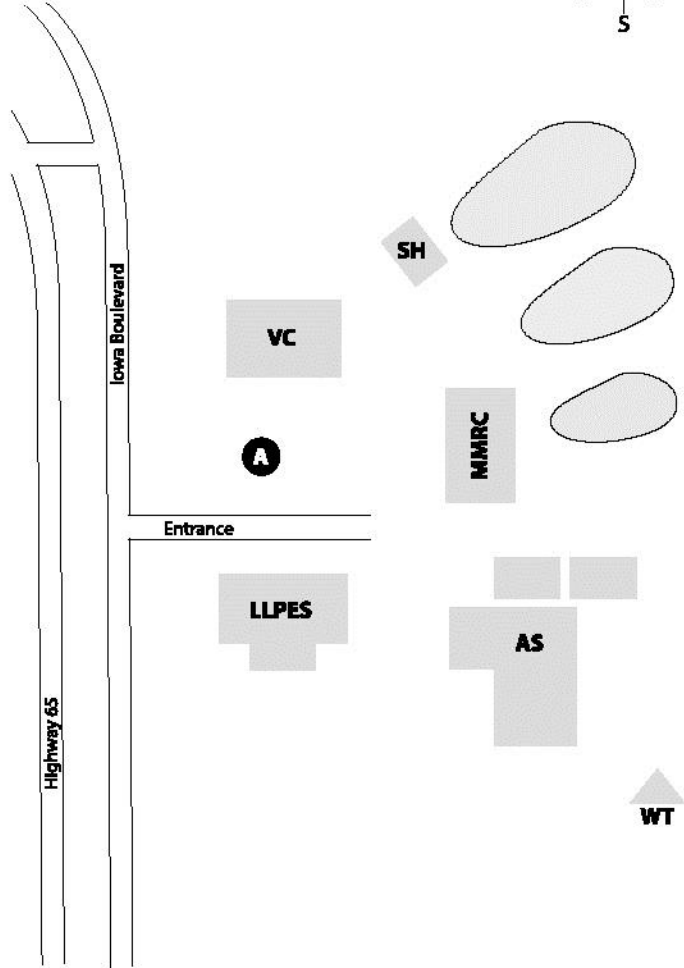
## Map Legend

ASC	Alexander Student Center	FH	Freeman Hall (ARC)	M	Maintenance/General Delivery	MU	Grundy County Museum
BH	Barnes Hall (SSS)	GH	Geyer Hall	RB	Ritze Building	PL	Grundy County Public Library & Hoover Community Theatre
Bld. B	Building B-Art Building	HH	Hoffman Hall	TC	Sugg Tennis Courts	PR	Private Residence/Business
CH	Dr. Albert & Vera Cross Hall	KCC	Katcham Community Center	2	Ellsworth Residence Hall (Men)	↓ ↑	One-Way Streets
DT	Derry Training Facility				Selby Residence Hall (Women) & Cafeteria		
FAC	Frey Administrative Center & Dorris Rider Art Gallery						

**A - H** Designated College Parking

# Main Campus Map

# BARTON FARM CAMPUS MAP



**Map Legend**

- AS** Kuttler Animal Science Facility
- LLPES** Lager Laboratory of Plant & Energy Science
- MMRC** Metcalf Mechanical Resource Center
- SH** Future Shelter House
- VC** Future Visitors Center
- WT** Wind Turbine

**A** Parking

## Barton Farm Campus Map



## A Letter of Welcome

Welcome to North Central Missouri College! The outstanding reputation this college, affectionately known by its acronym of NCMC, has developed over the years has been and remains centered on providing excellence in academics. Whether associate degree transfer programs or applied

associates degrees, NCMC offers a value proposition where affordability and quality of education merge to provide a first class total educational experience. In addition, our strong sense of engagement with community, outreach, partnerships, workforce and economic development, as well as adherence to a mission of serving our multiple constituencies makes NCMC a hub of activity in the region.

Why, one might ask, has this prowess come about? Well, it was sown into the fabric of the institution upon its founding in 1925, nurtured by an investment in high-quality teaching, supplemented by an emphasis on practical applications in learning, enhanced by continually keeping pace with technological advances, and held together by the most wonderful group of faculty, staff, and students, a college and community could wish for as their own.

North Central Missouri College faculty are exceptionally focused on teaching and personal attention to learning. Small class sizes and multiple options in scheduling serve a variety of needs ranging from dual enrollment students to traditional students to adult learners and beyond to senior members of the community and region taking classes. From the newly renovated Geyer Hall to Cross Hall and the Barton Campus (agriculture), classrooms and laboratories are modern, equipped with the latest technology, and are aesthetically pleasing sites to create vibrant learning environments.

Numerous partnerships with business and industry provide applied and expanded learning opportunities geared toward career entry and advancement. NCMC offers training programs aligned with career transitions and opportunities for developing expertise as technology and times change. The increasingly diverse population of learners in the region has created a need for expansion both geographically and through on-line delivery. In addition to the main campus and Barton Farm Campus in Trenton, NCMC also offers classes in Maryville, Chillicothe, and Bethany. Furthermore, the variety of courses and programs delivered online have expanded considerably. We are accessible at the most immediate proximity no matter if you live up the street or half-way around the world!

Come and visit our campus. The campus beautification initiatives that began under my predecessor, Dr. Neil Nuttall, have added much to this pleasant campus. The Ketcham Center, a state of the art fitness and recreation facility, home to men's and women's Pirate basketball as well as the notorious 50-team Holiday Hoops tournament, is a wonderful part of our campus and community. Most of all, come to meet the people of NCMC. We are serious but friendly and even witty at times. NCMC is the place to be – we hope you will decide to join us!

A handwritten signature in blue ink that reads "Larry R. Isaac". The signature is fluid and cursive, with a large initial "L" and "I".

# **This Is NCMC**

Where is it you want to go in life? Is your goal to become an accountant, nurse, livestock operations manager, teacher, physical therapist, office manager, lawyer, reporter, doctor, secretary, corrections officer, engineer, pharmacist or 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 masters 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 Barton Farm Campus was completed in 2011 and the Dr. Albert and Vera Cross Hall opened in 2009. A major renovation project was completed in Geyer Hall in the fall of 2016. As 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 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

Biology

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 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.

Agriculture & Natural Resources

Crop Production

Equine Management

Applied Technology

Business & Technology

Professional Accounting

Business Management

Business Technology

Marketing Management

Accounting & Business Technology

Early Child Development

Criminal Justice

Criminal Justice Certificate

Medical Assistant

Practical Nursing (PN)

Associate Degree Nursing (PN to ADN)

Paraprofessional & Substitute Teaching

Pharmacy Technician

Industrial & Energy Systems Technology

Industrial Maintenance Skills

Industrial Maintenance

Manufacturing Skills

Welding Skills

Wind

*NCMC partners with area institutions to provide the following programs:*

Dental Hygiene

Diagnostic Medical Sonography

EMT-Paramedic

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 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 and 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 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 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, community center, student center, career center, 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**

North Central Missouri College is accredited as an institution of higher education by the Missouri Department of Higher Education and The Higher Learning Commission, The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602- 2504, 314-263-2504, [www.ncahlc.org](http://www.ncahlc.org).

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.

Individuals within the College also maintain memberships with professional and collegiate organizations such as: American College Personnel Association, American Mathematical Association of Two-Year Colleges, Association of Career & Technical Education, Mathematical Association of America, Missouri Association of Collegiate Registrars and Officers, Missouri Association of College Teachers of Education, Missouri College Personnel Association, Missouri League of Nursing, Missouri Mathematical Association of Two-Year Colleges, Missouri Press Association, National Association of College Teachers of Education, National Association of Student Financial Aid Administrators, National Association of Student Personnel Administrators, National Council for Resource Development, National Council of Teachers of English, National Council of Teachers of Mathematics, and others.

## 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, a community center and gymnasium. Most recently, 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. In 2016, the College embarked on a major renovation of Geyer Hall, the flagship building that began North Central Missouri College.

**The Willis Alexander Student Center (ASC)**, is a one-stop center for most student-related services. The upper level contains the Students Services Division including offices for the Dean of Student Services, Admissions, Advising, Testing, Accessibility Services, Financial Aid and Registrar.

The lower level contains offices for NCMC Student Housing and outreach programs with Graceland University and Northwest Missouri State. It also has a large conference room, smaller testing and meeting rooms.

**The Elizabeth & Arthur Barton Farm Campus** 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. In addition, the Senator Christopher S.

Bond Sciences Lab, a state-of-the-art simulation lab, is available for students. The lab gives students a hands-on clinical experience with high-tech mannequins that simulate conditions students will experience in a “real world” setting. Additional classrooms are also located in the building. Cross Hall Coffee Shop, a common hang-out location for students, is also open to the entire campus and local community.

**Russ Derry Training Facility for Baseball & Softball** is an indoor hitting/training facility for the baseball and softball programs.

**Building B** 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 residence hall 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, Wi-Fi and standard internet. Ellsworth Hall also includes a large lounge area for students, a laundry area, computer lab, mailboxes and easy access to parking.

**The Everett & Hazel Frey Administrative Center (FAC)** includes offices 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 and received a comprehensive renovation in 2016. Geyer Hall houses administrative and faculty offices, as well as classrooms, the college library and the Learning Commons. 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, 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, locker 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 for students and the public.

**Maintenance Building** houses the NCMC Physical Plant Office 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 and each spring it features flowers and plants featured in Shakespearean literature. A metal arbor was erected in honor of Virginia Holmes and Maurine Embry and adds beauty to the scenic green space. In front of the Plaza sits a large rick marking a time capsule from 2000.

**The Dr. T. E. Ritze Building**, located on Crowder Road and directly north of Hoffman and Cross Halls, houses the business and industry classes.

**Selby Hall**, a residence hall for women, was completed in 1997. It is named in honor of Dr. James and Betty Selby. Selby Hall has a comfortable lobby/TV room, large study lounge and a 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.

The Student Services Division, located in the Alexander Student Center, is here to offer information and assist as you complete your degree, certificate, and/or seek further personal and professional development. Admissions, Advising, Accessibility Services, Financial Aid, Registrar, 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](#), provide you with current information about upcoming activities, events, and college announcements, as well as financial and registration deadlines. Check these publications for information regarding services on campus. And don't forget to visit our website at [www.ncmissouri.edu](http://www.ncmissouri.edu) for the latest news at North Central Missouri College.

## Admission

North Central Missouri College is part of Missouri's community college system, which contributes to educating approximately half of all Missouri college students. Persons enrolling for college credit must have a high school diploma, GED, or home school certificate or be currently enrolled in high school.

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 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. Apply for admission to NCMC at [www.ncmissouri.edu](http://www.ncmissouri.edu).

**New students** must complete an Application for Admission. A one-time, non-refundable application fee will apply.

**Current Dual Credit students**, who plan to attend NCMC after high school graduation, must complete the Previous NCMC Dual Credit Student Application available on the NCMC website, during their high school senior year. No fee is required.

**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 Returning Student Re-Admittance Application, available on the NCMC website. No fee is required.

**Returning students who have been absent for less than five years, without graduating from NCMC**, must submit a Student Information Update form to the Registrar's Office and provide any updated college transcripts prior to re-enrollment.

The Admissions Office welcomes prospective students, parents, other family members and friends to visit our campus. To schedule an individual or group tour, contact the Admissions Office by calling 660-359-3948, ext. 1414, or by sending an e-mail to [Admissions@mail.ncmissouri.edu](mailto:Admissions@mail.ncmissouri.edu).

2. Provide NCMC with the appropriate transcripts, documents and test scores.
  - a. **First-time college students and current dual credit 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 from an accredited or state-recognized high school, must be received for final acceptance. Transcripts must be sent directly from the high school to the College.
  - b. **Students who have passed the GED or the Missouri HiSET test** - send an official copy of your scores or certificate to the Admissions Office.
  - c. **Students transferring from another college or university** - request an official transcript from each college attended. An official high school transcript is also required.
  - d. **Home-schooled students** – provide a signed transcript from the homeschool association or parent who conducted the homeschool, with courses, grades, and the date of completion.
  - e. **Non-citizen applicants** 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 placement test scores prior to enrollment. Placement scores are used for placement in coursework and help advisors to assist students in making career and educational plans.

Placement testing is available to NCMC students. Visit [www.registerblast.com/ncmcoar/activity](http://www.registerblast.com/ncmcoar/activity) to register for placement tests.

### **Special Admissions Conditions**

**Current high school students:** Students who are still in high school may enroll in classes. Classes taken during the school day as dual credit must be approved by the student's high school. Contact the Dual Credit Coordinator for specific requirements to enter as a dual credit student or refer to the Dual Credit section in the Catalog.

**Dual Credit** – Students simultaneously receive high school and college credit in these classes. Dual credit must be approved by the student's high school. Contact the Dual Credit Coordinator for specific requirements to enter as a dual credit student or refer to the Dual Credit section in the Catalog.

**Dual enrollment** – Students are enrolled, separately, in high school and in college. Students taking college credit are considered college students, with the same rights and responsibilities, and receive college credit only for these courses.

**Students who have been suspended:** Students who have been suspended from another college must submit an appeal to the Dean of Student Services for consideration before enrollment.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines 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.

## **International Student Admissions**

International students who wish to enroll must submit the following:

1. Completed NCMC 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, at the expense of the prospective student. Information, including costs for this service, is available from the NCMC Admissions Office.



3. Test of English as a Foreign Language (TOEFL) scores for students whose native language is other than English. 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. 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. Proof of required health insurance with coverage to include the entire period the student will be attending North Central Missouri College. Coverage must also 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 for one year in the form of an authorized bank statement that is no more than six months old. U.S. Federal Regulations requires students to prove the financial ability to cover the cost of a full year of education and living expenses in the U.S.

\*Financial support includes documentation proving sufficient resources, in the form of US dollars, are available for the following:

- Cost of transportation to and from North Central Missouri College
- All expenses for one full year of study
- Return transportation to the home country
- Financial support for any dependents that may accompany them, if applicable
- 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.

F-1 students may work less than 20 hours per week on campus or work off campus with permission from the U.S. government. International students may work on campus up to 19 hours per week. International students may not work off campus unless approved by the US Federal Government. Unauthorized off campus work can jeopardize a student's ability to remain in the US on an F-1 visa. Permission to work on campus will not be granted during the first academic year. On-campus employment opportunities for F-1 students are extremely limited. International students should not plan on employment in the U.S. as a way to meet the first-year financial obligation.

# Classification of Students

NCMC students are classified in a variety of ways for reporting purposes. These classifications are not mutually exclusive and 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 taking a class without the benefit of a grade or credit, usually don't for self-enrichment and academic exploration. Attendance requirements and mandated exam standards do not apply. Intention to audit must be declared prior to the end of the published Add/Drop period for the term and is contingent on space availability and instructor permission.

**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 and have enrolled.

**Transfer Student:** Students who have previously attended other colleges or universities.

**Visiting Student:** A student enrolled at another college/university taking limited coursework from NCMC, usually for a summer term or one semester only with intentions of returning to the home college

**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, usually for personal interest, enrichment, and/or professional development. Students are not taking the class as part of a degree or certificate requirement.

**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 in which fees will be affected. Change of residency status is not retroactive and will affect future terms only. 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 residency qualifications.

Under the Veteran Access, Choice and Affordability Act of 2014, the following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor’s discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter

30 or chapter 33, of title 38, United States Code.

Please contact the Financial Aid Office for information on qualifications for VA benefits.

**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. Visit <https://www.registrarblast.com/ncmcoar/activity> to make your reservation. 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](http://www.ncmissouri.edu). International students attend a separate international student orientation.

### **Advising Services**

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

**Career planning:** Student Success Guides provide individual career exploration opportunities. A variety of tools are available to help students evaluate interests, values and abilities. Job information materials are also made available at: [www.facebook.com/NCMCCareerServices](http://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.

Some anticipated majors, such as engineering, art and music, should be thoroughly discussed with an advisor to gain understanding of the unique conditions regarding these programs at four-year schools.

NCMC cooperates on a one-to-one basis with other institutions to ease the transition for students. Selected transfer guides, listed by institution, are available on the NCMC website ([www.ncmissouri.edu](http://www.ncmissouri.edu)).

**Personal counseling:** NCMC works with a local agency to provide counseling services to students. Students experiencing a situational problem, immediate crisis or have a longstanding mental health concern are encouraged to contact the Dean of

Student Services or a staff member for assistance and referral.

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

## 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 to assure services are in place before starting classes. Some accommodations by their very nature will require more time and students are encouraged to notify NCMC's Accessibility Services Office as soon as possible. Visit [www.ncmissouri.edu](http://www.ncmissouri.edu) or the Accessibility Services Coordinator at ext. 1405 for more information. The Dean of Student Services will review all written grievance appeals pertaining to Accessibility Services.

## Testing

**Placement testing:** All students seeking a degree or certificate or students who plan to take courses with placement score pre-requisites are required to have valid placement scores on file at NCMC. The scores are used by NCMC to determine placement in some general education courses. Placement scores are valid for two years. Beginning in the Spring 2017 semester, placement scores in Math will be valid for three years. There will be no expiration for placement scores in Reading and English. 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 Nursing and 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 or discipline appropriate exit examination before receiving their degree.

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

- American College Test (ACT)
- ASSET Placement Test
- ATI TEAS
- Accuplacer placement test
- CCMA
- 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. The Financial Aid Assistance section that follows defines the types of financial aid available. A student's financial aid package may 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](mailto: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](mailto: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 placement exams. Registration and payment for testing is completed at [www.registerblast.com/ncmc](http://www.registerblast.com/ncmc).

A **transcript fee** is charged for all transcripts. Visit the quick link on the NCMC website at [www.ncmissouri.edu](http://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.

## 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
- ☐ Printing/copying
- ☐ Library checkouts

- ☐ Ketcham Community Center access
- ☐ NCMC Bookstore – textbooks charged to Financial Aid
- ☐ Residence halls and meal plan access

There is a \$25 replacement fee for lost cards.

## 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.

**Adding Additional Printing Funds:** Students may add additional printing funds to their Pirate Gold card once their print credit has been exhausted by visiting their online account at <https://oneweb.ncmissouri.edu/OneWeb>. These printing funds (excluding print credit provided by NCMC) placed on the card that remain unused by the last day of spring semester finals will be applied to the student's billing account. If a balance is due on the account, the remaining printing funds will be used as payment towards that balance. If no balance is due, the remaining printing funds will be refunded to the student using their selected refund preference (direct deposit or 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 the Business Office at 660-359-3948, ext. 1501. There is a \$25 replacement fee for lost cards.

