



2011–2013 Academic Catalog



*It's all in you
just waiting to E M E R G E !*

NorthCentral
MISSOURI COLLEGE

Trenton, MO — www.ncmissouri.edu

North Central Missouri College publishes this catalog every two years for information purposes only. It is not to be regarded as a contract between the student and the College. NCMC reserves the right to make such changes as deemed necessary in policies, regulations, fee structures, admissions and graduation requirements, and personnel.

Non-Discrimination Policy: Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with North Central Missouri College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, religion, sex, age or disability in admission or access to, or treatment of employment in its programs and activities.

Anyone having inquiries concerning the College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Human Resources Director, North Central Missouri College, 1301 Main Street, Trenton, MO 64683, (660) 359-3948, Ext. 1502. Any person may also contact the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, Phone 816-268-0550, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.

North Central Missouri College is accredited by the Missouri Department of Higher Education and The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools (www.ncahlc.org).

Student Responsibility for Catalog Information: Each student is responsible for the information contained in this catalog. Failure to read the regulations will not be considered a valid reason for noncompliance.

Founded in 1925 as Trenton Junior College, the College changed its name in July 1988 to North Central Missouri College.

North Central Missouri College

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2011 - 2013 COLLEGE CATALOG

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NCMC – E M E R G E

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

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

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

NCMC Has Many Advantages

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

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

A Letter of Welcome

North Central Missouri College is truly a remarkable college known for its academic excellence and strong sense of community. We believe our educational institution signifies choice and value. It is people gathering to investigate, discover, seek opportunities, and embark upon countless challenges for betterment.

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

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

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

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



Dr. Neil Nuttall
President, NCMC

University Transfer Programs

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

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

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

Career and Technical Programs

Getting started in today's job market can be tough. Let NCMC give you a competitive edge. Our one- and two-year career programs are designed to help you build the right skills needed to start to work quickly. We'll help you get on-the-job experience—which is just what employers want. Ask our graduates. They are succeeding in their careers with A.A.S. degrees and/or certificates.

Accounting	Medical Transcriptionist
Agriculture & Natural Resources	Nursing Level I (PN)
Equine Management Emphasis	Nursing Level II (ADN)
Applied Technology	Pharmacy Technology
Business Management	Physical Therapy Assistant
Business Technology	Radiological Technology
Criminal Justice	Surgical Technology
Early Childhood Development	Industrial & Energy Systems Technology
Paraprofessional & Substitute Teaching	Industrial Maintenance, Solar or Wind Technology Emphasis
Dental Hygiene	
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STATEMENT OF MISSION

The mission of NCMC is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, and progressive curriculum and services delivered by a caring, competent staff in a safe, technology-rich learning environment.

Beliefs

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

Objectives

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

STATEMENT OF ETHICS

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

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

- Practice personal and academic integrity;
- Respect the dignity of all persons;
- Respect the right and property of others;
- Discourage bigotry, learn from diverse differences in people, ideas, and opinions;
- Demonstrate concern for others, their feelings and their need for conditions which support their work and development;
- Refrain from and discourage behaviors which threaten the freedom and respect that all NCMC community members deserve;
- Accommodate students regardless of socioeconomic circumstances

HISTORY

North Central Missouri College is located in a community that has long valued the benefits of higher education. College opportunities have been a tradition in Grundy County for more than 130 years.

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

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

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

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

ACCREDITATION & MEMBERSHIPS

North Central Missouri College is accredited as an institution of higher education by the Missouri Department of Higher Education and The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools (800-621-7440, 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, Association of Career & Technical Education, Missouri Association of Collegiate Registrars and Officers, Missouri Association of College Teachers of Education, Missouri College Personnel Association, Missouri League of Nursing, 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 Marketing and Public Relations, National Council for Resource Development, National Council of Teachers of English, 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.

THE CAMPUS

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

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

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

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

The Elizabeth & Arthur Barton Farm Campus is the College's second campus and is located southeast of Trenton at 96 Southeast 8th Avenue. The campus includes three classroom buildings: the Lager Laboratory of Plant & Energy Science, the Metcalf Mechanical Resource Center and an animal science building which is yet to be named. 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. Northwest Missouri State University utilizes 20 acres of farm ground for demonstration and plant research.

Dr. Albert & Vera Cross Hall was dedicated in 2009 and is located on the northwest corner of the campus. It is home to the Allied Health and Life Sciences Department with classrooms and faculty offices plus the Senator Christopher S. Bond Sciences Lab. Additional classrooms are also located in the building. The Northwest Missouri State University

outreach office is located here as well as a coffee shop open to the students and the community.

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

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

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

The Everett & Hazel Frey Administrative Center, located east of the Alexander Student Center, hosts a variety of activities and functions. Offices located in the Frey Center include those for the College President, Development 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 is the anchor building on the downtown campus. It houses administrative and faculty offices as well as classrooms and the college library. The O.G. Sanford Clock Tower located above the front entrance and named in honor of the College's first president, as well as the ship's anchor located outside Geyer Hall are campus landmarks. An elevator is located at the north entrance of the building. The Bert and Rose Hoover Memorial Quadrangle is a beautifully landscaped central green with sitting walls and walkways making Geyer Hall a natural stage for various college and community events. Outdoor arts programs, student activities and special events are often held on the quadrangle. The red stone circle in the center is named Henderson Circle in honor of Leonard "Butch" Henderson.