## Refund Options

NCMC knows students depend on their school funds. That is why we offer both EFT/direct deposit 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 direct deposit to an existing bank account, if students choose to provide that information on myCOMPASS. Students who do not wish to provide direct deposit information will be issued a paper check that will be mailed to their current address. The chosen refund option 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, they can do so in the profile section of myCOMPASS. All changes must be submitted two business days prior to the publicized refund date. Students can also visit the Financial Aid Refund Information webpage for more information regarding the disbursement of refunds. Please note, any credit balance created by a PLUS Loan that is to be refunded to the borrower will be issued via paper check.

**100% Refund:** A 100% refund will be made when students officially drop courses during the published Add/Drop period. Add/drop deadlines are available on the NCMC



website, in the College Catalog, or by contacting the Registrar's Office. No refunds will be made for student withdrawals after the Add/Drop period.

**Medical:** In the event a student becomes seriously ill or is critically injured and unable to attend any/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 unless the event occurred at the end of the semester and injuries/illness prevented the student from appealing by the deadline.

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

1. If 80% of the coursework 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 coursework 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 fee will be made.
3. If the student wishes to have additional options, or requires special consideration, 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.

## Financial Aid

North Central Missouri College is committed to an equal educational opportunity for all students. Our staff is available to help you with financial aid counseling, general information, FAFSA 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](mailto: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 merit/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 are 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](http://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 within the first week of May 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 \$500 per semester and may be renewed for an additional semester with continuous enrollment and a minimum term GPA of 2.5. All full-time students are encouraged to apply for Foundation Scholarships. Second year students may reapply by submitting the NCMC Scholarship Application by the posted deadline. NCMC offers a wide array of scholarships. Please visit the

Financial Aid page on the NCMC website for a complete listing of available scholarships and their respective eligibility requirements.

### **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**

Federal student financial aid programs fall under Title IV of the Higher Education Act of 1965, as established by the U.S. Department of Education. The funds covered in the program are referred to as Title IV funds and include:

- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Parent (PLUS) Loans
- Federal Family Education Loan (FFEL)
- Federal Perkins Loan
- Academic Competitiveness Grant (ACG)
- National SMART Grant
- Federal Work-Study (FWS)

**FAFSA**, or the Free Application for Federal Student Aid, must be completed to determine eligibility for federal financial aid. Students should file a FAFSA before February 1 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 schedule. This deadline must be met to avoid having your courses dropped from your schedule due to non-payment, as well as timely refunds.

## Grants

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 and award amount for the Federal Pell Grant Program is determined by a formula passed into law by Congress and dependent upon the Expected Family Contribution (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 Title IV 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 Title IV financial aid.

This policy applies to students who withdraw from or stop attending 100% of all classes. For more information or to view the full policy, please visit [www.ncmissouri.edu](http://www.ncmissouri.edu).

## State Financial Aid Programs

The **Missouri A+ Scholarship** program currently covers the cost of eligible tuition and 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: General fees covered by A+ include the Student Development Fee and the Facility Fee.*

To receive the A+ scholarship, 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. Students enrolled in their final term prior to graduation are exempt from the full-time enrollment requirement.

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 and additional A+ guidelines, please see the Department of Elementary & Secondary Education, Missouri Department of Higher Education, and NCMC 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 February 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 Missouri 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
- 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 preferred refund option selected at the time of application. 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, contained as part of the FAFSA,

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

1. Apply for an FSA ID and password or PIN at *www.pin.ed.gov* for your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) online 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 submission of all required materials.
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, as well as the Admissions 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 to numbers three and four above. It is the veteran's responsibility to provide evidence of such circumstances to the Financial Aid Office.

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](http://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.

#### **Additional Student Financial Aid Resources:**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

[www.finaid.org](http://www.finaid.org)

[www.studentloans.gov](http://www.studentloans.gov)

[www.fastweb.com](http://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 timeframe of less than 150%.

Please go to [www.ncmissouri.edu](http://www.ncmissouri.edu) to review the full SAP policy.

Students have the right to appeal cases for circumstances beyond their control that 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, as well as 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**

In order to serve various needs of students, NCMC offers courses on-campus, online, and located in many area communities in north Missouri.

**Outreach/ITV:** Courses offered at community outreach sites provide students the opportunity to pursue a college education close to home. The courses may be taught by an on-site instructor or through interactive televised instruction.

**Online:** NCMC delivers online classes that students can take from the convenience of their home. Some online courses may require on-site labs or proctored exams. NCMC online policy and procedures are available on the NCMC website under Online Courses/Programs.

**Dual Credit:** NCMC offers college credit for many courses taken in area high schools. High school students receive both high school and college credit. Students must meet NCMC dual credit enrollment eligibility guidelines. Contact the Dual Credit Coordinator at extension 1318 for further details.

**On-Campus:** Courses are offered on the main campus in downtown Trenton, as well as the Barton Farm Campus. On-ground classes are also offered, in Maryville, Chillicothe, and other locations at a variety of meeting times. Both day and evening classes are available.

## **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](http://www.ncmissouri.edu)).

To register for classes, complete the following steps:

1. Review course offerings in the current course schedule
2. New students - attend an orientation, advising and registration session (OAR)  
Returning students – meet with your academic advisor for enrollment authorization
3. Log-in to your myCOMPASS account and register your classes
4. Pay tuition and fees in the Cashier's Office, online or by mail, or set-up a payment plan by the designated deadline

Returning students who have been absent for one or more semesters are required to complete a Student Information Update Form prior to class enrollment. Students who have graduated from a program at NCMC or last attended 5 or more years ago are required to re-apply prior to class enrollment. 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 request an advisor or self-advise. 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 myCOMPASS online accounts.

## **Degree and Program Changes**

A student may change program of study and/or degree for a term until the add/drop deadline for the term. After the add/drop deadline, any changes will be effective in future semesters.

Students who wish to apply financial aid to their tuition and fees must have a declared degree or certificate in a program of study by the add/drop deadline for the affected term, in addition to meeting other financial aid requirements.

Degree, certificate and program of study may be changed by submitting a *Degree Change Request* Form found in myCOMPASS.

## **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. Add/drop deadlines are published on the NCMC website and Academic Calendar located in the college catalog.

Some classes may be canceled due to low enrollment before the term begins. Students should check their NCMC email and schedule prior to the start of classes to confirm enrollment status. After the published Add/Drop date, students are financially responsible for costs associated with classes remaining on their semester schedule.

## Administrative Drop Policy

An "administrative drop" is when the student is removed from a course(s) as a result of one or more of the incidents outlined below. Students who have been administratively dropped will be charged a \$50 fee for each administratively dropped course. Any classes left on a student's schedule will be charged at the full tuition rate. Administrative drops occur when:

### On-Ground Classes

- 8-week or full semester class -If a student fails to attend during the **first ten calendar days** of the semester
- 4-week class - If a student fails to attend during the **first six calendar days** of the semester

### Online Classes

- 8-week or full-semester class - If a student does not complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first ten calendar days** of the semester
- 4-week class - If a student fails to complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first six calendar days** of the semester

## Course Withdrawal

Courses dropped after the Add/Drop deadline are considered withdrawals and students are financially obligated to pay for associated tuition and feed. 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 withdraw. Students may withdraw by doing one of the following by the Final Withdrawal Deadline:

1. Completing the withdrawal card, available at the Information Desk in the Alexander Student Center.
2. Emailing the request to [Registrar@mail.ncmissouri.edu](mailto:Registrar@mail.ncmissouri.edu) from the student's pirate email account
3. Send a signed, dated, written request to the Registrar's Office

The Final Withdrawal Deadline is published in the Academic Calendar on the NCMC website and in the Student Planner. For off-schedule classes, contact the Registrar for withdrawal deadlines. (email: [Registrar@mail.ncmissouri.edu](mailto:Registrar@mail.ncmissouri.edu)). 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 myCOMPASS account.

## **Course Load**

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

Please note that the minimum requirement to be considered a full-time student is 12 credit hours.

International students must maintain enrollment in a minimum of 12 credit hours each semester. Any decrease, through drops or withdrawals, must be approved by the Primary Designated SEVIS Officer, which is the Admissions Director.

Enrollment in more than 17 hours per semester is considered an overload and should be carefully considered. Students are also encouraged to seek advisor input.

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 each week.

## **Class Attendance**

Each instructor may set his or her own policy relative to attendance as it pertains to grade received. Students are encouraged to attend all class sessions of the courses in which they are enrolled and respond to all online class assignments. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully.

Federal government regulations require that international students attend a minimum percentage of class sessions for all enrolled classes. VISA status may be negatively affected by failure to attend.

## **Online Classes**

Please see the NCMC website for policies regarding distance learning.

## **Academic Conduct**

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.

GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Fail	0
W	Withdrawal	0
AU	Audit	0
P	Pass	0
I	Incomplete	0
X	Fail	0

### Grade Report

Grades are available approximately two weeks after the end of the academic term.

Students may access grades through their online myCOMPASS account, accessible from the NCMC website.

Academic transcripts will not be released for students with outstanding financial obligations 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 Nursing and Health Sciences about the matter. The Dean of Instruction or Dean of Nursing and Health Sciences 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 Regarding 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 Nursing and Health Sciences 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 Nursing and Health Sciences within ten (10) business days of meeting with faculty member. 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 Nursing and Health Sciences. The appropriate Dean/Director will respond, in writing, to the student within ten (10) business days of receipt of the appeal circumstances. If the appeal was given to the Dean of Nursing and Health Sciences, a formal appeal may be made in writing by the student to the Dean of Instruction within ten (10) business days of receiving the Dean of Nursing and Health Sciences' decision. If resolution is not achieved through the Dean of Instruction or Dean of Nursing and Health Sciences, move to step #3.
3. A formal appeal may be made in writing by the student to the Interim Vice President of Academic Affairs 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, Interim Vice President of Academic Affairs 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 Nursing and Health Sciences 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 Nursing and Health Sciences, 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 Nursing and Health Sciences 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 Nursing and Health Sciences 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 Nursing and Health Sciences 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 Nursing and Health Sciences 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 Nursing and Health Sciences 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 Nursing and Health Sciences 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 appeal was given to the Dean of Nursing and Health Sciences, a formal appeal may be made in writing by the student to the Dean of Instruction within ten (10) business days of receiving the Dean of Nursing and Health Sciences' decision. 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 Interim Vice President of Academic Affairs.

#### C. Interim Vice President of Academic Affairs

The Interim Vice President of Academic Affairs will review the documentation from the student, faculty, Dean of Nursing and Health Sciences (if applicable) and Dean of Instruction. The Vice President may meet with the student, faculty member, Dean of Nursing and Health Sciences (if applicable) and/or Dean to review the appeal and circumstances. The Interim Vice President of Academic Affairs 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 Interim Vice President of Academic Affairs along with the Dean of Instruction 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 and/or the Interim Vice

President of Academic Affairs. 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 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 shall review the materials submitted both by the student and the instructor. 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. 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 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 of 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 Interim Vice President of Academic Affairs.

#### 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 and with an assigned grade point value of 2.00 for any grade of "P". 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. Financial aid is not available for audited classes.

## **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 (except for athletic eligibility and satisfactory academic progress for financial aid). 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 previously 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. NCMC transfer policies recognize that each college and university has a separate and distinct mission and that each has the responsibility to establish and 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, Associate of Arts in Teaching, 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](mailto:advising@mail.ncmissouri.edu) or view the transfer information on the NCMC website [www.ncmissouri.edu](http://www.ncmissouri.edu).

## **Transferring Credit to NCMC**

NCMC accepts credit 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 course-work.
- 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 grade point average for academic standing at NCMC. All grades, including any received from other higher education institutions, will be considered for athletic eligibility, financial aid eligibility, and used to calculate the cumulative grade point average required for graduates in the Associate in Arts in Teaching program.

## **Transfer Limitations**

There are some courses that do not count toward degree requirements and do not transfer to NCMC. These include:

- Career & Technical Education (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 Dean of Instruction or Director of Nursing and Health Services who will make a final decision.

For more information, call (660)359-3948, ext.1206 or [registrar@mail.ncmissouri.edu](mailto: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 50% of credit required to complete a certificate or degree program at NCMC.

Please note 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 not guaranteed and is at the discretion of the receiving institution.

### **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 that appear on the college 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, the Dean of Instruction, or the Dean of Nursing and Health Sciences. 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 (ACE). 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 and SMART, 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 appear 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.

### **Articulated Credit**

North Central Missouri College 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 NCMC website. 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 Registrar's Office.

**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. Official score reports must be submitted to the Registrar.

**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 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 appearing 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.

## Academic Standards

### Academic Excellence

NCMC encourages academic excellence by naming students who have demonstrated outstanding academic achievement, on a minimum of three credit hours in a semester, to the honor lists for the fall and spring semesters. The President’s Honor Roll lists students who have achieved a grade point average of 4.00 for the semester. The Dean’s Honor Roll lists students who have achieved a grade point average of 3.50 for the semester.

North Central Missouri College officially recognizes students with outstanding cumulative grade point averages at the time of graduation. To qualify for this recognition, at least fifty percent of the student’s coursework in the program must be completed at NCMC. Graduates “with honors” are those with grade point averages on NCMC coursework of 3.5 to 3.84. Graduates “with highest honors” are those with grade point averages on NCMC coursework of 3.85 or above.

### Academic Probation

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

0-14	credit hours	1.50 GPA
15-29	credit hours	1.66 GPA
30-44	credit hours	1.83 GPA
Over 44	credit hours	2.00 GPA

A student falling below these standards may be placed on academic probation for a period of one semester. At the end of the probationary period, the student will be subject to academic suspension. Students placed on academic suspension have a right to appeal the suspension. Academic suspension appeals should be directed to the Dean of Student Services.

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

If a student chooses to appeal a policy or decision, they should submit their appeal to the respective Appeals Officer, as referenced on the NCMC website under “Student Complaints/Appeals”.

An appeal form can be obtained online ([www.ncmissouri.edu](http://www.ncmissouri.edu)), through myCOMPASS, or through the Student Services Coordinator located in the Alexander Student Center. Unless otherwise noted under a specific process, appeals must be received by the end of the following semester from the time the business under appeal was conducted. Any issue cited in an appeal must demonstrate that it significantly altered the student's ability to complete their responsibilities, could not have been anticipated, and involved something outside of the student's control.

Documentation should be provided. Lack of knowledge regarding deadlines or policy and/or disagreement with institutional policy are not circumstances under which an appeal may be granted.

## **Student Education Rights & Privacy Act**

The Family Education Rights and Privacy Act of 1974 (commonly referred to as the "Buckley Amendment" or "FERPA") is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The ACT affords you certain rights with respect to your education records. They are:

1. Access to Education Records: the right to inspect and review your education records within 45 days of the day the College received a written request for access, any time after your enrollment at the institution.
2. Request for Amendment of Education Records: the right to request amendment of your education records if you believe they are inaccurate or misleading.
3. Disclosure of Education Records: the right to consent to disclosures of personally identifiable information in your education records, except to the extent that the ACT or any superseding law authorizes disclosure without your consent.
4. Compliance: the right to contact the Family Policy Compliance Office with a complaint concerning the College's compliance with the requirements of the Buckley Amendment. For more information, contact the College Registrar.

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. Student lists will not be released to any private business, unless contracted with NCMC for services.

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. The non-disclosure request will remain in effect until the student rescinds the request in writing.

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](http://www.ncmissouri.edu).

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 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.

Programs may occasionally be made inactive or eliminated at NCMC. Students enrolled in a program at the time it is made inactive may complete degree requirements and graduate in the program as long as the following criteria are met:

- Continuous enrollment is maintained
- A minimum of 15 credit hours have been earned toward program

requirements when the program is inactivated

- Career and technical coursework can be made available by arrangement
- All degree requirements are met within six semesters of program elimination

Graduation requirements can be met through a combination of NCMC courses, transfer credit and credit obtained through nontraditional means, however a minimum of 25% of the credit hours required in the certificate or degree must be earned through traditional means at North Central Missouri College. A maximum of 50% of the required credit hours may be earned through non-traditional means (refer to Credit for Prior Learning section). 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, myCOMPASS, 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.

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.

All degrees and certificates require a minimum cumulative grade point average. Some programs of study have additional graduation requirements.

The Missouri Reverse Transfer (MRT) initiative allows a student, who transfers from NCMC before earning an associate's degree, to opt-in to the MRT program at a baccalaureate-granting institution. Academic records will be shared between the baccalaureate-granting institution and NCMC until the student completes the required credits for the award of an associate's degree. Contact the MRT Coordinator at the 4-year institution for more information.

## **Application for Graduation**

Students may earn multiple degrees or certificates from North Central Missouri College.

An application for graduation 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:

- December graduates - April 1 through October 1
- May graduates - November 1 through March 1
- July graduates - November 1 through March 1

The application is available on the NCMC website, [www.ncmissouri.edu](http://www.ncmissouri.edu), on myCOMPASS, or at the Alexander Student Center info desk. Applications must be signed by both the student and the academic advisor before submission to the Registrar's Office.

## **Commencement**

Attendance at commencement is highly encouraged and an important part of reaching this significant milestone. 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 in the program 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.

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*.

## **After Graduation**

### **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.

### **Missouri Reverse Transfer**

Reverse transfer provides students who have not completed their degree with NCMC with the opportunity to earn a degree or certificate. 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 degree. Contact the Missouri Reverse Transfer Coordinator at the baccalaureate-granting institution for more information. Students who opt-in to the program and meet degree requirements 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 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. 1415 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 the endowed scholarships, host special events and raise capital funds for campus development. 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.

## **NCMC Learning Commons**

Come visit our new Learning Commons area in Geyer Hall. The Learning Commons contains the Library, ARC, Testing Center, and SSS for a complete academic assistance area for our students.

## **Library**

The North Central Missouri College Library is located in Geyer Hall and can be accessed from the first and second floor. The library contains an extensive reference collection, circulating book collection, and also DVDs and newspapers.

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](http://www.ncmissouri.edu).

## **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; 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. 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. Math tutoring is available both on campus in a lab setting and online. Students may access the online Academic Resource Center to locate math, writing, career, and student success materials and resources.

Location: Geyer Hall Hours: fall and spring semesters, Monday-Thursday 8:00 am - 6:00 pm and Friday 8:00 am - 3:00 pm. 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 topic.
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 Geyer Hall.

## **Computer Labs**

Computers with instructional software and internet access are available to students in Hoffman Hall 107, Geyer Hall 221 and Cross Hall 203. An open lab is maintained for students to write reports, complete assignments, conduct 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 and last weeks 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. Bring your books in, along with your Student ID card, to see if your books have any cash value.

There may be a limited number of books brought back, based on expected future enrollment.

Books will be bought back 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 also 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 also distributes Pell and other grants, scholarships and loan refunds to students via their selected refund preference (direct deposit or paper check by mail).

## **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.

Food service offers catering services for clubs, organizations and other events as requested. A coffee shop is located in Cross Hall. The coffee shop provides specialty drinks, soda and our own NCMC Pirates Coffee Blend. Pizza, sandwiches, baked goods and other tasty treats are also available.

## **Ketcham Community Center**

Home to the NCMC Pirates and Lady Pirates sports 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. A valid student ID or community center membership is required to participate in fitness activities in the Center. The Center provides a great place to go for fun, education, fitness and entertainment.

## **myCOMPASS**

The student portal, myCOMPASS, is a centralized location for information meaningful to the current student. myCOMPASS is user-friendly, allowing students to easily navigate their personal information and display notices relevant to their success at NCMC. It provides a cohesive look and single sign-on for students to access such items as: financial information, grades, Pirate email account, Blackboard, and progress towards completion. In addition, individuals who have completed an admissions application are able to log into the portal to see what information is still outstanding to complete their admissions process.

## **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, visitors, those vehicles displaying disabled placards and College vehicles. Please observe the no parking areas and driving lanes throughout the lots. Violations will result in parking tickets and/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 (Ellsworth Hall) and women (Selby 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 access and academic success! 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). RAs are students who live in the residence halls and assist with community building and management of the halls. For more information on RA positions, contact the Director of Residence Life.

Research has shown that maturation compatibility is a significant factor in the normal operation of campus housing and can complement the academic experience when there is not a significant age range. In addition, oversight, policies, and activities are planned to meet the general needs of the traditional college-age student. As a result, applicants beyond the range of 17-23 are encouraged to carefully consider "fit" before living in on-campus housing.

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. See the Residence Life Contract Terms and Conditions for additional guidelines. Visit [www.ncmissouri.edu](http://www.ncmissouri.edu) for current room and board rates, an application form, vaccination guidelines and 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**

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. 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 provided by the College. 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.

## 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 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.

**FBLA-Phi Beta Lambda** – The organization 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.

**Media Club** – The Media Club provides students the opportunity to get involved with the marketing efforts of NCMC through social media platforms, as well as the

website. The organization works to create campaigns that encourage student engagement with the college on these various platforms. Excellent opportunity for those students looking to build a portfolio of work.

**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/cultural activities of women on campus.

**Phi Theta Kappa** – Phi Theta Kappa is the International Honor Society of the 2 year college. The Eta 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 (ADN). 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 (PN). 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**

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.

Students admitted to North Central Missouri College maintain their rights, which must also be managed with their responsibilities as productive members of the campus community and society. Each student assumes an obligation for conduct compatible with the College's function as an educational institution. Students are expected to conduct themselves as responsible adults in accordance with the interests and regulations of the College, as well as maintain compliance with all local, state, and federal laws, regulations, and ordinances.

If conduct expectations are 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 or other sanction deemed appropriate.

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](http://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 or they may request a printed copy or that one be provided in an alternative format. Students 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 others;
- Any situation that disrupts the academic environment;
- 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 Interim Vice President of Academic Affairs, Dean of Student Services, and Dean of Instruction, Dean of Nursing and Health Sciences, 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 safeguards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term "student", as it applies to the Student Code of Conduct, 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. Prohibited 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 Nursing and Health Sciences' 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 paraphrases 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. Creating an unsafe condition or environment which could cause harm to others or acting in a manner that endangers or reasonably could endanger the health, safety, or welfare of others.
4. 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.
5. 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 additional and separate guidelines.
6. Domestic violence, dating violence, and stalking, as defined in the Sexual Misconduct policy located on the NCMC website.
7. Theft, burglary, robbery of any College property or material or that of any person on the campus.
8. Willful destruction, damage, hindering use, impairment or misuse of any College property, service or material or that of any person on the campus, to include alteration of computer or other electronic services offered by or owned by the College.
9. 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.
10. 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.
11. Possession, use, manufacture, sale or distribution of illegal drugs and/or possession of drug paraphernalia.
12. Possession and/or use of firearms, fireworks, explosives, other weapons or dangerous chemicals.

13. Use of tobacco products while on College property.
  14. Unauthorized possession, duplication or use of keys, fobs, or cards to any College facility or unauthorized use of or entry into any College facility.
  15. 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; blocking or otherwise preventing the use of a fire exit; failing to immediately exit any College facility or building when an alarm has been activated; or setting any fire on College property.
  16. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.
  17. Failure to heed an administrative summons.
  18. 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.
  19. Assisting anyone in the commission of any acts in this section.
- For residential students – Please see Residence Hall Conduct Code for additional rules while living on-campus.

### 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. Educational or 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, 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 Nursing and Health Sciences' Office).

The Dean of Instruction or Dean of Nursing and Health Sciences 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 Interim Vice President of Academic Affairs;
- Student appeals to Student Appeals Committee;
- Student makes final appeal to College President.

The Dean of Instruction/Dean of Nursing and Health Sciences 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 Nursing and Health Sciences within ten (10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Nursing and Health Sciences.
2. Submit a written appeal to the Dean of Instruction/Dean of Nursing and Health Sciences 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 Nursing and Health Sciences 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 Interim Vice President of Academic Affairs;
  - 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. 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 Interim Vice President of Academic Affairs**—The student may appeal the initial hearing officer's decision to the Interim Vice President of Academic Affairs by filing a written notice of appeal with the Interim Vice President of Academic Affairs 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 Interim Vice President of Academic Affairs 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 of the Vice President's Decision**—The student may appeal the Vice President'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 Vice President'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.

3. 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.
  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 Dean of Nursing and Health Sciences 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 Residence Life Handbook.

## **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 President's Office, Business Office, from the Dean of Student Services, the Dean of Instruction or the Dean of Nursing and Health Sciences.

## **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](http://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, in cooperation with the Chief Information Officer, 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 myCOMPASS
2. Bulletin boards
3. NCMC alert text messaging
4. Email

5. News release
6. NCMC website

## **Mandatory Administrative Withdrawal**

Mandatory administrative withdrawal occurs in situations where there is reason to believe that a student is a substantial threat to him/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 Interim Vice President of Academic Affairs 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](http://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 receive the meningococcal vaccine or submit a doctor's release or a signed statement for religious exemption. In addition, Missouri State Law requires a tuberculosis screening for all on-campus students and faculty. Any individual referred for TB testing must demonstrate a non-contagious status for active tuberculosis to continue enrollment and/or employment.

## **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](http://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 applicable to the degree beyond the previous award for an additional degree, and 6 hours applicable to the certificate beyond the first award for an additional certificate.

### **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

*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.

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## **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.ncmissouri.edu](http://www.ncmissouri.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 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

**9 hours**

EN101 English I & 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 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



<b>MANAGING INFORMATION</b>	<b>3 hours</b>
BT160 Microcomputer Applications I	
<b>MATHEMATICS</b>	<b>3 hours</b>
MT122 College Algebra,	
MT125 Elementary Statistics	
MT121 Math Concepts	
<b>NATURAL SCIENCE</b>	<b>9 hours</b>
<i>(Must have one course with lab from each area)</i>	
1. Life Science	
BI100 General Biology	
BI101 General Botany	
BI103 General Zoology	
BI110 Ecology	
BI244 Cell Biology	
2. Physical Science	
CH107 Intro. to Chemistry	
CH110 General Chemistry I	
ES106 Physical Geology	
PS101 Intro.to Physical Science	
PS185 College Physics I	
<b>SOCIAL SCIENCE</b>	<b>9 hours</b>
<i>(Prefixes: HI, PL, GE, PY, SO, EC)</i>	
*HI103 American History to 1877	
or PL216 National Government	3 hrs.
Social Science Requirements	6 hrs.
<b>TOTAL GENERAL EDUCATION CORE</b>	<b>42 hours</b>
<b>PHYSICAL EDUCATION</b>	<b>2 hours</b>
PE105 Health Education	2 hrs.
CS102 College Seminar	1 hour
<b>ELECTIVES</b>	<b>17 hours</b>
<b><u>TOTAL AA DEGREE REQUIREMENTS</u></b>	<b><u>62 hours</u></b>

#### 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](http://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.

Agriculture & Natural Resources	Mathematics
Art	Parks, Recreation & Tourism
Biology	Physical Education
Business	Political Science
Chemistry	Pre-Engineering
Computer Science	Pre-Law
Criminal Justice	Pre-Medical
Education	Pre-Veterinary
English	Psychology
Forestry	Health Occupations
Social Work	Journalism
Speech & Theatre	Mass Media
Wildlife & Conservation	

# Associate in Arts in Teaching (AAT) Degree Requirements

<b>COMMUNICATIONS</b>	<b>9 hours</b>
EN101 English I and EN102 English II	6 hrs.
SP175 Speech Communications	3 hrs.

<b>HUMANITIES</b>	<b>9 hours</b>
<i>(Select one course each from three of the four categories.)</i>	
1. Literature (except Lit. for Children, Preschool Lit.or Young Adult Lit.)	
2. Fine Arts (a selection from this category is required)	
AR104 Art Appreciation	

MU109 Music Appreciation

TH111 Introduction to Theatre

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*

**\*REQUIRED TEACHER EDUCATION CORE COURSES**

**12 hours**

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**

**1 hour**

ED 295 Capstone: Teacher Work Sample Artifacts 1 hrs.

**ELECTIVES**

**7 hours**

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.*

*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.*

*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.*

# Associate in General Studies (AGS)

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.

<b>COMMUNICATIONS</b>	<b>6 hours</b>
A. EN101 English I	3 hrs.
B. SP175 Speech Communications	3 hrs.
<b>SOCIAL SCIENCE</b>	<b>6 hours</b>
A. * HI103 American History to 1877 or PL216 National Government	3 hrs.
B. PY121 General Psychology	3 hrs.
<b>MATHEMATICS</b>	<b>3 hours</b>
Intermediate Algebra or above is recommended.	
<b>HUMANITIES</b>	<b>3 hours</b>
<b>ELECTIVES</b>	<b>42 hours</b>
<b>TOTAL A.G.S. DEGREE REQUIREMENTS</b>	<b>60 hours</b>

### 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.*

# Associate in Applied Science (AAS)

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** **6 hours**

A. EN101 English I 3 hrs.

B. SP175 Speech Communications 3 hrs.

## **SOCIAL SCIENCE** **3 hours**

A. \*HI103 American History to 1877  
or PL216 National Government 3 hrs.

## **MATHEMATICS** **3 hours**

A. Department Requirement 3 hrs.

## **HUMANITIES OR GENERAL ELECTIVE** **3 hours**

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

### **NOTES**

*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 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 of 2.0 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, Equine Management, Swine Management, Grain Elevator Management

#### **Ag Mechanics**

Equipment Repairmen/Mechanics, Inventory Controller, Plants Salesman

#### **Horticulture**

Own Business (Install, Turf Mgt., Arborist), Sales & Retail for Landscapers, Consultant

#### **Natural Resources**

Soil Technician, Water Quality Technician, Fish Hatchery Worker

#### **Ag Science**

Crop Production, Livestock Production, Crop Scout, Operational Management, Research Technicians

## 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 animal.
- 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

Course Name	Course Number	Hours
Ag Math or math elective	AG117	3
Ecology	BI110	5
Microcomputer Applications I	BT160	3
English I	EN101	3
American History to 1877 or National Government	HI103 or PL216	3
Speech Communications	SP175	3

## Program Requirements

Course Name	Course Number	Hours
Intro to Agribusiness	AG100	3
Career Development in AGNR	AG101	1
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Farm & Environmental Safety	AG130	2
Agriculture Mechanics	AG132	4
Agriculture Sales	AG148	3
Ag Credit & Finance	AG163	3
Farm Management & Records Analysis	AG270	3
AGNR Internship	AG215	6
Business Communications	BT130	3

## Electives



A total of 3 credit hours from the list below.

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Beef Production & Management	AG112	3
Crop Science	AG114	3
Light Horse Production	AG125	3
Principles of Light Horse Training	AG224	2
Horseback Riding I	PE123	1
Ag Economics	EC223	3
<b>Total Degree Requirements</b>		<b>63</b>

## 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

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Career Development in AGNR	AG101	1
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Crop Science	AG114	3
Farm & Environmental Safety	AG130	2
Farm Management & Records Analysis	AG270	3
<b>Total Certificate Requirements</b>		<b>17</b>

## 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

Course Name	Course Number	Hours
Career Development in AGNR	AG101	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Light Horse Production	AG125	3
Farm & Environmental Safety	AG130	2
Principles Light Horse Training	AG224	2
Farm Management & Records Analysis	AG270	3
Horseback Riding I	PE123	1

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<b>Total Certificate Requirements</b>	<b>16</b>
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# Applied Technology AAS

## 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 any 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

Course Title	Course Number	Hours
Microcomputer Applications	BT160	3
Employment Strategies		
or *Career Development in AGNR	BT240 or AG101	1
English I	EN101	3
American History to 1877		
or National Government	HI103 or PL216	3
Speech Communications	SP175	3
**Math Requirement		3
<b>***Electives</b>		<b>15</b>

### Common Career and Technical Education Electives:

Course Title	Course Number	Hours
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Entrepreneurship	BA269	3
Principles of Safety	MF150	3
AutoCAD I	MF220	3

Industrial Robotics	MF235	3
Internship	MF271	3

## 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:*

Course Title	Course Number	Hours
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Agricultural Math	AG117	3
Farm & Environmental Safety	AG130	2
Agriculture Mechanics	AG132	4
<b>Total Degree Requirements</b>		<b>61</b>

### 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.

# Business & Technology AAS

## Opportunities after NCMC

Accounting Clerk, Billing Collections, Accounts Receivable Clerk, Accounts Payable Clerk, Income Tax Preparation, Payroll Clerk, Financial Advisor, Compliance Officer, Market Research Analyst, Business Manager, Insurance Agent, Executive Assistant, Loan Officer, Event Planner, Sales Manager, Human Resource Specialist, Real Estate Agent, Receptionist, Administrative Assistant, Webmaster-Web Design, Tech Support- Help Desk Technician, Information Technology Support

## 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

Course Name	Course Number	Hours
Microcomputer Applications I	BT160	3
Macro Economics	EC253	3
English I	EN101	3
American History to 1877 or National Government	HI103 or PL216	3
Psychology or Sociology	PY121 or SO107	3
Speech Communications	SP175	3

## Business & Technology AAS

### Program Requirements

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Elementary Accounting II	AC137	3

Introduction to Business	BA101	3
Business Communications	BT130	3
Business Math <b>or</b> Intermediate Algebra	BT110 <b>or</b> MT110	3
Employment Strategies	BT240	1

## Emphasis Area: Accounting

Course Title	Course Number	Hours
Payroll Accounting	AC186	3
Computer Accounting	AC206	3
Cost Accounting	AC210	3
Income Tax Accounting	AC220	3
Intermediate Accounting I	AC236	3
Intermediate Accounting II	AC237	3
Accounting Internship	AC240	4
Credit and Finance	BA204	3
Business Law	BA221	3
Spreadsheet Applications	BT190	3
<b>Total Degree Requirements</b>		<b>65</b>

## Emphasis Area: Business Management

Course Title	Course Number	Hours
Current Issues in Business	BA110	3
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Human Resource Management	BA161	3
Business Management Internship	BA176	4
Credit and Finance	BA204	3
Business Law	BA221	3
Entrepreneurship	BA269	3
Web Page Design	BT210	3
Micro Economics	EC252	3
<b>Total Degree Requirements</b>		<b>65</b>

## Emphasis Area: Technology

Course Title	Course Number	Hours
Database Concepts	BT170	3
Digi Tools	BT180	2
Spreadsheet Applications	BT190	3
Desktop Publishing	BT200	3
Web Page Design	BT210	3

Web Page Design II	BT215	3
Office Procedures	BT230	3
Word Processing II	BT250	3
Micro Computer Applications II	BT260	3
Business Technology Internship	BT270	4
<b>Total Degree Requirements</b>		<b>64</b>

## 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

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Elementary Accounting II	AC137	3
Payroll Accounting	AC186	3
Computer Accounting	AC206	3
Income Tax Accounting	AC220	3

#### Business Technology Courses

Course Name	Course Number	Hours
Business Math	BT110	3
Business Communications	BT130	3
Microcomputer Applications I	BT160	3
Spreadsheet Applications	BT190	3
Employment Strategies	BT240	1
<b>Total Certificate Requirements</b>		<b>28</b>

## 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

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Elementary Accounting II	AC137	3
Payroll Accounting	AC186	3
Computer Accounting	AC206	3

## **Business Technology Courses**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Business Communications	BT130	3
Microcomputer Applications	BT160	3
Database Concepts	BT170	3
Digitools	BT180	2
Spreadsheet Applications	BT190	3
Employment Strategies	BT240	1
Microcomputer Applications II	BT260	3
<b>Total Certificate Requirements</b>		<b>30</b>

## **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**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Elementary Accounting I	AC136	3
Introduction to Business	BA101	3
Current Issues in Business	BA110	3
Principles of Management	BA150	3
Human Resource Management	BA161	3
Business Management Internship	BA176	4
Credit & Finance	BA204	3
Business Law	BA221	3
Business Math	BT110	3
Microcomputer Applications I	BT160	3
Microeconomics or Macroeconomics	EC252 or EC253	3
<b>Total Certificate Requirements</b>		<b>34</b>

## **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**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Current Issues in Business	BA110	3
Principles of Marketing	BA154	3
Business Management Internship	BA176	4
Credit & Finance	BA204	3
Business Law	BA221	3
Entrepreneurship	BA269	3



Business Math	BT110	3
Microcomputer Applications I	BT160	3
Desktop Publishing	BT200	3
Web Page Design I	BT210	3
Microeconomics <b>or</b> Macroeconomics	EC252 <b>or</b> EC253	3
<b>Total Certificate Requirements</b>		<b>34</b>

## 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

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Business Communications	BT130	3
Microcomputer Applications I	BT160	3
Database Concepts	BT170	3
DigiTools	BT180	2
Spreadsheet Applications	BT190	3
Web Page Design I	BT210	3
Office Procedures	BT230	3
Employment Strategies	BT240	1
Word Processing II	BT250	3
Speech Communications	SP175	3
Business Elective (BA, EC, BT, AC)		3
<b>Total Certificate Requirements</b>		<b>33</b>

## Computer Science & Information Systems

This program offers an appropriate course of study for individuals who desire to be employed in the rapidly growing computer and information technology fields. The mission of the CS&IS program at NCMC is to prepare students to enter the workforce with the skills and knowledge to be productive employees in a technology-centric endeavor.