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

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

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

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

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

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

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

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

OUTREACH LOCATIONS

Brookfield Area Career Center
122 Pershing Road
Brookfield, MO 64628

East Buchanan High School
100 Smith Street
Gower, MO 64454

Gallatin High School
602 S Olive Street
Gallatin, MO 64640

Grand River Technical School
1200 Fair Street
Chillicothe, MO 64601

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

Midwest Bank
1304 N Walnut Street
Cameron, MO 64429

North Central Career Center
3400 Bulldog Avenue
Bethany, MO 64424

Northwest Technical School
1515 South Munn
Maryville, MO 64468

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

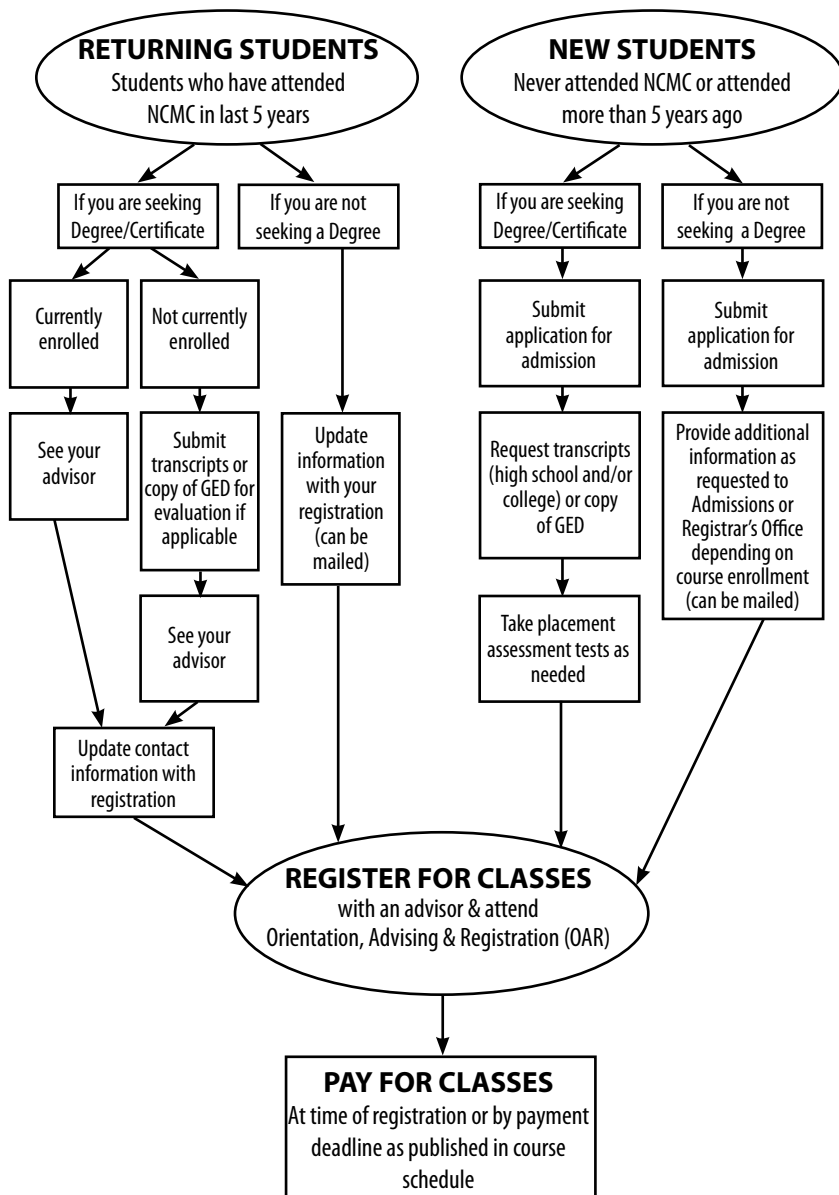
Stanberry High School
610 N Park
Stanberry, MO 64489

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ADMISSIONS & REGISTRATION PROCESS

Choose the appropriate category, then follow the lines



NOTE: The Application for Admission form can be submitted on-line. The Transcript Request form can be downloaded from NCMC's Web site www.ncmissouri.edu/serv.

SERVICES FOR STUDENTS

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

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

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

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

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

ADMISSIONS INFORMATION

Community colleges are the primary portal to higher education and employment for those who might not otherwise have access. As part of Missouri's community college system, North Central Missouri College is an "open-admission" institution. Any person who has a high school diploma, GED or is able to profit from further education based on aptitude, interest and abilities will be served by the College.

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

How to Apply for Admission

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

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

Returning students, who have not attended NCMC classes for one semester or more, will need to fill out an updated application form. No fee is required. Please see our web site, www.ncmissouri.edu for further details.

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

2. Provide NCMC with the appropriate transcripts, documents and test scores.

- a. For first-time college students, request an official copy of your final or most recent high school transcript be sent to the NCMC Admissions Office. A final, official transcript must be received for final acceptance.
- b. For students who have passed the GED test given by the Missouri State Department of Elementary and Secondary Education or any other states GED, send an official copy of your scores or certificate to the Admissions Office.
- c. For students who are transferring from another college or university, request an official transcript from each college attended. An official high school transcript is also required..
- d. For home-schooled students, provide verification of having completed a high school course of study and ACT, SAT, COMPASS or ASSET test scores. Home schooled students must provide a copy of placement testing before enrolling in their initial semester.
- e. All non-citizen applicants to the college must provide proof of immigration status (i.e. Green card) and must send a high school transcript translated into English before consideration for admittance into NCMC. See additional requirements under International Students on page 19.

3. Provide NCMC with a copy of your ACT, SAT, ASSET, or COMPASS scores. Students who are planning to complete a degree or certificate and home-schooled students must provide the College with a copy of their ACT, SAT, ASSET, or COMPASS test scores prior to enrollment. Placement test scores are valid for two years; if your scores are older than

two years you will be required to take the COMPASS test. These scores are used for placement in English, math, reading, history and government courses and help advisors to assist students in making career and educational plans. If you have not taken any of these, NCMC offers the COMPASS placement test to students who have either not taken the ACT or who need additional testing. See the catalog section on Academic Placement and Testing for more details. Compass study guides are available in the NCMC Library and the Academic Resource Center's home page.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or potential danger to the college community or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process.