### Program Requirements

#### General Education

Course Title	Course Number	Hours
MicroComputer Applications	BT160	3
*American History to 1877 or National Government	HI103 <b>or</b> PL216	3
Math requirement (MT110 or higher)		3

English I	EN101	3
Speech	SP175	3
Principles of Marketing	BA154	3
Business Ethics	BA285	3
Accounting I	AC136	3
Employment Strategies	BT240	1
<b>Program Requirements</b>		
<b>Course Title</b>	<b>Course Number</b>	<b>Hours</b>
Web Page Design I	BT120	3
Web Page Design II	BT215	3
Programming Concepts and Problem Solving	IT125	3
Visual Basic I or Python Programming	IT182 or IT185	3
Programming in C++I	IT243	3
Object Oriented Programming: Java	IT290	3
Computer Hardware	IT280	3
Database Concepts	BT170	3
Networking Concepts	IT275	3
Unix/Linux	IT268	3
Computer Science & Information Systems Internship	IT270	4
Elective <sup>1</sup>		3
<b>Total Degree Requirements</b>		<b>62</b>

<sup>1</sup>Any course from BT, BA, MF, or any IT course from IT120 or higher.

## 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**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Business Mathematics	BT110	3
English I	EN101	3
American History to 1877 or National Government	HI103 or PL216	3
General Psychology	PY121	3
Speech Communications	SP175	3

## **Program Requirements**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Microcomputer Applications I	BT160	3
Procedural Law	CJ118	3
Liability/Criminal Justice Officer	CJ125	3
Introduction to Criminal Justice	CJ126	3
Criminal Investigations	CJ140	3

Introduction to Juvenile Law	CJ170	3
Criminology	CJ218	3
Criminal Evidence	CJ219	3
Introduction to Corrections	CJ226	3
Criminal Law	CJ235	3
Police Organization & Management	CJ239	3
Criminal Justice Communications	CJ246	3
Criminal Justice Practicum	CJ250	3
Constitutional Aspects of Criminal Justice	CJ260	3
Microcomputer Applications	BT160	3
General Sociology	SO107	3
Deviant Behavior	CJ298	3
<b>Total Degree Requirements</b>		<b>63</b>

## 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

Course Name	Course Number	Hours
English I	EN101	3

### Program Requirements

Course Name	Course Number	Hours
Procedural Law	CJ118	3
Liability Criminal Justice Officer	CJ125	3
Introduction to Criminal Justice	CJ126	3
Criminal Investigations	CJ140	3
Intro to Juvenile Law	CJ170	3
Criminal Evidence	CJ219	3
Introduction to Corrections	CJ226	3
Criminal Law	CJ235	3
Criminal Justice Communications	CJ246	3
General Psychology	PY121	3
General Sociology	SO107	3
<b>Total Certificate Requirements</b>		<b>36</b>

# Early Childhood Development AAS

This training program in early childhood development prepares students to work in entry-level positions in child care centers, Head Start programs, and 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 experiences applying classroom knowledge in the field.

## Program Outcomes

The program objectives for this program are aligned with the NAEYC Accreditation standards for Two Year Degree Programs in Early Childhood Education, Missouri Standards of Professional Educators and the Common Career and Technology Core.

### Outcome 1 ~ CHILD DEVELOPMENT AND LEARNING

Students prepared as early childhood educators will be grounded in a child development knowledge base. They use their understanding of young children's characteristics and needs and of the multiple interacting influences on children's development and learning to create environments that are healthy, respectful, supportive, and challenging for each child. (NAEYC 1; MOSPE 2 & 5)

### Outcome 2 ~ FAMILY AND COMMUNITY RELATIOSHIPS

Students prepared as early childhood educators will 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. (NAEYC 2; MOSPE 9)

### Outcome 3 ~ OBSERVATION, DOCUMENTATION, AND ASSESSMENT

Students prepared as early childhood educators will understand that child observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. They know about and understand the goals, benefits, and uses of assessment. They know about and use systematic observations, documentation, current technologies, and other effective assessment

strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of every child. (NAEYC 3; CCTC 2; MOSPE 6 & 7)

#### Outcome 4 ~ DEVELOPMENTALLY EFFECTIVE APPROACHES

Students prepared as early childhood educators will 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. Students know, understand, and use a wide array of developmentally appropriate approaches, instructional strategies, educational technologies, and tools using creativity and innovation to connect with children and families and positively influence each child's development and learning. (NAEYC 4; CCTC 2 & 6; MOSPE 1, 3, 4 & 6)

#### Outcome 5 ~ MEANINGFUL CURRICULUM

Students prepared as early childhood educators will use their knowledge of academic disciplines to design, implement, and evaluate experiences that promote positive development and learning for each and every young child. Students understand the importance of developmental domains and academic (or content) disciplines in an 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. Students use their own knowledge and other resources including technology to design, implement, and evaluate meaningful, challenging curricula that promote comprehensive developmental and learning outcomes for every young child. Students consider the environmental, social and economic impacts of their decisions as it relates to curriculum design. (NAEYC 5; CCTC 2 & 5; MOSPE 1 & 5)

#### Outcome 6 ~ PROFESSIONALISM

Students prepared as early childhood educators will identify and conduct themselves as members of the early childhood profession. They will communicate clearly and effectively and with reason. 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 and management, making informed decisions using valid and reliable research that integrate knowledge from a variety of sources. They are informed advocates for sound educational practices and policies. (NAEYC 6; CCTC 1, 4, 7, 8, 9, 11 & 12; MOSPE 7 & 8)

#### Outcome 7 ~ EMPLOYABILITY

Students prepared as early childhood educators will apply foundational concepts from general education into their daily decision making and planning. They utilize critical thinking to make sense of problems and perseverer in solving them. They will plan their professional pathway to align with personal goals while attending to their personal health and financial well-being. They will work productively in teams using understandings of cultural and global diversity. (CCTC 3, 8, 10, & 12;

**General Education**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
Biological or Physical Science	(BI, CH, ES or PS)	4 w/ lab
Business Math, Intermediate Algebra or higher	BT110 or MT110	3
Microcomputer Applications I	BT160	3
English I	EN101	3
American History or National Govt	HI103 or PL216	3
General Psychology	PY121	3
Speech Communications	SP175	3
Humanities Elective*		3
Elective	(SO, PY or CD)	3

\*See humanities courses listed on page 89 of the AA degree requirements.

**Program Requirements**

<b>Course Name</b>	<b>Course Number</b>	<b>Hours</b>
(*The three courses below are required for the Child Development Associate (CDA) Credential)		
* Child Development	CD 112	3
* Foundations of Early Childhood Education	CD 130	3
* Health, Nutrition, and Safety	CD 205	3
Organization and Administration of Early Childhood Programs	CD120	3
Children with Special Needs	CD 207	3
Emergent Language and Literacy	CD 220	3
Family, School & Community	CD 230	3
or Marriage and the Family	SO 201	
Infant & Toddler Curriculum and Field Experience	CD 240	3
Preschool Curriculum and Field Experience	CD 242	3
Observation and Assessment	CD 250	3
Early Childhood Development	CD 260	3
Practicum and Field Experience		
Professionalism in Early Childhood Education	CD 280	3

<b>Child Development Elective:</b>		<b>3</b>
Parents as Teachers	CD 101	1
Creative Activities for Children	CD 140	3
Special Topics in Early Childhood Education	CD 150	3
Preschool Literature	CD 209	3
Music for Children	CD 211	3
Exploring Science & Math in the Early Childhood Setting	CD 213	3
<b>Total Degree Requirements</b>		<b>67</b>

## Child Development Associate Credential (CDA) Component

NCMC offers the educational component needed for eligibility to apply for the Child Development Associate Credential (CDA). The CDA candidate 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, parent questionnaires, and application support needed to apply for the CDA Credential. Candidates applying for the credential will need to have 480 hours of experience in working with the desired age group in which the CDA will be earned (Infant/Toddler, Preschool, Home Provider, or Home Visitor). Candidate must be able to provide documentation for all hours completed. The application process and fees associated with the process are the responsibility of the individual student. The candidate must complete the application, observation component, online testing, and submit all required information and fees to the Council for Professional Recognition to receive their CDA Credential. This coursework may be offered on Saturdays, on campus, evenings, or online to accommodate students who have already entered the early childhood field.

### Articulated Credit for CDA Coursework

CD112 Child Development, CD130 Foundations of Early Childhood Education, and CD205 Health, Nutrition and Safety are the courses needed to complete the CDA component and are a portion of the AAS Early Childhood Development degree. Students can earn up to 9 hours of articulated Child Development credit through articulation agreements with career and technical schools, high schools, or transfer from other colleges or universities. Check with your school for articulation agreements with NCMC.

### High Schools or College/University Transfer



Students who have earned articulated credit from their high school or are 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 credit for 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. For complete details on how to obtain a CDA, request a guide sheet or speak with an advisor, call 660-359-3948, ext. 1331.

## Industrial & Energy Systems Technology AAS

This program is designed to provide students with the 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

### General Education

Course Title	Course Number	Hours
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1
English I	EN101	3
American History to 1877 or National Government	HI103 or PL216	3

Intermediate Algebra		
<b>or</b> Applied Technical Math	MT110 <b>or</b> MF104	3
Speech	SP175	3

## 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

Course Title	Course Number	Hours
Intro.to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Basic Electricity II	MF126	3
Motor Controls	MF128	3
Programmable Logic Controllers	MF141	3
Basic Fluid Power	MF145	3
Principles of Safety	MF150	3
Principles of Maintenance Awareness	MF155	3
Principles of Quality Management	MF160	3
AutoCAD I	MF220	3
Industrial Robotics	MF235	3
Maintenance Management	MF260	3
Introduction to Physics	PS108	4
Agriculture Mechanics	AG132	4
Mfg. Technology Internship	MF271	3
<b>Total Degree Requirements</b>		<b>63</b>

## Emphasis Area: Wind

### Opportunities after NCMC

Wind Energy Technician

Course Title	Course Number	Hours
Intro.to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Basic Electricity II	MF126	3
Programmable Logic Controllers	MF141	3
Basic Fluid Power	MF145	3
Principles of Safety	MF150	3
Principles of Maintenance Awareness	MF155	3
Principles of Quality Practices	MF160	3
AutoCAD I	MF220	3
Maintenance Management	MF260	3
Introduction to Physics	PS108	4
Introduction to Wind	IE100	3

Turbine Troubleshooting	IE120	3
Agriculture Mechanics	AG132	4
Wind Turbines and Farms Internship	IE220	3
<b>Total Degree Requirements</b>		<b>63</b>

## 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 & Energy Systems Technology AAS program.

### Emphasis Area: Industrial Maintenance

Course Title	Course Number	Hours
Employment Strategies	BT240	1
Intro.to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Motor Controls	MF128	3
Programmable Logic Controllers	MF141	3
Basic Fluid Power	MF145	3
Principles of Safety	MF150	3
Intermediate Algebra or Applied Technical Math	MT110 or MF104	3
Speech	SP175	3
<b>Total Certificate Requirements</b>		<b>25</b>

## 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.

### Industrial Maintenance Skills

Entry-level Installation, Maintenance & Repair Industrial Maintenance Skills

Course Title	Course Number	Hours
Basic Electricity I	MF122	3
Motor Controls	MF128	3
Programmable Logic Controllers	MF141	3
Basic Fluid Power	MF145	3
Principles of Safety	MF150	3

Principles of Maintenance Awareness	MF155	3
<b>Total Certificate Requirements</b>		<b>18</b>

## Manufacturing Skills

Manufacturing Production Technician, Production Worker Manufacturing Skills

Students will receive the Certified Production Technician (CPT) certificate from the Manufacturing Skill Standards Council (MSSC)

Course Title	Course Number	Hours
Employment Strategies	BT240	1
Applied Technical Math		
<b>or</b> Intermediate Algebra	MF104 <b>or</b> MT110	3
Principles of Safety	MF150	3
Principles of Maintenance Awareness	MF155	3
Principles of Quality Practices	MF160	3
Principles of Manufacturing	MF165	3
Processes & Production		
<b>Total Certificate Requirements</b>		<b>16</b>

## 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

Course Title	Course Number	Hours
English I	EN101	3
General Psychology	PY121	3
American History to 1877	HI103	3
National Government	PL216	3
Speech Communications	SP175	3
Health	PE105	2
Biological	BI, CH, ES, <b>or</b> PS	4
<b>Or</b> Physical Science		
Intermediate Algebra <b>or</b> higher	MT110 <b>or</b> higher	3

Microcomputer Applications	BT160	3
Humanities Elective		3

## Program Requirements

Course Title	Course Number	Hours
First Aid & Emergency Procedures	AH223	2
Health, Safety & Nutrition	CD205	3
Foundations of Education	ED200	3
Teaching Profession w/Field Experience	ED201	3
Multicultural Education	ED265	3
Education of Exceptional Learners	ED285	3
Practicum in Paraprofessional Education	ED290	3
Literature for Children <b>or</b> Preschool Literature <b>or</b> Language Development & Early Literacy	EN196 <b>or</b> CD209 <b>or</b> CD220	3
Electives-Child Psychology <b>or</b> any course with the prefix CD <b>or</b> ED	PY225, CD or ED	9
<b>Total Degree Requirements</b>		<b>62</b>

## 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.*

*Contact Program Coordinator of Health Sciences for more information*

## General Education

Course Title	Course Number	Hours
*Business Math (or higher level) <b>or</b> Math for Allied Health Sciences	BT110 <b>or</b> AH106	3
Microcomputer Applications I	BT160	3
English I	EN101	3
American History to 1877 <b>or</b> National Government	HI103 <b>or</b> PL216	3
General Psychology	PY121	3
Speech	SP175	3

## Program Requirements

Course Title	Course Number	Hours
Accounting I	AC136	3
Human Body: Health & Disease	AH102	3
Introductory A & P for Allied Health	AH125	4
Basic Medical Terminology	AH160	3
Principles of Pharmacology	AH200	3
Health Insurance Billing	AH202	3
Medical Assisting: Clinical Procedures	AH210	3
Medical Law & Ethics	AH211	3
Medical Assisting Internship	AH222	3
First Aid & Emergency Procedures	AH223	2
Business Communications	BT130	3
DigiTools	BT180	2
Employment Strategies	BT240	1
Word Processing II	BT250	3
Medical Coding I	HM125	3
Medical Coding II	HM225	3
Electronic Health Systems	HM226	3
<b>Total Degree Requirements</b>		<b>66</b>

### *Note*

*Student must have a C or above in all courses and program advisor's permission to take the medical assisting internship class.*

# **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 PN program. An additional two semesters are required for students to complete ADN 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.

## **Practical Nursing - Certificate**

The Practical Nursing (PN) program is an INTENSE, FAST-PACED certificate program that takes three (3) semesters to complete 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 the PN, 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 PN program, students are prepared to take the NCLEX-PN exam.

## **Program Outcomes**

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

### **Patient-Centered Care**

- Demonstrate patient centered, caring, culturally sensitive nursing care base on common physiological, psychosocial and sociological needs of patients.

### **Teamwork and Collaboration**

- Collaborate as a member of the health care team to promote continuity of patient care

### **Evidence-Based Practice**

- Identify best current evidence from scientific and other credible sources as a basis for quality nursing practice and clinical decision making

### Quality Improvement

- Participate in the implementation of quality improvement strategies to improve patient care

### Safety

- Provide a safe environment for patients, self, and others.

### Informatics

- Use information technology in the provision of patient care

### Leadership

- Use the leadership skills of time management, organization and priority setting when providing patient care

### Professionalism

- Practice nursing using professional, ethical, legal, and humanistic principles within regulatory guidelines.

## PN Admission Criteria

### NOTE

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

The following criteria must be met in order to be eligible for acceptance into the North Central Missouri College Practical Nursing Program (Trenton, Maryville & Night/Weekend Program):

### PN REQUIREMENTS

1. Accepted as NCMC Student
2. Compass/Asset/ACT Test Scores within last 2 years
3. Submit Nursing Application and Notarized Waiver Form
4. Complete the following pre-requisite classes with a “C” or greater (must be completed the semester prior to the nursing program starting):
  - Human Anatomy w/ lab                      BI240                      4 cr
  - Human Physiology w/ lab                      BI242                      4 cr
  - Math Requirement    3 cr
    - Math for Allied Health                      AH106
    - College Algebra                      MT122
    - Elementary Statistics                      MT125
5. Pre-Entrance Test – ATI TEAS V Test within the last 5 years
  - 1<sup>st</sup> file review (early acceptance) requires **minimum score of Low Proficient** (58.7-67%)
  - 2<sup>nd</sup> & 3<sup>rd</sup> file review requires **minimum score of Low Basic** (41.3-48%)



High School students that are currently in a Health Occupations class through a VoTech School can apply for early admittance (Applies for 1 year after High School graduation). Admission would be contingent upon completing PN requirements 1-4 stated above, as well as:

- Submit letter signed by school official that student is currently in Health Occupations Class
- Pre-Entrance Test – ATI TEAS V Test within the last 5 years
  - Requires **minimum score of Law Basic** (41.3% - 48%)

Three separate file reviews will be conducted for acceptance into each PN program (Trenton & Maryville, Night/Weekend). Deadlines for the Practical Nursing Program (Trenton, Maryville & Night/Weekend) are as follows:

### **PN DEADLINES FOR TRENTON & MARYVILLE**

- 1<sup>ST</sup> file review (early acceptance requires Low Proficient TEAS Score) – **March 15**
- 2nd file review – **May 15**
- 3<sup>rd</sup> file review – **July** (after summer grades are posted)

### **PN DEADLINES FOR NIGHT/WEEKEND PROGRAM**

- 1<sup>ST</sup> file review (early acceptance requires Low Proficient TEAS Score) – **September 1**
- 2<sup>nd</sup> file review – **October 1**
- 3<sup>rd</sup> file review – **December** (after Fall grades are posted)

#### **MAIL TRENTON & BETHANY APPLICATIONS TO:**

North Central Missouri College  
ATTN: Nursing & Health Sciences Secretary  
1301 Main Street  
Trenton, MO 64683

#### **MAIL MARYVILLE APPLICATIONS TO:**

Northwest Technical School  
ATTN: Assistant to Site Coordinator  
1515 S. Munn Street  
Maryville, MO 64468

#### **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.

Contact a nursing faculty/staff member for more information.

## Nursing PN Curriculum–Trenton & Maryville

The PN program is offered on NCMC's campus in Trenton, MO or at the Outreach site at Northwest Technical School in Maryville, MO and North Central Career Center in Bethany, MO.

<b>Pre-Entry Requirements</b>	<b>Course Number</b>	<b>Hours</b>
Math for Allied Health Sciences or College Algebra or Elementary Statistics	AH106 or MT122 or MT125	3
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
<b>Total Hours of pre-entry requirement courses</b>		<b>11</b>

<b>General Education Requirements</b>	<b>Course Number</b>	<b>Hours</b>
Speech	SP175	3
General Psychology	PY121	3
English I	EN101	3
<b>Total hours of general education course</b>		<b>9</b>

*These courses may be taken prior to the student's nursing program acceptance or the student may choose to take these courses in conjunction with nursing coursework. These courses must be complete with a C or above by program end date in order to be eligible for graduation.*

<b>Fall Semester</b>	<b>Course Number</b>	<b>Hours</b>
Foundations of Nursing I	PN101	6
Personal Vocational Concepts (online)	PN104	1
Introduction to Pharmacology	PN103	2
<b>Spring Semester</b>	<b>Course Number</b>	<b>Hours</b>
Nursing of Adults Ia	PN101	6
Introduction to Mental Health (online)	PN105	1
Maternal and Child Health Nursing	PN106	2
<b>Summer Semester</b>	<b>Course Number</b>	<b>Hours</b>
Nursing of Adults Ib	PN102	4
<b>Total Certificate Requirements</b>		<b>42</b>

## Practical Nursing Curriculum–Night/Weekend for class beginning January 2017

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

<b>Pre-Entry Requirements</b>	<b>Course Number</b>	<b>Hours</b>
Anatomy (w/ lab)	BI240	4
*Physiology (w/ lab)	BI242	4

Or Anatomy & Physiology (w/ lab)	BI238	8
Math – Allied Health	AH106	3
Or College Algebra	MT122	3
Or Elem. Statistics	MT125	3
<b>Total Pre-requisite Semester Credits</b>		<b>11</b>

### General Education Requirements

Course	Course Number	Hours
Speech	SP175	3
General Psychology	PY121	3
English I	EN101	3
<b>Total hours of general education courses</b>		<b>9</b>

*These courses may be taken prior to the student's nursing program acceptance or the student may choose to take these courses in conjunction with nursing coursework. These courses must be completed with a C or above by program end date in order to be eligible for graduation.*

Spring Semester	Course Number	Hours
Foundations of Nursing	PN100	6
Personal Vocational Concepts (online)	PN104	1
Introduction to Pharmacology	PN103	2

Summer Semester	Course Number	Hours
Nursing of Adults 1a	PN101	6

Fall Semester	Course Number	Hours
Introduction to Mental Health (online)	PN105	1
Maternal and Child Health Nursing	PN106	2
Nursing of Adults 1b	PN102	4

<b>Total Certificate Requirements</b>		<b>42</b>
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# **Associate Degree Nursing - PN to ADN Program**

The PN to ADN 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 the PN to AND program, 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 PN to ADN program, graduates are prepared to take the NCLEX-RN exam.

## **Program Outcomes**

Upon successful completion of the PN to ADN program, the graduate should have the following competencies:

### **Patient-Centered Care**

- Demonstrate patient-centered, caring, culturally sensitive nursing care based on complex physiological, psychosocial and sociological needs of patients.

### **Teamwork and Collaboration**

- Collaborate with members of the interprofessional health care team to promote continuity of patient care and achievement of optimal outcomes.

### **Evidence-Based Practice**

- Use best current evidence, expert opinion, and clinical expertise as a basis for quality nursing practice and clinical judgement.

### **Quality Improvement**

- Promote the development and implementation of quality improvement strategies to advance health care services.

### **Safety**

- Create a safe environment for patients, self, and others.

### **Informatics**

- Integrate information technology resources into the provision of patient care.

### **Leadership**

- Integrate leadership and management skills when directing and influencing patient care.

### **Professionalism**

- Model nursing practice using professional, ethical, legal, and humanistic principles within regulatory guidelines.

## **PN to ADN Admission Requirements**

### **NOTE**

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

The following requirements must be met in order to be eligible for acceptance into the North Central Missouri College PN to ADN Program (Trenton, Maryville, & online):

### **PN to ADN REQUIREMENTS**

1. Accepted as NCMC student
2. COMPASS/ASSET/ACT Test scores within last 2 years
3. Submit Nursing Application and Notarized Waiver Form
4. Complete the following pre-requisite classes with a “C” or greater (must be completed the semester prior to nursing program starting):
  - Anatomy – 4 credit hours with a lab\*
  - Physiology – 4 credit hours with a lab\*
  - \*Human Chemistry – 3 credit hours (only if less than 8 hours of A&P or had Body Structure Function in PN program. Gen Biology and Gen Chemistry can be substituted for Human Chemistry)
  - General Psychology – 3 credit hours
  - Speech – 3 credit hours

- English I – 3 credit hours

5.Pre-Entrance Test – ATI TEAS V Test within the last 5 years

- 1<sup>st</sup> file review (early acceptance) requires minimum score of High Proficient (67.1-77%)
- 2<sup>nd</sup> & 3<sup>rd</sup> file review requires minimum score of Low Proficient (58.7-67%)

Three separate file reviews will be conducted for acceptance into each PN to ADN program (Trenton, Maryville, & online). Deadlines for the Associate Degree Nursing Program (Trenton, Maryville & online) are as follows:

**PN to AND DEADLINES**

- 1st File Review (early acceptance requires High Proficient TEAS score) – **March 15**
- 2<sup>nd</sup> File Review – **May 15**
- 3<sup>rd</sup> File Review – **July** (after summer grades are posted)

**MAIL TRENTON & BETHANY APPLICATIONS TO:**

North Central Missouri College  
ATTN: Nursing & Health Sciences Secretary  
1301 Main Street  
Trenton, MO 64683

**MAIL MARYVILLE APPLICATIONS TO:**

Northwest Technical School  
ATTN: Assistant to Site Coordinator  
1515 S. Munn Street  
Maryville, MO 64468

## PN to ADN Curriculum–Trenton (offered on ground or online) & Maryville campus

The PN to ADN program is offered on NCMC's Trenton campus, at the outreach site at Northwest Technical School in Maryville, MO or online.

<b>Pre-Entry Requirements</b>	<b>Course Number</b>	<b>Hours</b>
Anatomy w/Lab	BI240	4
*Physiology w/Lab	BI242	4
-or-		
Anatomy & Physiology w/Lab	BI238	8
Human Chemistry**	BI241	3
English I	EN101	3
General Psychology	PY121	3
Speech	SP175	3
<b>TOTAL PRE-REQUISITE SEMESTER CREDITS</b>		<b>17-20</b>

*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 in to the program. All nursing classes must be taken in sequence.*

<b>**General Education Requirements</b>	<b>Course Number</b>	<b>Hours</b>
American History to 1877 or National Government	HI103 or PL216	3
Microbiology w/Lab	BI243	4
<b>TOTAL HOURS OF GENERAL EDUCATION COURSES</b>		<b>7</b>

*\*\*Students may complete general education courses prior to acceptance into the nursing program or the student may chooses to take these courses in conjunction with nursing coursework. These courses must be completed with a C or above by program end date in order to be eligible for graduation.*

<b>Fall Semester</b>	<b>Course Number</b>	<b>Hours</b>
Adult Nursing I	RN201	6
PN to ADN Transitions	RN204	1
Pharmacology	RN203	2
Mental Health Nursing	RN205	2

<b>Spring Semester</b>	<b>Course Number</b>	<b>Hours</b>
Leadership in Nursing	RN200	2
Adult Nursing II	RN202	4
Maternal and Child Health Nursing	RN206	4
<b>Total AAS Requirements</b>		<b>70</b>

# 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.

### NOTE

*A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.*

*The four (4) PM – Pharmacy courses are only offered during the Spring Semester of odd years. Example: Spring 2017, Spring 2019, etc.*

*Students must have "C" or above in all courses and program advisor permission to take the four (4) PM coded courses.*

Course Title	Course Number	Hours
General Biology w/Lab	BI100	5
Microcomputer Applications I	BT160	3
English I	EN101	3



American History <b>or</b> National Government	HI103 <b>or</b> PL216	3
Intermediate Algebra <b>or</b> higher	MT110	3
General Psychology	PY121	3
Speech	SP175	3

## Program Requirements

Course Title	Course Number	Hours
Basic Medical Terminology	AH160	3
Medical Law & Ethics	AH211	3
Anatomy w/Lab	BI240	4
Physiology w/Lab	BI242	4
Database Concepts	BT170	3
Employment Strategies	BT240	1
Introduction to Chemistry w/Lab	CH107	4
Pharmacy Calculations	PM101	3
Pharmacy Practice I	PM105	4
Pharmacy Practice II	PM205	4
Pharmacy Technician Internship	PM220	4
<b>Total Degree Requirements</b>		<b>60</b>

## Pharmacy Technician Certificate

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.*

*The four (4) PM – Pharmacy courses are only offered during the Spring Semester of odd*

years. Example Spring 2017, Spring 2019, etc.

## Program Requirements

Course Title	Course Number	Hours
Employment Strategies	BT240	1
Pharmacy Calculations	PM101	3
Pharmacy Practice I	PM105	4
Pharmacy Practice II	PM205	4
Pharmacy Technician Internship	PM220	4
<b>Total Certificate Requirements</b>		<b>16</b>

## 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 upon completion of the coursework from 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.

#### **NOTE**

*A 20 ACT composite score (within the last 5 years) OR GPA on pre-requisite and general education courses required in order to be eligible for acceptance in the Dental Hygiene program at Hillyard Technical Center. A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.*

## **Prerequisites–NCMC**

<b>Course Title</b>	<b>Course Number</b>	<b>Hours</b>
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Microbiology w/Lab	BI243	4
Introduction to Chemistry w/Lab	CH107	4
Basic Medical Terminology	AH160	3

## **General Education–NCMC**

<b>Course Title</b>	<b>Course Number</b>	<b>Hours</b>
Employment Strategies	BT240	1
English I	EN101	3
American History to 1877 or National Government	HI103 or PL216	3
College Algebra	MT122	3
General Psychology	PY121	3
General Sociology	SO107	3
Speech	SP175	3

## **Program Requirements–HTC**

Taken at Hillyard Technical Center in St. Joseph, Missouri	30
<b>Total Degree Requirements</b>	<b>68</b>

# Diagnostic Medical Sonography AAS

This program, in affiliation with Hillyard Technical Center (HTC), 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 and the additional coursework required from NCMC.

## 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

*GPA 2.75 required on pre-requisite and general education courses in order to be eligible for acceptance into the Diagnostic Medical Sonography program at Hillyard Technical Center.*

*A minimum grade of “C” is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.*

## Prerequisites–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
College Algebra	MT122	3
Introduction to Physics	PS108	4
Speech	SP175	3

## General Education–NCMC

Course Title	Course Number	Hours
Employment Strategies	BT240	1
English I	EN101	3
American History to 1877 or National Government	HI103 or PL216	3
General Psychology	PY121	3

## Program Requirement–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri	30
<b>Total Degree Requirements</b>	<b>64</b>

# 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 and the required NCMC coursework.

## 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 Health Sciences Program Coordinator for more information.*

### **Program Requirement-valid Missouri EMT-P license 30**

#### **Health Track**

<b>Course Title</b>	<b>Course Number</b>	<b>Hours</b>
Math for Allied Health Sciences	AH106 or higher level	3
Basic Medical Terminology	AH160	3
Pharmacology (non-nursing)	AH200	3
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Microbiology w/Lab	BI243	4
Employment Strategies	BT240	1
English I	EN101	3
American History to 1877 <b>or</b> National Government	HI103 <b>or</b> PL216	3
Speech	SP175	3

**Total Degree Requirements 61**

#### **Management Track**

<b>Course Title</b>	<b>Course Number</b>	<b>Hours</b>
Math for Allied Health Sciences	AH106 <b>or</b> higher level	3
Principles of Management	BA150	3
Human Resource Management	BA161	3
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1
English I	EN101	3
American History to 1877 <b>or</b> National Government	HI103 <b>or</b> PL216	3
General Psychology	PY121	3
Social Psychology	PY214	3
Speech	SP175	3

**Total Degree Requirements 66**

## **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 underserved 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

*Cumulative GPA of 2.5 is required in order to be eligible for acceptance into the OTA program. A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.*

## 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

ADN A Fieldwork	OT290	8
ADN B Fieldwork	OT295	8
<b>Total Degree Requirements</b>		<b>80</b>

## Physical Therapy Assistant AAS

This program is an affiliate program with State Technical College of Missouri in Linn, Missouri as a member of the Missouri Health Professions Consortium. State Technical College is the degree-granting institution.

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**

*GPA of 2.75 is required in the general education courses in order to be eligible for acceptance into the PTA program.*

*A minimum grade of "C" is required for all courses in the degree plan. Contact the Health Sciences Program Coordinator for more information.*

## **General Education–NCMC**

<b>Course Title</b>	<b>Course Number</b>	<b>Hours</b>
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 <b>or</b> other physical science	4
English I	EN101	3
American History to 1877		
<b>or</b> National Government	HI103 <b>or</b> PL216	3
College Algebra	MT122	3
General Psychology	PY121	3
Speech	SP170	3

## Program Requirements–State Technical College

Taken from State Technical College in Linn, Missouri. The degree is conferred by State Technical College of 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

*\*\*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 Health Sciences Program Coordinator for more information.*

### HTC Prerequisites–NCMC

Course Title	Course Number	Hours
General Biology w/Lab	BI100	5
**Human Anatomy w/Lab	BI240	4
**Human Physiology w/Lab	BI242	4
English I	EN101	3
College Algebra	MT122	3
Speech	SP175	3

### HTC General Education–NCMC

Course Title	Course Number	Hours
Medical Law & Ethics	AH211	3
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1
American History to 1877 or National Government	HI103 or PL216	3

## Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri 30

**Total Degree Requirements 65**

## RMC Prerequisites–NCMC

Course Title	Course Number	Hours
Basic Medical Terminology	AH160	3
*Human Anatomy w/Lab	BI240	4
*Human Physiology w/Lab	BI242	4
*English I	EN101	3
*College Algebra	MT122	3
Speech	SP175	3

## RMC General Education–NCMC

Course Title	Course Number	Hours
Medical Law & Ethics	AH211	3
*General Biology w/Lab	BI100	5
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1
*American History to 1877		
<b>or</b> *National Government	HI103 <b>or</b> PL216	3
General Psychology	PY121	3

## Program Requirements–RMC

Taken at Research Medical Center in Kansas City, Missouri 30

**Total Degree Requirements 68**

### Note

*Research Medical Center requires a GPA of 2.5 on required courses to be eligible for acceptance in the Radiology Technology program. A minimum grade of "C" is required for all courses within the degree plan. Contact the Health Sciences Program Coordinator for more information. Research Medical Center requires Anatomy (with lab), Physiology (with lab) and College Algebra be taken within the last 5 years.*

## 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. With the AAS degree, students increase the

likelihood of employment. 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 and upon completion of the coursework from NCMC.

## Program Outcomes

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

- Demonstrate growth in personal, vocations, and community live.
- 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 Health Sciences Coordinator for more information.*

## Prerequisites–NCMC

Course Title	Course Number	Hours
**Human Anatomy w/Lab	BI240	4
**Human Physiology w/Lab	BI242	4

### NOTE

*\*\*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.*

## General Education–NCMC

Course Title	Course Number	Hours
Math for Allied Health	AH106	3
Medical Law & Ethics	AH211	3
General Biology w/Lab	BI100	5
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1

English I	EN101	3
American History to 1877 or National Government.	HI103 or PL216	3
General Psychology	PY121	3
General Sociology	SO107	3
Speech	SP175	3

## Program Requirements–HTC

Taken at Hillyard Technical Center in St. Joseph, Missouri 30

**Total Degree Requirements 68**

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## 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.

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

Students follow the steps below to have articulated credit transcribed at NCMC:

- Enroll at NCMC within 15 months of high school graduation.
- Present an official articulated credit certificate to the Registrar's Office prior to your first semester of enrollment at NCMC.
- Complete 12 credit hours at NCMC with at least a 2.0 GPA.
- Apply with the Registrar's Office to have the articulated credits transcribed.

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 are 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 completion.

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.

# Course Descriptions

## Course Prefix Meanings

AC = Accounting	EC = Economics
AG = Agriculture & Natural Resources	ED = Education
AH = Allied Health	EM – Emergency Medical Technology
AR = Art	EN = English
AT = Applied Technology	ES = Earth Science
BA = Business Administration	FL = Foreign Language
BI = Biological Science	GE = Geography
BT = Business Technology	HC = Health Care Management
HI = History	PN = Practical Nursing Program
HU = Humanities	OT = Occupational Therapy
IE = Industrial & Energy Technology	PE = Physical Education
IT = Information Technology	PH = Philosophy
MF = Manufacturing Technology	PL = Political Science
MT = Mathematics	PM = Pharmacy Technician
MU = Music	PS = Physical Science
CD = Child Development	PY = Psychology
CH = Chemistry	RL = Religion
CJ = Criminal Justice	RN = PN to ADN Nursing Program
CS = College Skills	SO = Sociology
CT = Construction Technology	SP = Speech
DS = Developmental Studies	TH = Theatre
	WT = Welding Technology

The course descriptions that follow are listed in alphabetic order by course prefix.