Outreach, On-Line & Dual Credit Students

In order to serve the needs of area residents, NCMC offers outreach, on-line and dual credit programs throughout north Missouri.

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

On-line: NCMC delivers on-line classes that students can take from the convenience of their home.

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

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

Home-Schooled Students

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

Transfer Students

NCMC welcomes transfer students and accepts credits earned from colleges and universities accredited by agencies recognized by the Council for Higher Education Accreditation. Contact the Registrar's Office with questions pertaining to transferring credit from a previous college or university. Refer to the section on transferring in credit to NCMC.

Special Admissions

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

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

Students on probation/suspension: NCMC accepts students who are on academic probation from other colleges and admits them with probationary status. The College accepts students who are on academic suspension from other colleges when permission is received from the Dean of Student Services. Contact the Dean of Student Services for instructions. Students on disciplinary suspension from another college, however, may not be admitted until they are eligible for readmission at that institution.

Students without a GED certificate, high school diploma, or home-school verification: A student, 16 years of age or older, who has not graduated from high school, or completed a home-school high school program, or completed the GED may be allowed limited enrollment while completing the GED requirement. Students must take the ACT or COMPASS test and any NCMC placement tests as needed. Enrollment is limited to a maximum of 6 credit hours for the first semester. Students will also be referred to the GED Preparation Program and must successfully complete the GED during their first semester or receive permission to continue in college courses by writing to the Academic Standards Committee. Contact the Dean of Student Services Office for instructions.

International Student Admissions

International students who wish to enroll must submit the following:

1. Completed NCMC General Admission Application and International Student Application.
2. Official transcripts of all high school (or equivalent), college and/or university studies. Transcripts must be translated in English. NCMC may require post-secondary transcripts to be sent to an organization that provides evaluations of foreign educational credentials. Information, including costs for this service, is available from the NCMC Admissions Office.
3. Students, whose native language is other than English, are required to provide scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper version), 173 (computer-based test) or 61 (Internet based) is required. Limited entrance into coursework for those students not meeting the minimum required TOEFL may be granted if the student is enrolled in an ESL program.
4. A copy of their American College Test (ACT) or SAT results. If the ACT or SAT has not been taken, students will be required to take the COMPASS test and any other NCMC placement tests as needed.
5. Purchase of required health insurance that will be in force during the entire period the student will be attending North Central Missouri College and include repatriation
6. A cashier's check for a minimum of one semester's tuition, books, fees, and room and board is due upon enrollment.
7. \$300 (U.S.) for an emergency fund upon arrival on campus.
8. Proof of financial support. The U.S. Immigration Services requires that international students arrange, before leaving their home countries, to meet **all** of the financial needs they will encounter while they are in the United States.*

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

remaining years of their program. This may be demonstrated through a notarized Affidavit of Support and appropriate notarized bank statements.

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

REGISTRATION

Once accepted to North Central Missouri College, the next step is to attend an Orientation, Advising, and Registration (OAR) session. Advisors will assist students with class choices and give instruction on the use of on-line services at NCMC. For more information, refer to the orientation guidebook on the web site, www.ncmissouri.edu.

Classification of Students

NCMC students are classified in a variety of ways for reporting purposes. Classification may change as a student's goals change.

Freshman: Completed less than 30 semester credit hours.

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

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

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

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

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

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

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

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

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

International Student: A non-immigrant, non-domestic student. See the International Student Admissions section for requirements.

Residency

Classification as a resident for tuition purposes is determined by Missouri law. The initial classification is made at the time of admission or first-time enrollment.

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

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

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

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

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

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

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

Advising

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

Career planning: Advisors provide individual career exploration opportunities. A variety of tools are available to help students evaluate interests, values and abilities. Job information materials are also in the Alexander Student Center.

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

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

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

Disability Support Services

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

Academic Placement Testing

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

To file an appeal regarding your test scores complete an Appeal Form and return to the Dean of Student Services. 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 & Progress exit examination before receiving their degree. Students graduating from NCMC with an Associate in Applied Science degree or certificate are required to take the WorkKeys exit examination before receiving their degree. Nursing students are required to take a comprehensive exit exam before receiving their certificate or degree.

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

- American College Test (ACT)
- ASSET Placement Test
- College Basic Academic Subjects Examination (C-BASE)
- COMPASS Placement Test
- General Educational Development (GED) Test
- ETS Proficiency & Progress (EXIT)
- Missouri Connections Career Planning System
- Nursing pre-entrance examinations

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

COSTS

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

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

Tuition

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

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

Other Fees

Student development fee is required for all students. See a current NCMC Cost Sheet (available on-line) 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 on-line) 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 C-Base exams. Fees must be paid by cash, money order, debit or credit card only; no checks will be accepted.

A **graduation fee** is charged to all candidates for graduation. Those graduating with two degrees or certificates pay an additional fee.

A **transcript fee** is charged for all transcripts. Visit the NCMC web site at www.ncmissouri.edu for current fee amounts.

Payment of Fees

Once class registration is complete, students must pay their balance in full or set up a payment plan. 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 monthly.

Refunds

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

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

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

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

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

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

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

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

Pirate Gold Student ID Card

All students are issued a Pirate Gold Student ID card upon enrollment. The Pirate Gold card may be used at multiple locations on campus and for a variety of services, including:

Financial aid refunds	Student worker payroll
Bookstore	Cafeteria meal plans
Library checkouts	Coffee shop
Printing/copying	Ketcham Community Center access

The Pirate Gold card is also linked to a personal bank account that allows students to add funds from any computer with an internet connection. Students may also grant access to parents or other family members for depositing funds into the account. Students also receive a Discover card that allows access to funds from the same bank account off campus wherever Discover is accepted. Both the Pirate Gold and Discover cards are debit cards, not credit cards.

Card Activation: In order for students to use the Pirate Gold card, it will first need to be activated. To activate the card, students should go to www.onecardgivesback.com/ncmissouri and click the “Click here to activate” link or call 866-979-9016.

Printing/Copying Credit: Students receive \$20 in print credit provided each semester by the IT Services department. This credit, applied to the student’s Pirate Gold card, is non-refundable, non-transferable, and does not carry over to the following semester. Students may add print credit to the card via their online account at www.onecardgivesback.com/ncmissouri.

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

Report a Lost or Stolen Card: In the event a Pirate Gold card has been lost or stolen, report it immediately to Student Accounts in the Business Office at 660-359-3948, ext. 1508. To report a lost or stolen Discover card, call 866-400-8627.

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

Pirate Gold Customer Service: 866-400-8627

FINANCIAL AID

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

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

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

Institutional Financial Aid Programs

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

A comprehensive application form for all NCMC scholarships may be obtained from the NCMC Financial Aid Office, Admissions Office, the College web site (www.ncmissouri.edu) or requested by mail.

The NCMC Scholarship Application must be submitted to the Financial Aid Office or Admissions Office by April 15 to receive consideration for fall semester awards. The scholarship deadline is November 1 for the spring semester. Applicants need to have completed the NCMC admissions process to receive full consideration for the following fall term.

The Scholarship Selection Committee reviews all scholarship applications and determines who will receive a scholarship(s). Most scholarship recipients are notified by May 1 so they can receive recognition at appropriate high school awards ceremonies.

Academic Scholarships

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:

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 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. A minimum grade point average of 3.25 must be achieved for second year renewal. This award can be applied to any educational expense. Please note that students receiving A+ funds and choosing to reside off-campus will receive a reduced scholarship amount.

If students fail to meet renewal criteria for the Board of Trustees they still have the opportunity to regain eligibility in future terms provided they are continuously enrolled at NCMC. This scholarships can be awarded for up to four semesters.

NCMC Foundation Scholarships

General Scholarship Funds are provided through the generosity of NCMC alumni and supporters of the College and have been endowed with the College Foundation. Scholarship recipients must maintain full-time enrollment. The award is for up to \$350 per semester and may be renewed for three semesters with a minimum 2.5 grade point average. Please note that students receiving A+ funds and choosing to reside off-campus will receive a reduced scholarship amount.

Departmental Scholarships are granted to students pursuing a specific field of study. The award is for up to \$500 per semester. Each department is responsible for recommending recipients for the scholarship. The eleven participating departments include Accounting, Agriculture, Business Management, Business Technology, Criminal Justice, Education, English/Psychology, History/Political Science, Mathematics, Science, and Speech.

Allen Moore III and Anne B. Moore Scholarships are granted to Livingston County residents demonstrating financial need.

The Christopher Raynes Memorial Scholarship is awarded to a student of the business department who has an interest in a law career.

The honoree is chosen by the College Business Department and the Raynes family.

The Maude K. Ryan Memorial Scholarship honors the former NCMC Allied Health faculty member by awarding a one-year, \$3000 scholarship to a Level II (ADN) nursing degree student. Selection for this award is contingent upon NCMC Allied Health faculty recommendation.

Serve-Link Home Care Scholarships are provided to students from the Green Hills area enrolled in any Allied Health program. Funds are provided by the Serve Link Home Care Agency and are awarded for two semesters and range from \$750 to \$2,000 annually for each allied health program. Selection for the award is contingent upon NCMC Allied Health faculty recommendation.

Many other scholarships are available and offered to NCMC students. A complete listing is available from the NCMC Foundation Office located in the Frey Administrative Center.

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, on-line 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 and State Financial Aid Programs

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

Federal Assistance

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

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 on funding and a student’s determined need and the amount of other aid received. Funds are limited. Note: Students must be eligible for a Federal Pell Grant to be considered for SEOG.

Policy for Return of Title IV Funds

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

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

- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Subsidized Stafford Loans
- Unsubsidized Stafford Loans
- Parent (PLUS) Loans

The longer a student attends before withdrawing, the smaller the amount the student will have to pay back.

This policy only applies to students who have withdrawn from 100% of all classes. It does *not* apply to a student who has withdrawn from selected courses.

State of Missouri Assistance

The **Missouri A+ Scholarship** program currently covers the cost of tuition and some fees at North Central Missouri College or any public Missouri community college or approved vocational/technical school. Students must graduate from an A+ designated high school and meet certain criteria to qualify.

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

Note: A+ does not pay all fees or required class supplies. Only those fees that are required for all students enrolling are paid, such as the Student Development Fee and the Facility Fee and a one-time graduation fee.

To receive the A+ incentive, students must enroll at full-time status (a minimum of 12 credit hours each fall and spring semester). A minimum of 6 hours is required for the summer session.

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

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

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

To be eligible for initial or renewed assistance you must:

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

Award amounts are based on the type of school you are attending when you receive the award. If you transfer to a different school, your award amount may change based on the type of school to which you transfer.

If you are eligible for A+ tuition reimbursement, your 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 school's cost of attendance.

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

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

To be eligible you must:

- have a composite score on the ACT or SAT in the top three percent of all Missouri students taking those tests. Beginning with 2010 high school seniors, ACT or SAT scores in the top five percent will qualify.
- be a graduating high school senior (or equivalent) who enrolls as a first-time student.
- receive the scholarship during the academic year immediately following your senior year in high school (or when you obtain a certificate of high school equivalence).

To renew the scholarship you must:

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

Missouri Center for Career Education & New Traditions Scholarships are available to individuals who are single parents, displaced homemakers and/or nontraditional students. Students who are interested in a one- or two-year career program and who fit one of the descriptions below should contact the Career Education Coordinator, 3434 Faraon Street, St. Joseph, MO 64506 (816) 671-4170.

- **Single Parent:** An unmarried person who is pregnant or has a minor child in his/her custody.
- **Displaced Homemaker:** A person who must seek training or paid employment outside the home due to separation, divorce, widowhood or disability of a spouse.
- **Non-Traditional:** A person seeking training for a job traditionally held by the opposite sex.