### NOTE

*Some courses may require a minimum placement test score or completion of related courses prior to enrollment. This is noted as a PREREQUISITE and appears at the end of the course description.*



## **On-ground Course Semester Designation**

F	the course is offered in the fall semester
SP	the course is offered in the spring semester
SU	the course is offered in the summer semester
FE	the course is offered in fall even years
FO	the course is offered in fall odd years
SE	the course is offered in spring even years
SO	the course is offered in spring odd years
DD	the course is offered at the discretion of the department

CBA course by arrangement with instructor

## **Online Course Semester Designation**

OF	the course is offered online in the fall semester
OSP	the course is offered online in the spring semester
OSU	the course is offered online in the summer semester
OFE	the course is offered online in fall even years
OFO	the course is offered online in fall odd years
OSE	the course is offered online in spring even years
OSO	the course is offered online in spring odd years
ODD	the course is offered online at the discretion of the department

***Courses offered at off-campus sites at the discretion of the department.***

# 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. **(F, SP, OF, OSP, OSU)**

## **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. (F, SP, OF, OSP, OSU)**

## **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. **(OSP)**

## **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. **(OF, OSU)**

## **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. (FO, OFE)**

## **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. **(SO)**

## **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. (OF)**

## **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. (OSP)**

**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. A minimum of 45 contact hours is required for every hour of credit. (CBA)**

## **Agriculture & Natural Resources**

**AG 100 Introduction to Agribusiness Systems****3 credits**

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. **(SP)**

**AG 101 Career Development Ag & Natural Resources****1 credit**

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. **(F)**

**AG 103 Soils & Fertilizers****3 credits**

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. **(SP)**

**AG 104 Soils & Fertilizers Laboratory****1 credit**

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. **(SP)**

**AG 105 Plant Science****3 credits**

An introductory course in agronomy; areas of study include plant morphology, growth processes, growth and development, crop investment, climate, and nutrition. **(F)**

**AG 106 Plant Science Lab****1 credit**

Lab activities involving plant and seed identification, seed germination, plant growth and plant nutrition; taken in conjunction with AG 105. **(F)**

**AG 107 Animal Science****3 credits**

An introductory course in animal science; areas of study include genetics, reproduction, nutrition, health and management of meat and companion animals. (F, SP)

**AG 108 Animal Science Laboratory****1 credit**

Laboratory including practical experiences with anatomy and physiology, live animal and meat grading, animal reproduction, and animal health; taken in conjunction with AG107. (F, SP)

**AG 109 Pork Production & Management****3 credits**

A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred swine. (DD)

**AG 112 Beef Production & Management****3 credits**

A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred beef operations. (SP)

**AG 114 Crop Science****3 credits**

A study of management decisions related to germination, seed selection, and tillage and seedbed preparation, planning methods, fertility, pest control, harvest and storage, and marketing of grain, oilseed and forage crops. (SP)

**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. (DD)

**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. (SP)

**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. **(DD)**

**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. (Lab fee) **(SP)**

**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. **(F, SP)**

**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. **(F)**

**AG 148 Agriculture Sales****3 credits**

Students will study how to become effective sales representatives for agribusiness. **(SP)**

**AG 163 Agriculture Credit and Finance****3 credits**

A survey of the principles, concepts and functions of credit and finance as related to agriculture. **(SP)**

**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. A minimum of 45 credit contact hours is required for every hour of credit. (SP, SU)**

**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. (Lab fee) (SP)

**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. (Lab fee) (SP)

**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. (DD)

**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. (DD)

**AG231 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. (DD)

**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. (DD)

**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. (DD)

**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. (F)

# Allied Health

## **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 regarding all the body systems, common pathology/diseases, diagnostic and treatment modalities. (Does not meet science requirement for AA degree.) (**OF, OSP, OSU**)

## **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 Intravenous (IV) drip flow rates and pediatric formulas are included. Emphasis is placed on correct dosage calculations. (**F, SP, OF, OSP, OSU**)

## **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. (**OSU**)

## **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. (**OF, OSP, OSU**)

## **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 health care system are included. Cultural and ethnic variations are discussed. Emphasis is placed on committing to lifelong learning in the continually changing area of health care. 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. (Lab fee) (**OF, OSP**)

**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. (OF)

**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; 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. This course requires students to travel to campus for four labs throughout the semester. **PREREQUISITES: AH 102, AH 200; co-requisite: AH 222 (Lab fee) (OSP)**

**AH 211 Medical Law and Ethics****3 credits**

This course is designed to expose professional to the dynamic legal and ethical aspects of employment in a health care 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. (OF, OSP, OSU)

**AH 222 Medical Assistant Internship****3 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: Requires "C" or above in all courses and program advisor's permission. (OSP, OSU)**

**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. (OF, OSP)



# 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. **(DD)**

## **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. **(F, SP, OF, OSP, OSU)**

## **AR 105 Design I**

**3 credits**

An introductory course about two-dimensional design principles and elements and how they relate to the other arts. **(F)**

## **AR 106 Drawing I**

**3 credits**

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. **(F, SP)**

## **AR 109 Beginning Oil Painting**

**3 credits**

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. **(DD)**

## **AR 111 Painting I**

**3 credits**

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. (SP)**

## **AR 112 Water Color Media**

**3 credits**

This course provides experience with selected water-based painting media: water color, casein, tempera and acrylics. **(DD)**

## **AR 205 Design II**

**3 credits**

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. (SP)**

**AR 206 Drawing II****3 credits**

Experience in interpretation of the visual elements from all sources of design: landscape, plant life, man-made and geometric forms, and animal and human forms. Emphasis on creative problems and composition. Use of varied drawing media.

**PREREQUISITE: AR 106. (F, SP)**

**AR 211 Painting II****3 credits**

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. (SP)**

## **Applied Technology**

**AT 240 Industrial Hygiene & Safety****3 credits**

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. **(DD)**

## **Business Management**

**BA 101 Introduction to Business****3 credits**

To introduce the student to the characteristics, functions and problems of the business world. **(F, OSP, OSU)**

**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. **(F, OSP, OSU)**

**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. **(F, SP, OF, OSP, OSU)**

**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. **(F, OSP, OSU)**

### **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. (SP, OF)**

### **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. A minimum of 45 contact hours is required for every hour of credit. (CBA)**

### **BA 204 Credit & Finance**

**3 credits**

A study of the organization and operation of credit departments, consumer and commercial credit, collections, and business finance. **(SP, OF)**

### **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. **(F, OSP)**

### **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. **(SP, OF)**

### **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. **(DD)**

### **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 176. (DD)**

### **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 or BA 280; or BA 280; may be taken concurrently with at least a C average in the course. (DD)**

### **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. **(DD)**

## **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. (F, SP, OF, OSP, OSU)**

### **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. (SP)**

### **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. (F)**

**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. **(F)**

**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. **(CBA)**

**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. **(DD)**

**BI 238 Anatomy and Physiology****8 credits**

This course is a study of the structure and function, including homeostatic mechanism of the chemicals, cells, tissues, and organs of the human integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lecture and Laboratory. **(F, SP, OF, OSP, OSU)**

**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) **(F, OF)**

**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. **(CBA)**

**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. **(F, SP, OF, OSP, OSU)**

**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. **(F, SP, OF, OSP, OSU)**

**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. **(DD)**

## **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. **(F, SP, OF, OSP)**

**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. **(F, SP, OF, OSP, OSU)**

**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, and spreadsheet and database software programs. The course is also designed to introduce students to the elements of Information Management that entail finding information efficiently, evaluating information critically, and using information ethically. **(F, SP, OF, OSP, OSU)**

**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; administering a database, SQL and Access data, in other applications. **PREREQUISITE: BT 160 or instructor approval. (F, OSP)**

**BT 180 Digi Tools****2 credits**

This course is designed to prepare students 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/practiced on. **(SP, OF)**

**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. (SP, OF)**

**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. **(SP)**

**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. (F, OSP)**

**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. (F)**

**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. **PREREQUISITE: BT 160. (OSP)**

**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 needed to utilize and find information in today's competitive job market. **(F, SP, OF, OSP, OSU)**

**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. (OF)**

**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. (OF, OSP)**

**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 a 2.5 GPA or approval by instructor. A minimum of 45 contact hours is required for every hour of credit. (CBA)**

## 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: None. Lecture and laboratory. (F, SP, SU, OF, OSP, OSU)**

**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: MT110, or CH107, or meet the ACT or placement scores to enroll in MT122 (F, SU)**

**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. (SP)**



# Computer Science & Information Systems

## **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. **(DD)**

## **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. **(DD)**

## **IT 125 Programming Concepts and Problem Solving**

**3 credits**

This course is an introduction to many computer science topics including: algorithms, problem solving, operating system concepts, computer architecture, and beginning programming techniques for those seeking a career in this industry. An overview of computer concepts, ethics and responsibilities and career options are also provided. **(SP, FA)**

## **IT 182 Visual Basic I**

**3 credits**

This is a beginning course in the Windows environment using the visual BASIC language. It is intended to develop the student's ability to design programs and windows objects using algorithms and coding in structured programs as well as an understanding of Windows properties. Prerequisite: Basic keyboarding skills, IT113 or demonstrated familiarity with the Windows environment. Intermediate or College Algebra recommended. **(SP)**

## **IT 185 Python Programming**

**3 credits**

This course is an introduction to the Python programming language. The course is designed to cover aspects such as: data types and structures, objects, functions, modularity, file and database interaction, loops and conditionals. **(SP)**

## **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: Basis keyboarding skill. Intermediate or College Algebra recommended. (DD)**

## **IT 268 Unix/Linux**

**3 credits**

This course introduces the fundamentals of the UNIX operating system. The course guides students through the basics of UNIX system concepts, architecture and administration. The course also includes networking essentials commonly used in the UNIX environment. Standard UNIX networking tools will be covered, as well

as the different “flavors” of UNIX, including Linux. (SP)

**IT 270 Computer Science & Information Systems Internship** **3 credits**

Seminar-type courses which are based on the application of fundamental computer science principles and curriculum competencies at both a local internship training station and in the classroom. (SP, FA)

**IT 275 Networking Concepts** **3 credits**

A study of the installation, configuration, and administration of a microcomputer network using Novell Netware, UNIX, Windows NT and other networking operating systems. The students will learn to plan a network configuration, install network software, create users, and establish and administer networking services. (SP)

**IT 280 Computer Hardware** **3 credits**

This course offers a detailed study of microcomputer systems hardware modules. Combining theory and practice, the course will cover module level maintenance, repair, replace and retrofit and upgrading trade-off decision parameters; and introductory troubleshooting. Students will identify and replace defective modules, perform hardware upgrades and install software with attendant hardware boards. Students will gain experience in the assembly and disassembly of microcomputer systems. (FA)

**IT 290 Object Oriented Programming: Java** **3 credits**

This course will introduce students to modern object-oriented techniques. Java will be used for the course, and although primarily known as a tool to develop applets for Web pages, it can be used as a general purpose programming language. Java is object-oriented and has been designed for maximum portability while incorporating automatic storage management, exception handling and integrated support for multi-threading. Prerequisite: IT182 or 243 or instructor approval. (SP)

## **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. (FO, OSO)

**CJ 125 Liability & the Criminal Justice Officer** **3 credits**

Law of negligence and tort liability arising from police conduct. (SO, OSE)

**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. **(FE, OFO)**

**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. **(FO, OSE)**

**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. **(FO, OSE)**

**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. **(SE, OFE)**

**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. **(SO, OFE)**

**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. **(SO, OSE)**

**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. **(SE, OSO)**

**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. **(FE, OSO)**

### **CJ 246 Criminal Justice Communications**

**3 credits**

This course is a presentation of psychological tactics and techniques used to obtain admissible confessions as evidence in criminal cases. **(FE, OSO)**

### **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. (CBA)**

### **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. **(FO, OFE)**

### **CJ 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 America society today. **PREREQUISITE: SO 107. (SO, OFO)**

## **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. **(DD)**

### **CS 102 College Seminar**

**1 credit**

College Seminar is an academic course designed to introduce students to the North Central Missouri College community and collegiate environment. The course is designed to emphasize strategies that promote student retention and academic success. This course will: foster an appreciation for the privileges, rights, and

responsibilities associated with a college education; acclimate students to college resources and utilization of information technology such as course management software; equip student with the learning skills necessary for success; and cultivate the ability for students to monitor their own learning and academic progress. **(F, S, OF, OS)**

### **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. **(DD)**

### **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. **(DD)**

### **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 acceptable placement exam or complete DS 015. **(DD)**

### **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 acceptable placement exam or complete DS 015. (DD)**

### **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 acceptable placement exam or complete DS 015. (DD)**

### **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 acceptable placement exam or complete DS 015. (DD)**

## **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. **(DD)**

### **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. **(DD)**

## **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.*

### **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) **(F, SP, OF, OSP, OSU)**

### **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. (Pass/Fail) **(F, SP, SU, OF, OSP, OSU)**

**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) **(F, SP, OF, OSP, OSU)**

**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. Appropriate placement score required. (Pass/Fail) **(F, SP, OF, OSP, OSU)**

**DS 049W Basic Algebra with Workshop****6 credits**

This course is designed for students who do not meet DS 049 Basic Algebra requirements. Student learning outcomes include: order of operations, solving linear equations and inequalities, introduction to graphing in a rectangular coordinate system, simplifying polynomial expression, factoring, and solving quadratic equations with an emphasis on problem solving. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course. (This course is not designed to transfer). Appropriate placement score required. **(F, S)**

**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. (Pass/Fail) **(DD)**

## **Early Childhood Development**

**CD 101 Parents as Teachers (elective)****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. **(DD)**

**CD 112 Childhood Development****3 credits**

This course is a study of human development from conception to age eight. It will provide an overview of physical, cognitive, social, emotional, creative, and language development with emphasis on interrelationship of growth and behavior of young children. Theories and philosophical viewpoints will be introduced to help

students determine a personal philosophy of how children grow and learn. Students will observe children of different ages in a variety of settings using multiple assessment and data told. This course will provide 40 hours of training for CDA. **Co-requisites CD130 Foundations of Early Childhood Education & CD205 Health, Nutrition and Safety. (OF)**

### **CD 120 Organization/Administration of Early Childhood Programs 3 credits**

An examination of licensing, staffing, facilities, equipment, and material for early childhood programs. Course includes program development, personnel management, facilities/equipment concerns, parent involvement and community relationships. A study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, advocacy, professionalism, planning and budgeting, parent education/partnerships, and CACFP food program. **Prerequisites: CD112 Child Development, CD130 Foundation of Early Childhood Education, and CD205 Health, Nutrition and Safety (OF)**

### **CD 130 Foundations of Early Childhood Education 3 credits**

An introduction to the profession of early care and education including historical foundations, ethical guidelines, and trends. Licensing rules and regulation will be reviewed along with a broad range of current program and accreditation systems. Students will examine the qualities and skills necessary for working with young children and receive an overview of appropriate curriculum. Students will learn to observe and record the behavior, teacher, and environment of young children. Students will learn strategies to work effectively with families to meet the needs of the child. This course will provide 40 hours of training for CDA. **Co-Requisites CD112 Child Development & CD205 Health, Nutrition and Safety (OF)**

### **CD 140 Creative Activities for Children (elective) 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. **(DD)**

### **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. **(DD)**

### **CD 205 Health, Nutrition and Safety 3 credits**

This course is designed to give information about current concepts in the field of health, safety and nutrition for children birth to eight years old in relationship to



their family and community. 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 experience. Topics include health assessment, first aid, safety, basic nutrition, nutrition educations, meals and snacks for children. This course will provide 40 hours of training for a CDA. **Must have or obtain First Aid/CPR Certification. (OF) Co-Requisites: CD130, CD112.**

### **CD 207 Children with Special Needs**

**3 credits**

This course will provide an overview of laws regarding children with special needs, developmentally appropriate curriculum, and current issues related to special needs children. Students will examine appropriate ways to gather data when teaching children with special needs. Students will study Individual Education Plans (IEPs) and Individual Family Service Plans (IFSPs) applying knowledge of differentiated instruction to individual case studies. **Prerequisite CD112 Child Development (OSP)**

### **CD 209 Preschool Literature (elective)**

**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. **(DD)**

### **CD 211 Music for Children (elective)**

**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. **(DD)**

### **CD 213 Exploring Science & Math in the Early Childhood Setting (elective)**

**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 National Council of Teachers of Mathematics (NCTM), Principles and Standards for School Mathematics and Missouri Early Learning Goals (MELS). **(DD)**

### **CD 220 Emergent Language and Literacy**

**3 credits**

An overview of early literacy based on appropriate literacy standards. Students will learn about emergent literacy such 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. **Prerequisite: CD112 Child Development (minimum grade of “C”) (OF)**

### **CD 230 Family, School & Community**

**3 credits**

This course explores the impact of the community and society on children and families. Cultural and socio economic factors and the realities of the changing family and society including family systems, child rearing, and parenting styles are surveyed. Students will examine strategies to promote family and community involvement. Community agency programs and their benefits for parents will also be discussed. **No Prerequisites (OSP)**

### **CD 240 Infant & Toddler Curriculum & Field Experience**

**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. Application of intentional teaching for developmental and academic areas will be discussed. Reflection on students own practice to promote positive outcomes for children will be emphasized. Students will meet in class 3 hours per week with an additional 10 hours of field experience in a preapproved child care setting with children birth to 36 months of age. Field experience hours will address observing, documenting, and applying knowledge to create developmentally appropriate lesson plans for all children. **Prerequisite: CD 250 Observation and Assessment (SE, OSO)**

### **CD 242 Preschool Curriculum & Field Experience**

**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. Application of intentional teaching for developmental and academic areas will be discussed. Reflection on students’ own practice to promote positive outcomes for children will be emphasized. Students will meet in class 3 hours per week with an additional 10 hours of field experience in an approved preschool, Head Start, or School District setting with children 3 to 5 years of age. The field experience will address observing, documenting, and applying knowledge to creating developmentally appropriate curriculum for children 3 to 5 years of age. **Prerequisite: CD 250 Observation and Assessment (OF)**

### **CD 250 Observation and Assessment**

**3 credits**

This course consists of supervised observation in conjunction with classroom lecture. Students will complete a total of 2 hours/week of lecture/instruction and students will observe one child in a single facility for a total of 45 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 Child Development (minimum grade of "C") (Lab fee) (OSP)**

### **CD 260 Early Childhood Development Practicum /Field Experience3 credits**

The student will actively participate, under supervision, for a minimum of 150 clock hours in a Head Start, accredited or public classroom setting. Students will observe and practice using developmentally appropriate teaching strategies with preschool children. Students will plan and implement curriculum components for young children in conjunction with supervising teacher. A minimum of 50 contact hours is required for every hour of credit **Pre-OR Co-requisite: CD240 Infant/Toddler Curriculum and Field Experience; CD242 Preschool Curriculum and Field Experience (OSP)**

### **CD 280 Professionalism in Early Childhood Education (capstone) 3 credits**

This capstone course is for the Early Childhood Development AAS degree seeking students. Students will create a portfolio connecting early childhood practices in the six NAEYC Professional Standards and Missouri Vocational Pathway Outcomes as a required component for this degree. Knowledge of ethical standards and other elements of professional guidelines will be examined. The course will cover career management topics (resume, interviewing skills, and employment soft skills) along with exploration of employment opportunities. Completion of a program assessment is a requirement of this course. **(SP)**

## **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. **(F)**

### **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. **(F, SP, OSP, OSU)**

**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. (F, SP, OF, OSU)

## 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. (F, SP, OF, OSP, OSU)**

**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. (Background check fee) (F, SP, OF, OSP)**

**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. (OSU, OF, OSP)

**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: EN101 & PY121. AAT core course. (F, SP)**

**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. (F, SP)**

**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. **(DD)**

**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. **(SP)**

**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. (SP)**

**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. A minimum of 45 contact hours is required for every hour of credit.