Employment Assistance

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

Loan Assistance

The **Federal Direct Loan** program includes the Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans and Federal PLUS loans for parents.

The **Subsidized Federal Stafford Loan** is a low-interest loan made by the federal government. All loan applications must be certified by the NCMC Financial Aid Office.

Unsubsidized Federal Stafford Loans were created when the 1992 Reauthorization of the Higher Education Act occurred. The Unsubsidized Federal Loan Program is 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. These loans are “unsubsidized” because the borrower is responsible for all interest payments on the loan from the time it is disbursed; and all other terms are identical to the subsidized loan.

Federal Parent Loans for Undergraduate Students (PLUS) have a fixed interest rate. The amounts available to borrow are variable. An origination fee will be deducted from each disbursement. PLUS loans 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.

Alternative loans are available to credit worthy students and parents. Several lenders offer these. Ask the Financial Aid Office for a brochure if needed. **Note:** These alternative loans should only be used as a last resort.

Loan Requirements for Stafford Loans

NCMC loan requirements are as follows:

1. Student *must be* enrolled half-time or more to obtain a loan.
2. Must be making satisfactory academic progress.
3. Fill out a Stafford Loan Application on-line or from the Financial Aid Office.

4. First-time borrowers must complete an entrance interview and master promissory note on-line at www.studentloans.gov.
5. Attend an exit interview prior to graduation or complete an exit interview on-line at www.studentloans.gov.

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: Perkins (NDSL), Stafford, PLUS, etc.
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.
12. Sign an antidrug abuse certification statement that you will not engage in the manufacture, distribution, possession or use of a controlled substance when receiving federal financial assistance.
13. Be a postsecondary student *only* (not enrolled in an elementary or secondary school).

Application Procedures

1. Apply for a PIN at www.pin.ed.gov for your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Applications are accepted each year beginning in January, with a priority deadline of July 1; students must apply every year. The paper application should be mailed to the central processor. Students should receive a student Aid Report (SAR) in about four weeks outlining eligibility for the Pell Grant. Students need to be sure that NCMC’s Federal School Code Number 002514 appears on their SAR. If so, NCMC will receive the report electronically. The SAR should not be submitted to the Financial Aid Office unless it is requested. Students should keep the report in their records.

3. Students should apply and be accepted for admission through the NCMC Admissions Office. This includes submitting an official high school transcript, college transcript or GED certification.
4. If requested by the Financial Aid Office, students will need to submit verification documents (federal tax return copies, W-2s, etc.).

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

1. Veterans must declare an educational objective (degree or certificate pursued) at the time of enrollment and enroll in classes on their declared education objective program plan. The veteran must notify the Financial Aid Office after they have enrolled each semester in order to get certified.
2. Prior credit from other colleges **MUST** be reported to the Financial Aid Office.
3. The College is required to report unsatisfactory progress and nonattendance to the Veteran Administration Office (VA). If coursework is not successfully completed, if the veteran withdraws from a course or courses or if a change in courses results in overpayment of benefits to the veteran, he/she may be required by the V.A. to return the overpayment.
4. Should the veteran's grades fall below the minimum set forth in the Academic Standards section of this catalog, the College will notify the veteran and the V.A. The veteran must show significant improvement by the end of the following semester, or the College will again notify the V.A. and the veteran may be declared ineligible for further educational assistance by the V.A.
5. Unusual or extenuating circumstances may exist that could affect decisions relating numbers three and four above. It is the veteran's responsibility to provide evidence of such circumstances.

6. 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. 1402 to apply for GI Bill benefits.

The **Missouri Saving for Tuition (MO\$T)** program makes it easy to save for postsecondary education expenses. Anyone--parents, grandparents, relatives, employers or friends--can open a MO\$T account for a beneficiary with as little as \$25 (or \$15 through payroll deduction). MO\$T 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 MO\$T Program is managed by TIAA-CREF Tuition Financing, Inc., a nationally recognized financial services firm, under the direction of the MO\$T Program Board and the Office of the State Treasurer. Additional information about the MO\$T Program can be obtained by calling (888) 414-MOST or by visiting the program's web site at www.missourimost.org.

The **Hope Scholarship Tax Credit** is a dollar-for-dollar tax credit against taxes owed for the first two years of postsecondary education. Taxpayers may claim a percentage of their "out-of-pocket" tuition and fees (not books). This is a per-student credit; families with two dependents in a community college would be eligible to claim up to two or if a husband and wife are both attending a community college, each can claim a credit. Students must be at least half-time for a portion of the taxable year. The credit is phased out for single taxpayers with higher adjusted gross incomes. The credit is not available to students who have been convicted of a felony drug offense. The credit is based on expenditures made during fiscal year Jan. 1 – Dec. 31. For married couples, the credit is only available if the couple files their tax return jointly. The credit is available to legal resident aliens. Individuals should ask their accountant for more information.

Student Financial Aid related Web sites include:

www.fafsa.ed.gov
www.finaid.org
www.fastweb.com

www.studentaid.ed.gov
www.studentloans.gov
www.students.gov

Satisfactory Academic Progress Policy

Students who remain in good academic standing and are maintaining satisfactory progress in their program of studies are eligible to receive financial assistance. However, students who withdraw from classes and drop below the required attendance status, and/or do not maintain the hours needed to graduate, and/or whose grade point average falls below 2.0 will be denied Financial Aid for the following semester at NCMC.

Students have the right to appeal cases in which circumstances beyond their control prevented them from maintaining satisfactory academic progress. Appeals must be made in writing to the Director of Financial Aid. No appointments are necessary and appeal forms are available in the Financial Aid Office. NCMC's complete academic progress policy is 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 on page 79 in the "Registration and Records" section.