**Prerequisites: ED200 & ED201 (F, SP)**

**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. (F, SP)**

# 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. 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 re-licensure purposes as required by statute. 30 hours lecture, 10 hours lab.

# English

*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 placement score or successful completion of DS 025. General education credit (**F, SP, SU, OF, OSP, OSU**)

## **EN 101W English I with Workshop**

**6 credits**

This course is designed for students who do not meet EN101 English I requirements. 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. General education credit. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course. Placement test required (**F, SP, SU**)

## **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. (F, SP, SU, OF, OSP, OSU)**

### **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. **(DD)**

### **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. **(SP, OF, OSP, OSU)**

### **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. **(DD)**

### **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 concurrent enrollment in EN 101. Humanities credit. (DD)**

### **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 concurrent enrollment in EN 101. EN 230 is not a prerequisite for EN 240. Humanities credit. (F)**

### **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: EN101 or concurrent enrollment in EN 101. Humanities credit. (DD)**

**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 concurrent enrollment in EN 101. EN 251 is not a prerequisite for EN 252. Humanities credit. (SP)**

**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 concurrent enrollment in EN 101. Humanities credit. (DD)**

**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 concurrent enrollment in EN 101. EN 261 is not a prerequisite for EN 262. Humanities credit. (OF, OSP, OSU)**

**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. **PREREQUISITE: EN101 or current enrollment in EN101. (OF, OSP, OSU)**

**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. (DD)**



# 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. Not open to students whose native language is Spanish. Humanities credit. **(F, SP, SU)**

## **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: FL100. (DD)**

## **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; not open to students whose native language is German. Humanities credit. **(DD)**

## **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. (DD)**

## **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. Not open to students whose native language is French. Humanities credit. **(DD)**

## **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. (DD)**

## **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. **(DD)**

### **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. (DD)**

## **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. **(SP)**

## **Health Information Management**

### **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 & AH 125. (OF)**

### **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), Health care 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, HM 125. (OS)**

### **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 (OS)**

# 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. **(F, OSP)**

## **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. **(SP, OF)**

## **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 placement score or successful completion of DS 015. **(F, SP, OF, OSP, OSU)**

## **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. **(F, SP)**

# 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. **(DD)**

## **HU 111 Humanities: Renaissance to Present**

**3 credits**

An integrated course in western culture from Renaissance period to the present. The course encompasses an introduction to literature, painting, music, sculpture and architecture, as well as the discipline of philosophy presented as interrelated and integrated manifestation 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 cr.(F, SP, OF, OSP, OSU)

## 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. (DD)

### **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) (DD)**

### **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. A minimum of 45 contact hours is required for every hour of credit. **PREREQUISITE: permission of instructor. (DD)**

## 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. Appropriate placement score or successful completion of DS 048. (DD)

### **MF 104W Applied Technical Math with Workshop**

**6 credits**

This course is designed for students who do not meet MF 104 Applied Technical Math requirements. 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, percentages, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. Includes a three hour

credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course.

### **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. **Prerequisite DS048 (DD)**

### **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. **(DD)**

### **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 circuits, 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) **(DD)**

### **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. (DD)**

### **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) (DD)**

**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 relays, photoelectric and proximity controls, preventive maintenance and trouble shooting. (Lab fee)(DD)

**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) (DD)

**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. (Lab fee) (DD)

**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) (DD)

**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) (DD)

**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)(DD)

**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) (DD)

**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. (DD)**

**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. (DD)

**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. (DD)

**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. (DD)**

**MF 227 Introduction to 3D Printing****3 credits**

This course provides awareness and familiarization with 3D printing, an additive manufacturing process. Students will learn how it can be used in rapid prototyping, customizable product lines and individualized medical appliances. Students will also learn how to become “makers” through the use of 3D modeling software and 3D printers. Students will design and then print physical objects using what they learn in the course. Students will also participate in educational outreach at North Central Missouri College and the community to pass on some of what they have learned. **(DD)**

**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. (DD)**

**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. (DD)**

**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. **(DD)**

**MF 260 Maintenance Management****3 credits**

This course is a study of modern maintenance management practices, reliability statistical applications, practical preventive and predictive maintenance techniques, Total Productive Maintenance (TPM), computer maintenance management techniques, total Productive Maintenance (TPM), computer maintenance management systems, (CMMS), failure prevention and productivity improvements, as well as basic interpersonal management skills. **(DD)**



**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. A minimum of 45 contact hours is required for every hour of credit. **(DD)**

**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. **(DD)**

## Mathematics

Math and Physical Science courses require placement scores. 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. (F, SP, SU, OF, OSP, OSU)**

**MT 110W Intermediate Algebra with Workshop****6 credits**

This course is designed for students who do not meet MT 110 Intermediate Algebra requirements. Student learning outcomes include: basic algebra fundamentals, linear equations and linear inequalities, linear functions and their graphs, systems of equations and inequalities, operation 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. This is a prerequisite course for College Algebra, Math Concepts, and Statistics. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success in the course. **Prerequisites:** **Appropriate placement test score taken within the last three years. (3 credit hours may transfer depending on the college). (F, SP)**

**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 three years old. (SP, OSU)**

**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 three years old. (F, SP, SU, OF, OSP, OSU)**

**MT 122W College Algebra with Workshop****6 credits**

This course is designed for students who do not meet MT 122 College Algebra requirements. 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. A three credit hour workshop designed to give students customized, just-in-time academic support to help their learning and success of the course is included. This course satisfies the general education mathematics requirement. **PREREQUISITE: Appropriate placement score or Basic Algebra (DS049). Appropriate Placement test taken within the last three years. (3 credit hours will transfer as general education credit.) (F, S)**

**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 three years old. (DD)**

**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 three years old. (F, SP, OSU)**

### **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 three years old. (CBA)**

### **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 three years old as required for College Algebra/Trigonometry. (F)**

### **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. (DD)**

### **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. (DD)**

### **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. (DD)**

**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. (DD)**

**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. (DD)**

## 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. **(DD)**

**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. **(DD)**

**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. **(DD)**

**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. **(F, SP, SU, OF, OSP, OSU)**

**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. **(DD)**

**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 build upon the skill development in Chorus II. Participation may include public performances on various occasions. **(DD)**

**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. **(DD)**

## **PN Nursing**

Nursing courses are restricted to students accepted to the NCMC PN Nursing Program.

**PN 100 Foundations of Nursing****6 credits**

This course provides an introduction to nursing and roles of nurse, as well as concepts related to patient care and the profession of nursing. Emphasis is placed on the knowledge and skills needed to provide safe, quality patient care. The theoretical foundation for basic assessment and nursing skills is presented, and the students is given an opportunity to demonstrate these skills in a clinical laboratory setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. **(F, SP)**

**PN 101 Nursing of Adults 1A****6 credits**

Nursing Care of Adults 1A is the first of two medical-surgical nursing courses and builds upon basic nursing content and skills learned in Foundations of Nursing. This course focuses on the care of adult patients with select health alterations that require medical and/or surgical intervention. Concepts of patient-centered care, pharmacology, nutrition, cultural sensitivity, informatics, quality improvement, and professionalism are integrated throughout the course. Teamwork and collaboration utilizing evidenced based practice is emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings. **(SP,F,SU)**

**PN 102 Nursing of Adults 1B****4 credits**

Nursing Care of Adults 1B is a continuation of the Nursing Care of Adults 1A course with a continued focus on the care of adult patients with select health alterations that require medical and/or surgical intervention. A continued emphasis is placed

on the concepts of patient-centered care, pharmacology, nutrition, cultural sensitivity, informatics, quality improvement and professionalism. Students will assume leadership, delegation, teamwork and collaboration roles utilizing evidence based practice. Clinical experiences will continue to provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings. **(F, SU)**

### **PN 103 Introduction to Pharmacology**

**2 credits**

This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to the same administration of medication to patients across the life span. **(F, SP)**

### **PN 104 Personal & Vocational Concepts**

**1 credits**

This course facilitates the transition of the student to the role of a LPN. Emphasis is placed on issues related to nursing and health care as well as developing the skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and importance of practicing according to state regulations and statutes are examined. **(OF, OSP)**

### **PN 105 Introduction to Mental Health Nursing**

**1 credit**

This course is designed to introduce the knowledge, skills, and attitudes essential to mental health nursing. Emphasis is placed on the patient-centered care of patients across the lifespan experiencing common cognitive, mental and behavioral disorders. The focus will be on adapting the nurse-patient relationship to meet the special concerns of the client who has a mental health disorder. Concepts of teamwork and collaboration, professionalism, safety, crisis intervention, evidence based practice, therapeutic communication, anger management, and coping skills are integrated throughout the course **(OF, OSP)**

### **PN 106 Maternal and Child Health Nursing**

**2 credits**

A course is designed to introduce the student to the knowledge and skills essential to providing safe and competent nursing care to child bearing women, newborns and children. For the obstetric client, focus is placed on basic care during the antepartal, intrapartal, and postpartum periods. Growth and development of a child from birth through adolescence will be taught along with common pediatric health concerns. **(SP, F)**

# PN to ADN Nursing

Nursing courses are restricted to students accepted to the NCMC PN to ADN Nursing Program.

## **RN 200 Leadership in Nursing**

**2 credits**

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role. **(SP)**

## **RN 201 Adult Nursing I**

**6 credits**

This course focuses on the care of adult patients with acute/complex medical/surgical health problems. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology, nutrition, health promotion and education, cultural sensitivity, informatics, quality improvement, leadership and professionalism will be integrated throughout the course. Teamwork and collaboration utilizing evidence based practice is emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients and selected groups in a variety of settings. **(F)**

## **RN 202 Adult Nursing II**

**4 credits**

This course focuses on advanced concepts of nursing care as they relate to adult patient's multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. Complex clinical skills, as well as priority setting, clinical judgement, and tenets of legal and ethical practice, are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings. **(SP)**

## **RN 203 Pharmacology**

**2 credits**

This course expands upon the knowledge and comprehension of the concepts of pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on nursing interventions and health teaching related to the safe administration of medications to patients across the lifespan. **(F)**

**RN 204 PN to ADN Transition****1 credit**

This course is designed to facilitate successful student transition from the practical nursing course to that of the associate nursing coursework. Students will enhance previous learning strategies in addition to identifying goals for a successful transition into the associate degree nursing program. These strategies will encourage students to use sound clinical judgment in nursing practice. Emphasis is placed on student understanding of role concepts essential for registered nursing practice (Nursing Process, Teamwork, Collaboration, Leadership and Professionalism). (F)

**RN 205 Mental Health Nursing****2 credits**

This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors, as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings. (F)

**RN 206 Maternal and Child Health Nursing****4 credits**

This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and children in selected settings. (SP)

## **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. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and health care personnel are discussed. (SP)



**OT 205 Medical Conditions in Occupational Therapy****3 credits**

This course will provide a framework for students to learn about common medical conditions seen by occupational therapy practitioners and to facilitate learning of these conditions from an occupational therapy perspective. It is not intended to emphasize treatment of a *diagnosis*; however, students will learn about specific factors unique to given conditions that may impact an individual's occupational roles and functions. These factors must be understood and analyzed regarding the relative impact on the individuals' occupational performance. The knowledge gained from this course is a necessary pre-requisite to *Physical Disabilities Practice*. (SP)

**OT 210 Analysis of Occupations****2 credits**

This course is designed to foster a beginning exposure to individuals experiencing a variety of physical or mental disabilities, including caregivers of individuals with disabilities, through community experiences. Through these experiences, students will develop skills in observation, analysis, interview, assessment, and data collection, and relational skills. Students will complete writing assignments with an emphasis on their observations, analysis, and performance of human occupation across the lifespan, with an emphasis on contextual factors impacting occupational performance. Through the written assignments, students will learn the style of professional writing required for OTAs. Professional and therapeutic relationships will be emphasized throughout the course. (SP)

**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 PN fieldwork opportunities will enable students to participate in and apply psychosocial principles to practice. (SP)

**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 PN fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Lecture and laboratory. (SP)

### **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 are 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. (SU)

### **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 fractures and joint replacements, head injury, dementias. 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 PN fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. (SU)

### **OT 260 Community Practice**

**3 credits**

Class activities, site visits and PN 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, 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. (SU)

### **OT 265 Ethics, Management and Leadership**

**3 credits**

This course focuses on the OTA role in managing and directing occupational therapy services. It 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. (SU)

### **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, all through the completion of a professional portfolio. (SU)

### **OT 290 ADN 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. (SU)

### **OT 295 ADN 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. (SU)

## **Physical Education**

A maximum of two credit 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. (Su) (DD)

### **PE 102 Tennis I**

**1 credit**

An activity class intended to teach tennis scoring and develop physical skills in the serve and ground strokes. (F, SP, SU)

### **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. (F)

### **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). **(F, SP, OF, OSP, OSU)**

### **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. **(DD)**

### **PE 107 Rhythmic Aerobics I**

**1 credit**

A coed fitness class designed to improve physical fitness and weight control through group aerobic exercises and dietary pattern. **(DD)**

### **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. **(F, SP)**

### **PE 109 Softball**

**1 credit**

An activity course teaching scoring, proper techniques and the importance of softball as a lifetime fitness sport. **(DD)**

### **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. **(Su) (DD)**

### **PE 111 Bowling I**

**1 credit**

An activity course teaching scoring, property techniques and the importance of bowling as a lifetime fitness sport. **(DD)**

### **PE 112 Sports Officiating**

**2 credits**

A course designed to qualify officials, addressing officiating ethics, sports psychology and strategies. Does not meet physical ed. activity requirement. **(DD)**

### **PE 113 Lifetime Activities**

**1 credit**

This course will 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. **(DD)**

**PE 115 Team Sports I****1 credit**

An activity course designed to teach scoring, proper technique, rules and strategy for softball, flag football and soccer. **(DD)**

**PE 116 Karate I****1 credit**

This course is designed to instruct students in the techniques and skills of Shotokan Karate. Emphasis will be on physical conditioning and mental concentration. **(F, SP)**

**PE 117 Personal Fitness****1 credit**

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. **(F, SP)**

**PE 119 Introduction to Clay Target Shooting****1 credit**

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 how to properly use equipment for each sport. **(F)**

**PE 123 Horseback Riding I****1 credit**

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) **(F, SP)**

**PE 124 Horseback Riding II****1 credit**

A continuation of Horseback Riding I. (Lab fee) **(F, SP)**

**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. **(OF, OSP, OSU)**

**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. **(F, OSP)**

### **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. **(DD)**

### **PE 235 Lifetime Team & Individual Activities**

**3 credits**

This course is designed for students interested in pursuing a degree in Physical Education or Recreation. It is designed to familiarize students with basic skills in team and individual activities such as volleyball, basketball, softball/baseball, weight training, tennis, cardiovascular endurance exercise, canoeing, kayaking, hiking, flag football, and ultimate Frisbee. In addition, students will learn to develop lesson plans for teaching various activities.

### **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. **(DD)**

### **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. A minimum of 45 contact hours is required for every hour of credit. **(F, SP, SU)**

### **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. **(DD)**

## **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. **(SP, OF, OSP, OSU)**

### **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. **(F, OF, OSP, OSU)**

## **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. **(CBA)**

### **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 it has. The Constitution is dealt with in detail as the source of governmental power (Meets the Missouri Constitutional Requirements). **PREREQUISITE: Appropriate placement score or successful completion of DS 015. (F, SP, SU, OF, OSP)**

## **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 health care system are included. **(OSO)**

### **PM 105 Pharmacy Practice I**

**4 credits**

You will be introduced to the role of pharmacy, the pharmacist and the pharmacy technician in the health care 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. (OSO)

### **PM 205 Pharmacy Practice II**

**4 credits**

You will be introduced to the role of pharmacy, the pharmacist and the pharmacy technician in the health care delivery system. The course incorporates the history of pharmacy practice, laws and ethics, terminology, routes, dosage information, A & P, medications, and operations of community based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multi-disciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. **Pre-requisites: PM 101 & PM 105. (OSO)**

### **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. (OSO)**

## **Physical Science**

*NOTE: For other physical science courses, see course descriptions under Chemistry (CH). Physical Science and Math courses require placement scores.*

### **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 048 or appropriate math placement score. (F, SP, SU, OF, OSP, OSU)**



**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. (CBA)

**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 or MF 104 or appropriate math placement score. (Lab fee) (OF, OSP, OSU)**

**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. (OF, OSP, OSU)

**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. (DD)**

**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. (DD)**

**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. (DD)**

**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. (DD)**

## 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. **(F, SP, SU, OF, OSP, OSU)**

### **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. (OF)**

### **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. (DD)**

### **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. (OSP)**

### **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. (DD)**

### **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. (OSP)**

**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.(FE, SPO, OFO, OSPE)**

**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.(DD)**

## 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. **(OSO)**

## 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. **(F, SP, SU, OF, OSP, OSU)**

**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. **(OFO)**

**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. (OSE)**

**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. **(DD)**

**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. (DD)**

**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: PY121 or SO107 or instructor approval. (OSP)**

## 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. **(DD)**

**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. (F, SP, SU, OF, OSP, OSU)

### **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. (DD)

## **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. (SPO)

### **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. (DD)

### **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. (DD)

## **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. (DD)

**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. **(DD)**

**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. **(DD)**

**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. **(DD)**

**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. **(DD)**

# Student Handbook

## 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	Phi Mu Epsilon Ambassadors
Phi Beta Lambda Baptist Student Union	Phi Theta Kappa
Delta Epsilon Chi	Pre Med Club
Fellowship of Christian Athletes	Residence Hall Assoc.
Intercollegiate Baseball	Psych/Sociology Club
Intercollegiate Basketball	Student MO State Teachers Assoc.
NCMC Players	Student Nurses ADN Assoc.
Intercollegiate Fast Pitch Softball	Student Practical Nurses Assoc.