Disbursement of Funds

Student payments are made through the Cashier's Office located in the Alexander Student Center. Money owed to the College for tuition, fees, housing or other student-approved expenses may be paid from the student's award. If all financial aid documents are received by the priority deadlines, refunds for scholarships and grants will be issued four weeks following the start of class and loans and program refunds will be issued six weeks following the start of class.

Acts of Fraud and Abuse

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

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.

Academic Resource Center

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

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

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

Academic Computer Labs

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

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 two-year degrees with the ultimate goal of successful transfer to four-year institutions. These services may include:

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

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

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

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

Bookstore

The NCMC Bookstore is located directly east of Geyer Hall at 1314 Main Street. Regular year-round business hours are posted in the bookstore with special extended hours during the first week and last week of each semester. All required and supplementary texts for the classes at NCMC are available in the Bookstore. A copy of the student's schedule with course numbers is required to insure correct selection of textbooks.

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

- A Student ID card is required to sell back books. All funds will be transferred to the card. No cash will be given out.
- There may be a limited number of books bought back, based on expected future enrollment. Books will be bought on a first-come basis.
- The majority of books will be bought for half the purchase price, providing the following criteria are met:
 - 1) The book is complete and in good resalable condition.
 - 2) The book will be used the next term that the class is offered.
 - 3) The instructor allows the use of used books.
 - 4) Books purchased with a CD in them must be returned with that CD to obtain half price.
- After the Bookstore's limit on a book is met, they may accept it for an outside buyer at a lower price.

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

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, parking fines and graduation fees should all be paid to a cashier.

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

Campus Food Service

A full-service dining hall is available for all NCMC students, staff and the public in the lower level of Selby Hall. Residence hall students have a weekly meal plan required as a part of their room and board. Commuter students, faculty and staff are also welcome to eat in the dining hall. Delicious entrees, plus a soup and salad bar are provided daily. They also offer catering services for clubs and organizations as needed. A coffee shop is also located in Cross Hall. The coffee shop provides specialty drinks, soda and our own NCMC Pirates blend of coffee. Pizza, sandwiches, baked goods and other tasty treats are also available.

Ketcham Community Center

Home to the NCMC Pirates and Lady Pirates basketball teams, the Ketcham Community Center can accommodate just about any athletic, student or community event.

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

Library

The North Central Missouri College Library is located in Geyer Hall and can be accessed from the first and second floor. The library's reference collection, circulating book collection, and video/DVD collection are located on the first floor of the library. The second floor of the library houses the periodicals, microforms, government documents, and audio collections. The upper floor also provides a quiet study area, lounge seating, a video viewing room, and a group study room. Computers, designated for research, are located throughout the library. A computer lab is available on the second floor.

The library is automated with an on-line catalog system, on-line 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 on-line, at no cost, from the Missouri State Library and over 60 academic libraries in Missouri. The Grundy County Jewett Norris Library also allows students borrowing privileges.

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 on-line tutorials are all part

of this assistance. The library staff welcomes you and invites you to visit our web page at www.ncmissouri.edu/library/default.aspx.

Web Site

The College's web site (www.ncmissouri.edu) includes up-to-date information on upcoming events, class schedules, faculty and staff, news releases, alumni activities and much more. The web site is maintained by Computing Services.

Parking

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

RESIDENCE LIFE

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

Students' rooms feature bunk beds, wardrobe, sink, mirror and desk. Local phone access, 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 laundry area, TV in the lobby, mailboxes, vending machines and easy access to parking.

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

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

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

Students living on campus are required to abide by college rules and the Student Code of Conduct, which specifies no alcohol or drugs on campus. See the Residence Life Contract Terms and Conditions for a complete list of guidelines. Visit www.ncmissouri.edu for current room and board rates, an application form or more information on housing, or contact Student Services at 660-359-3948 ext. 1418 or 1480.

STUDENT ACTIVITIES

We believe that college should not only help you acquire knowledge and skills, but also guide you in developing a character equipped to meet the challenges of tomorrow. At North Central Missouri College, our small size makes it easy for you to make a difference by getting involved in student government, organizations and campus activities and events. Enrich your classroom education by taking part in the student activities at NCMC! See the Director of Residence Life & Campus Activities to see how you can get involved!

Student Government

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

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 requires that all athletes have personal medical insurance. For further information, contact the NCMC Athletic Director.

Intramurals

As part of our recreation and activities, NCMC offers collegiate intramurals. These sports teams compete against each other on an NCMC league. Some of the sports currently offered include flag football, basketball, softball, volleyball, and bowling. Intramural activities can be a lot of fun for students. If a student is interested in starting a new intramural event, they can contact the Director of Student Activities.

NCMC and the Arts

North Central Missouri College and the Grundy County Friends of the Arts cooperate in bringing extraordinary programs and exhibits to NCMC and Trenton. Students can attend a variety of entertainment free just by presenting their NCMC ID card. The Arts Calendar includes a variety of performing arts, including instrumental and vocal music, mime, professional and community theater, jazz, puppet shows, comedy and more. NCMC encourages students to expand their horizons by trying something new.

Clubs and Organizations

Each student organization has a constitution which states the aims and purposes of the group and outlines how it contributes to campus life and student development. Each organization is responsible for choosing its own officers and for scheduling activities with its faculty advisor and the Dean of Student Services. New clubs and organizations are added as student interest warrants. Please see the Director of Campus Activities or Dean of Student Services for details.

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

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

Baptist Student Union — The Baptist Student Union provides fun and spiritual fellowship for interested college students. Sponsored by the North

Grand River Baptist Association, the BSU is located within a block of the campus at 1109 Main Street. All students are welcome.

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

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

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

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

NCMC Players — The NCMC Players are a performing group for students interested in theatre or theatre production. The Players present a stage performance at least once a year.

Phi Mu Epsilon — Phi Mu Epsilon is a local sorority that was organized in 1925. It is the oldest society on campus. It exists to encourage leadership development and to provide opportunities for social, recreational and cultural activities of women on campus.

Phi Theta Kappa — Phi Theta Kappa is the International Honor Society of the 2 year college. The 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 (Level II). It was organized in 1973 to encourage fellowship, to provide an opportunity for the development of leadership ability, to promote an interest in the nursing profession, and to communicate with the state and national professional nurses' associations.

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

Student Senate — See Student Government on page 43

STUDENT CONDUCT

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

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

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

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

Student Code of Conduct

I. General Policy

North Central Missouri College is a community of learners. The College is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state and College regulations.

The College distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students, both on campus and off campus, is ordinarily of College concern when: (a) the conduct interferes with the College's responsibility for ensuring members of the College full and equal opportunity to obtain their educational objectives or (b) the conduct interferes with the College's responsibility to protect the health, safety and general welfare of persons in the college community, to protect property, to maintain the ordinary rules of good conduct and to sponsor non-classroom activities.

The Vice President of Instruction and Student Services, Dean of Student Services, Dean of Allied Health, and Dean of Instruction, through authority delegated by the President of the College, have the

responsibility and authority to protect the College's educational purpose and objectives through the establishment of a Student Conduct System. The system incorporates procedural safeguards that allow for proper action, while protecting the rights of students to a fair and timely hearing and decision.

The term "student" includes all persons taking courses at North Central Missouri College, both full-time and part-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College. This includes persons who are not officially enrolled for a particular term, but who have a continuing or established academic relationship with the College.

II. Offenses

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

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

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

1. Cheating includes, but is not limited to, giving or receiving unauthorized assistance in taking quizzes or examinations; using inappropriate or unallowable sources during an examination or in preparing course assignments; obtaining or distributing tests or other academic information without permission; or falsifying data or any official college record. See also Instructor's syllabus.
2. Plagiarism includes, but is not limited to, using by direct quotation or paraphrase the words or material of another person without properly crediting the author; presenting ideas or creations of another as one's own without consent or appropriate attribution.
3. Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

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

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

2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.
3. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, hazing, stalking, intimidation, threats, bullying/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. Use of tobacco products while on College property.
11. Unauthorized possession, duplication or use of keys to any College facility or unauthorized use of or entry into any College facility.
12. Activation of a fire alarm without cause; destruction or misuse of fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on College property; or setting any fire on College property.
13. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.

14. Failure to heed an administrative summons.
15. Failure to comply with the instructions of any College official or law enforcement officer acting in the line of duty and/or failure to identify oneself to these persons when requested to do so.
16. Assisting anyone in the commission of any acts in this section.

III. Sanctions

A. Warning

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

B. Probation

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

C. Restriction

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

D. Restitution

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

E. Fines/Fees

A payment for violation of campus policies or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.

F. Discretionary Sanctions

Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.

G. Grade Reduction

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

H. Suspension

The President or designee may at any time suspend or deny readmission to a student when the President or designee believes

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

I. Expulsion

The involuntary and permanent separation of the student from the College.

IV. Disciplinary Administration

A. Academic Misconduct

(Dean of Instruction's/Dean of Allied Health's Office)

The Dean of Instruction or Dean of Allied Health is the primary officer for academic misconduct cases. The process for appeal is as follows:

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

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

1. Provide timely written notice to the student of the suspected academic misconduct and invite the student to discuss the matter. Advise the student in writing within ten (10) business days, after such notification and/or personal meeting, of the decision and penalties imposed and the student's right to appeal, in writing, to the Dean of Instruction/Dean of Allied Health within ten(10) business days. Copies of this action shall be sent to the Dean of Instruction/Dean of Allied Health.
2. Submit a written appeal to the Dean of Instruction/Dean of Allied Health for adjudication. The Dean or designated agent shall investigate the charges. In conducting the investigation, the agent shall discuss the charges with the student(s) in question and with others who have personal knowledge of the alleged misconduct to determine whether it is reasonable to believe the

charges are true. The Dean of Instruction/Dean of Allied Health shall provide a timely, written notice to the student of the decision and penalties imposed.

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

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

The Dean of Student Services, or designee, is the primary officer for non-academic misconduct cases. The process for appeal is as follows:

- Dean of Student Services, or designee conducts hearing;
- Student may appeal to Vice-President of Instruction/Student Services;
- Student may appeal to Student Appeals Committee;
- Student may make final appeal to College President.

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

1. Notice of the Hearing—Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Student Services, or designee, shall initiate a hearing within ten (10) business days after receiving the incident report. Notice by mail will be addressed to the last address currently on record with the College. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The hearing notification letter shall be sent at least five (5) working days prior to the hearing, unless a shorter time is deemed necessary by the hearing officer. Notice of a hearing shall include the following:
 - a. Date, time, place and nature of the hearing.
 - b. The particular sections of this Student Code of Conduct involved.
 - c. The fact that the student is entitled to an advisor of his/her choice.
2. Hearing Procedures—The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The student shall be given an opportunity to present his/her position, explanations, and evidence concerning the charges. The student may also request the attendance of witnesses by submitting a list to the hearing officer at least three (3) business days before the hearing. The hearing officer may also request the presence of

others who have personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Services, or designee, at least three (3) business days before the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: **The hearing process is not a court of law.** It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court.

3. Findings and Decision—The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.
4. Hearings by Mail—The Dean of Student Services or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions.