## Services for Students

**OFFICE** Phone (660) 359-3948 or NCMC's Website [www.ncmissouri.edu](http://www.ncmissouri.edu) **EXT.**

### DEANS

Allied Health (Cross Hall)	1310
Instruction (Geyer Hall)	1300
Student Services (Geyer Hall)	1400
ACADEMIC RESOURCE CENTER (Geyer Hall)	1334
ADMISSIONS (Alexander Student Center)	1414
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

## 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 and 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 Interim Vice President of Academic Affairs, Dean of Student Services, Dean of Instruction, and Dean of Nursing and Health Sciences 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**

Academic integrity is expected and required of all NCMC students. Students and faculty are responsible and accountable for personally upholding that integrity. Each instructor is assigned jurisdiction for class conduct and grades. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

## **Cheating Offenses**

Cheating offenses include, but are not limited to, the following:

Copying from another student in an examination situation.

Using unauthorized material or aids in the preparation of an assignment, paper or project.

Possessing unauthorized material or aids in an examination situation.

Allowing another person to take an examination in one's place.

Altering or falsifying academic records in any way.

Submitting false medical, academic or other documentation required by the college.

Improperly obtaining an examination prior to the examination.

Aiding or abetting anyone in a cheating offense.

Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.

Copying and submitting, in whole or in part, the work of another in an assignment, report, paper, project, etc. as one's own.

Claiming to have completed assigned tasks that were, in fact, completed by another person.

Failing to accurately document information, wording, or visual images obtained on the World Wide Web.

Violating federal copyright laws including unauthorized duplication of copyrighted materials.

## **Procedure**

1. When a student is suspected of cheating, the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student's innocence.

2. In the event a decision is made that the student is responsible of cheating, before determining an appropriate penalty, the course instructor will ascertain from the Dean of Instruction/Dean of Nursing and Health Sciences whether the student has been found responsible of any previous cheating offense while enrolled at North Central Missouri College.

3. In the event that the instructor determines this to be a first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student's education. The penalty should also be consistent with the range of penalties outlined in this policy.

4. The instructor will inform the Dean of Instruction/Dean of Nursing and Health Sciences of the cheating offense and the penalty applied.

5. In the case of a second offense by the student, the Dean of Instruction/Dean of

Nursing and Health Sciences will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The student will be advised that if found responsible of a third offense of academic dishonesty at North Central Missouri College, the penalty of expulsion from the College could result.

### **Penalties**

A student responsible of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense.

A record of all such cases will be kept in the office of the Dean of Instruction/Dean of Nursing and Health Sciences. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

Reprimand.

Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.

A mark of “0” will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.

A failing (F) grade will be awarded in the course.

Automatic failing (F) grades in all courses in which the student is registered, and no tuition or fees will be refunded for that semester. This penalty will only be imposed by the Dean of Instruction.

Expulsion from North Central Missouri College, permanently recorded on the student’s record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

#### **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 Nursing and Health Sciences' Office)

The Dean of Instruction or Dean of Nursing and Health Sciences 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 Interim Vice President of Academic Affairs;
4. Student appeals to Student Appeals Committee;

5. Student makes final appeal to College President.

The Dean of Instruction/Dean of Nursing and Health Sciences 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 Nursing and Health Sciences within ten (10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Nursing and Health Sciences.
2. Submit a written appeal to the Dean of Instruction/Dean of Nursing and Health Sciences 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 Nursing and Health Sciences 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 the Interim Vice-President of Academic Affairs;
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 Interim Vice President of Academic Affairs—The student may appeal the initial hearing officer's decision to the Interim Vice President of Academic Affairs by filing a written notice of appeal with the Interim Vice President of Academic Affairs' 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 Interim Vice President of Academic Affairs 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 Interim Vice President of Academic Affairs, 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 Interim Vice President of Academic Affairs. 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 Interim Vice President of Academic Affairs. 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 Interim Vice President of Academic Affairs.
  - 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/Dean of Nursing and Health Sciences 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 Dean of Nursing and Health Sciences 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.

# 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.

## Rights & Regulations

### Student Educational Records

Complete information and regulations governing records are available in the Office of Records & Enrollment. These regulations include the student right to:

1. Authorize in writing the disclosure to others of personally identifiable information from their educational records;
2. Challenge the accuracy of their educational records and request the College to amend them;
3. Refuse in writing to permit the designation of any or all categories of personally identifiable information as directory information available to the public;
4. File complaints with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 "C" Street, S.W., Washington, DC 20202, telephone (202) 245-0233

### Disclosure of Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

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
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in official activities
- Sports-weight and height of an athletic team member
- Photograph
- Dates of attendance
- Degrees
- 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. Non-disclosure requests will remain in effect until rescinded in writing by the student.

Questions concerning the FERPA should be directed to the Registrar's Office or the Dean of Student Services located in the Alexander Student Center.

## 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

30-44 hours: 1.83 GPA

15-29 hours: 1.66 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. Failure to participate or attend an enrolled class during the first six calendar days of a 4-week class or the first ten calendar days of an 8- or 16-week course will result in an administrative drop, possible reduction in financial aid awarded, and an administrative fee of \$50.00 per class dropped. Each instructor may set his or her own policy relative to attendance as it pertains to being permitted to continue in the course, beyond the add/drop period, and the 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.

## **Missing Classes Due to College-Sponsored Event:**

Students attending college-sponsored events are excused from class and should not be counted absent. In this case, it is the student's responsibility to inform their instructor as to when they will miss class in advance of the event (1 week in advance if possible). If an assignment is due, the student must submit the work prior to the absence. If there is a quiz or test on the day of the absence, the student must make arrangements with the instructor to complete the work before the absence or at a time designated by the instructor.

## **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 nondiscrimination policies should be referred to the College President, Dr. Lenny Klaver, Frey Administrative Center, 1301 Main Street, phone extension 1200, or [lkklaver@mail.ncmissouri.edu](mailto:lkklaver@mail.ncmissouri.edu). Click here for information on [HOW TO REPORT AN INCIDENT](#).

## **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](http://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 or 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/](http://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

Robert Maloney, President	2012 – 2018
Don Dalrymple, Vice President	2012 - 2018
Steve Busch	2014 - 2020
Chris Hoffman	2016 - 2022
Dr. John L. Holcomb	2014 - 2020
Diane Lowrey	2016 - 2022

## NCMC Emeriti

## Emeritus Awarded

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
Melody Shipley, Professor Emeritus	2016
Ginny Wikoff, Counselor Emeritus	2010
Joyce Cutsinger, Professor Emeritus	2012
Marian Goodin, Professor Emeritus	2012
Sharon Barnett, Vice President Emeritus	2013
Eddie Koenig, Professor Emeritus	2014
Janet Vanderpool, Dean Emeritus	2015

# Administration

<b>Dr. Lenny Klaver</b> .....	President
A.A. Iowa Central Community College, B.A. Wayne State College, M.S. Wayne State College, Ed.D. University of Northern Colorado	
<b>Tyson Otto</b> .....	Chief Financial Officer/Director of Operations
A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A. Park University	
<b>Dr. Kristen Alley</b> .....	Dean of Student Services
B.A. University of Nebraska-Lincoln, M.A. & Ed.D. University of Missouri-Columbia	
<b>Brooke McAtee</b> .....	Dean of Nursing and Health Sciences
BSN and MSN University of Missouri – Columbia, M.S. University of Phoenix	
<b>Dr. Sharon Weiser</b> .....	Interim Vice President of Academic Affairs/Dean of Instruction
B.S. Missouri Western State University, M.A. University of Missouri-Kansas City, Ed.D. University of Missouri - Columbia	

# Full-Time Faculty

<b>Dr. Damon Bach</b> .....	Government & History
Ph.D. Texas A&M University	
<b>Dr. Johannah Baugher</b> .....	Education
M.S. Ed. Northwest Missouri State University; Ed. D. University of Missouri-Columbia	
<b>Sarah Bird</b> .....	Business Management
B.S. University of Tennessee, M.S. Northwest Missouri State University	
<b>Megan Cairns</b> .....	Physical Education & Athletics
B.A. Evangel University, M.S. Eastern New Mexico University	
<b>Beth Caldarello</b> .....	Librarian
B.S. Truman State University, M.L.S. University of Central Missouri	
<b>Kelly Claycomb</b> .....	Nursing
B.S.N. Missouri Western State University, M.S.N. Western Governors University	
<b>Cory Cooksey</b> .....	Business & Information Technology
B.S. University of Missouri-Rolla, M-IT American InterContinental University	
<b>Ronda Copple</b> .....	Accounting
A.A.S. North Central Missouri College, B.S. University of Missouri-Columbia, M.S. William Woods University	
<b>Missie Cotton</b> .....	Business Technology
B.S., M.S. Ed. Northwest Missouri State University	
<b>Linda Cowling</b> .....	English
B.A., M.A.T. University of Iowa	
<b>Beth Crawford</b> .....	Nursing
Diploma Burge School of Nursing, B.S.N. Evangel University, M.Ed. Drury Univ.	

**Jennifer Croy**.....Mathematics & Athletics  
B.S. Pittsburg State University, M.S. William Wood University

**Jeff Grell**.....Chemistry/Physics  
B.S. University of California Berkeley, M.S. University of California Los Angeles

**Amy Guthrie**.....English  
B.S. & M.S. Ed. Truman State University

**Maryellen Harman**.....History  
B.A. & M.A. Ed. Truman State University

**Rustin Jumps**.....Agriculture & Natural Resources  
B.S. University of Missouri-Columbia; M. Ed., Ed. S. William Woods University

**Vel Anne McClanahan**.....Nursing  
B.S.N. University of Phoenix, M.S.N. University of Phoenix, M.H.A. University of Phoenix

**Susan Nichols**.....Nursing  
A.A.S. Iowa Central Community College, B.S.N. Northwest Missouri State University

**Jim Norris**.....Art  
B.S., M.A. University of Central Missouri

**Traci Norris**.....Mathematics  
B.S. Northwest Missouri State University, M. Ed. William Woods, University

**David Nowland**.....Agriculture & Natural Resources  
B.S., M.Ed., Ed. S. University of Missouri-Columbia

**Dr. Lindsay Oram**.....Psychology  
B.S. University of Missouri-Columbia, Master of Education Stephens College, M.A. University of Missouri Columbia, Doctor of Philosophy – University of Missouri – Columbia

**Brittany Page**.....English  
B.A., M.A. New Mexico State University

**Jaime Pittman**.....Nursing  
B.S.N. Western Governors University

**Steve Richman**.....Physical Education/Athletic Director  
B.A. Graceland College, M.S. William Woods University

**Dennis Sager**.....Life Science  
A.A. Trenton Junior College, B.S. Northwest Missouri State University, M.Ed. William Woods University

**Lisa Schilling**.....Nursing  
B.S.N. Northwest Missouri State University, M.S.N. Western Governor’s University

**Stan Scott**.....Industrial Technology  
B.S., M.S. University of Missouri-Rolla

**Korynn Skipper** ..... Nursing  
A.A.S. North Central Missouri College, B.S.N. University of Phoenix, M.S.N.  
Western Governors University

**Dr. Susan Stull** ..... Life Science  
B.S. University of Washington, Ph.D. University of Missouri-Columbia

**Lola Swint** ..... Mathematics  
B.S. Texas Christian University, B.S., M.S. Colorado State University-Pueblo

**Tina Totten** ..... Academic Resource Center  
B.S. Missouri Western State University, M.Ed. William Woods University

**Jenna Vandel** ..... Criminal Justice & Sociology  
B.A. Columbia College, M.S. Southeast Missouri State University

**Tracy Welch** ..... Mathematics  
B.S. Missouri Western State University, M.S. Emporia State University

**Tammie Wiebers** ..... Speech  
B.S., M.S. Northwest Missouri State University

## Management & Professional Staff

**Barbara Alden** ..... Business Director  
A.A. North Central Missouri College, B.S. Missouri Western State University

**Anthony Alexander** ..... Online Services Administrator  
B.S. Missouri Valley College

**Alan Barnett** ..... Chief Information Officer  
A.A.S. Northwest Missouri State University, Microsoft M.C.S.E., M.C.P.,  
Comptia's A+ Certification

**Linda Brown** ..... Records & Enrollment Director/Registrar  
B.S. College of the Ozarks

**Ashlea Buntin** ..... Financial Aid Associate Director  
B.S. Columbia College

**Tamara Campbell** ..... Lead Database Administrator  
A.A.S. Kaplan University

**Amy Carr** ..... Residence Life Coordinator/Asst. Coach  
B.S. Kansas Wesleyan University

**Kristie Cross** ..... Director of Admissions  
A.A. North Central Missouri College, B.A. University of Missouri-Kansas City

**Teresa Cross** ..... Development Director  
B.S. Columbia College

**Jamie Cunningham** ..... Admissions Recruiter  
B.S. University of Phoenix

**Kristi Cutsinger** ..... Program Coordinator of Health Sciences  
A.A. North Central Missouri College, B.S. Northwest Missouri State University,  
M.B.A. Western Governors University

**Marcie Cutsinger** ..... Trio Programs Director



B.S. Missouri Western State University, M.S.W. University Of Missouri-Columbia

**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

**Nathan Gamet** ..... Ketcham Community Center Facilities Manager  
B.S. Ed. Northwest Missouri State University, M.S. Ed. Northwest Missouri State University

**Kristi Harris** ..... Executive Assistant/Public Relations Director  
B.S. Northwest Missouri State University, M.S. Northwest Missouri State University

**Jason Helton** ..... Director of Corporate and Business Relations  
B.A. University of Missouri-Columbia

**Donnie Hillerman** ..... Residential Life Director/Athletics  
B.S. Missouri Western State University

**Lori Holder** ..... MoSTEMWINs Recruitment and Retention Specialist  
B.S. Northwest Missouri State University

**Cecilia Marsh** ..... Bookstore Director  
A.A.S. North Central Missouri College

**Nathan Marsh** ..... Network Administrator  
Certificate Grand River Technical School

**Kimberly Meeker** ..... Financial Aid Director  
A.A.S. North Central Missouri College, B.S. Western Governor's University

**Tara Noah** ..... Institutional Researcher  
B.A. Truman State University

**Megan Pester** ..... Advising Coordinator/Accessibility Services  
B.S. Northwest Missouri State University, M.S. Northwest Missouri State University

**Margaret Sue Quinn** ..... CTE Recruiter & Retention Specialist  
B.S. Missouri State University, M.B.A. William Woods University

**Stacey Russell** ..... Student Support Services Academic Advisor  
B.S.W. University of Central Missouri

**Brent Stevens** ..... WBD Equal Opportunity Officer

**Ryan Sutfenfield** ..... Residence Life Coordinator/Assistant Coach  
B.S.S. Cornell College, M.S. American Public University

**Whitney Trump** ..... Academic Support Programs Coordinator  
A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A. Western Governors University

**Vicki Weaver** ..... Clerk of the Board  
A.A. Trenton Junior College, B.S. Tarkio College

**Tocarra Williams** ..... TRiO Academic Advisor  
A.A. North Central Missouri College, B.S. Missouri Western State University

**Ryan Woodward**.....Systems Administrator  
 B.S. Northwest Missouri State University  
**Lesli Wyatt** .....Ketcham Community Center Assistant/Assistant Coach  
 A.A. North Central Missouri College, B.S. Missouri Western State University, M.S.  
 Western Governors 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  
**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  
**Jordan Cox**.....Cashier/Financial Aid Representative  
 B.G.S. University of Missouri  
**Mike Dennis**..... Custodial Services  
**Stefanie Dowell**.....Administrative Assistant to Vice President of Academic  
 Affairs and Dean of Instruction, B.S. Missouri Western State University  
**Denise Guile**..... Assistant Bookstore Manager  
**Jeff Hale**.....Lead Custodian  
**Brandon Huffman**.....PC Specialist I  
 A.A. North Central Missouri College  
**Tricia Key**.....Development Assistant  
 B.S. Missouri Western State University  
**Teddy Leffler**.....Maintenance  
**Heather McCollum**.....TRIO Administrative Assistant  
 B.A. Columbia College  
**Jayne Meservey** .....Library Assistant I  
 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, M.B.A. Western  
 Governors University

<b>Mike O’Neal</b>	Custodial Services
<b>Cindy Peterie</b>	Admissions Representative
<b>Aimee Riley</b>	Nursing and Health Sciences Secretary-Maryville
A.S. Parkland College	
<b>Sharalyn Robinson</b>	Financial Aid Processor
<b>Nicole Shell</b>	Student Services Staff Coordinator
<b>Melissa Sims</b>	Accounting Assistant
Certificate in Accounting/Data Processing, NCMC	
<b>Melissa Spencer</b>	Advisor/Testing Coordinator
A.A. North Central Missouri College	
<b>Jenna Stevens</b>	Nursing and Health Sciences Secretary
B.F.A. Missouri Western State University	
<b>Bari VanDyke</b>	Physical Plant Staff
Certificate-North Central Missouri College, Certificate-Grand River Technical School	
<b>Lenny White</b>	Custodial Services
<b>Sarah Williamson</b>	Financial Aid Representative
B.S. Missouri Western State University	