The Dean of Student Services, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution's operation. If the student fails to cease and desist from such activity, the Dean of Student Services, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing. Appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct"

C. Appeals for both Academic and Non-Academic Misconduct

1. **Appeal to the Vice President of Instruction & Student Services—**
The student may appeal the initial hearing officer's decision to the Vice President of Instruction & Student Services by filing a written notice of appeal with the Vice President of Instruction & Student Services' Office within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Instruction & Student Services shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or appropriate Dean to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered.
2. **Appeal to the Student Appeals Committee—**The student may appeal the Vice President's decision to the Student Appeals Committee by filing a written notice of appeal to the Vice President of Instruction & Student Services, who will call the Committee together. The Committee shall have jurisdiction and authority to determine cause and recommend sanctions for all appeals referred to it by the Vice President of Instruction & Student Services. Membership shall consist of one student from Student Senate or other student representative, one faculty member from the Student Concerns Committee, one member from the AMP group and a Chair appointed by the Vice President of Instruction & Student Services. The Chair will facilitate discussion, but will not cast a vote. A simple majority is sufficient to decide the issue. If any member of the Committee feels that his/her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the member shall dismiss him/herself and an appropriate replacement shall be made by the Vice President of Instruction & Student Services.
 - a. **Appeals Notice—**A student shall be sent written notice of an appeals hearing by certified mail or personal delivery at least ten (10) business days prior to the date of the hearing.
 - b. **Appeals Hearing Procedures—**The student and the primary administrative officer/faculty member, if applicable, shall be afforded the opportunity to present evidence and argument on all issues involved. The following process shall apply in all appeals hearings before the Student Appeals Committee:

- (1) Unless otherwise determined by the Student Appeals Committee, testimony shall be submitted in the following order: opening remarks by the Chair outlining the general nature of the case, how the proceeding will take place, and a verbal reading of the written report; testimony of the primary administrative officer/faculty member, if applicable; any other testimony submitted in support of the charges including witnesses; testimony by the student including witnesses; rebuttal testimony in support of the charges; rebuttal testimony submitted by the accused; and closing arguments.
- (2) Any oral or documentary evidence may be presented.
- (3) Members of the Committee are entitled to ask questions of any participant in the hearing at any time. The student and the primary administrative officer/faculty member are entitled to question witnesses as directed by the Chair. Procedural questions and points of order are to be addressed to the Chair.
- (4) Rules of common courtesy and decency shall be observed at all times.
- (5) The standard of proof for the College shall be “substantial evidence,” i.e., whether it is reasonable to conclude from evidence submitted that the student did commit the violation(s) for which he/she was charged.

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

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

- c. Committee Recommendations—After hearing the appeal, the Committee shall make its findings and determinations in executive session out of the presence of the primary administrative officer/faculty member and the student charged. The Committee may decide as follows:
 - (1) No cause for disciplinary action: No violation of this conduct code has been proven. In this case, no sanction may be imposed upon the student.

- (2) Cause for disciplinary action: There is substantial evidence that a violation of the conduct code has occurred. The Committee may recommend new or additional sanctions provided for in this code and/or uphold the initial decision of the administrative/hearing officer/faculty member and their sanctions.
- (3) No cause for disciplinary action, which results in a grade change for the student. In this instance, the upheld appeal will be remanded to the Dean of Instruction/Allied Health to determine the final grade. The respective Dean will prepare a Change of Grade Form and submit it to the Registrar. The stated reason for the change of grade will be “the recommendation of the Student Appeals Committee.”

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

3. Appeal of the Student Appeals Committee Decision — The student may appeal the Committee’s decision to the College President by filing a written notice of appeal with the President within ten (10) business days after the date of the Committee’s decision has been rendered. The President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate Dean within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.
4. Status During Appeal—The student’s enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.

D. Records

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

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

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

Alcohol, Drug, Tobacco and Firearms Policies

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

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

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

Policy Regarding Sexual Harassment

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

Annual Public Safety and 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 web site at www.ncmissouri.edu. A paper copy is available upon request.

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

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

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

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

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

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 Vice President of Instruction & Student Services within two (2) business days of receipt of notification of mandatory administrative withdrawal.

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

Immunization Policy

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

Electronic Information Systems Use Policy

It is the policy of North Central Missouri College to maintain access to local, national, and international sources of information and provide an atmosphere that encourages free exchange of ideas and optimized 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 web site: <http://www.more.net/?q=content/service-policies>.

User Conduct and Sanctions

Individuals who violate the above conditions of service may be subject to losing all College computer network privileges. Abuse of the College's electronic information system or violation of any local, state, or federal telecommunication law or regulation or College policy may cause suspension of user privileges and may subject the individual to criminal, civil, and institutional penalties, up to and including suspension from the College and/or termination of employment.

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REGISTRATION AND RECORDS

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

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

Education can sometimes be hampered because students don't understand policies. Don't let a technicality get in your way. Read the policies first!

COURSE REGISTRATION

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

Students should complete the following steps to register for classes:

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

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

Students are obligated to notify the Registrar in writing prior to the beginning of the term of intent to cancel enrollment. Students who do not do so may incur a financial responsibility for NCMC tuition and fees.

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

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.

Classes may be added or dropped from a student's schedule only during the Add/Drop period established for each semester. There is no financial obligation and a 100 percent refund will be given when schedule changes are made during the Add/Drop period. These dates are published on the NCMC web site (see Academic Calendar located at the back of this publication).

Some classes have early decision dates and may be canceled due to low enrollment before the term begins. Courses dropped after the Add/Drop period are considered withdrawals and full tuition and fees are charged to the student.

Course Withdrawal

Course withdrawals may be made during the term prior to the Final Withdrawal Deadline, as published on the NCMC web site and in the Student Handbook/Planner. For classes that end earlier than the normal 15-16 week semester, contact the Registrar for withdrawal deadlines (e-mail: Registrar@mail.ncmissouri.edu). **Although students are financially obligated to pay for withdrawn courses, a grade will not be earned and a "W" will be recorded on the permanent record. Notifying an instructor, advisor or simply not attending class is not sufficient to ensure withdrawal from a class.** Students may withdraw by completing the withdrawal card, available at the Information Desk in the Alexander Student Center.

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

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

Course Load

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

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

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

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

Class Attendance

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

Distance Learning

Please see the NCMC website for policies regarding distance learning.
www.ncmissouri.edu/programs/online

ACADEMIC CONDUCT

At North Central Missouri College, students find an atmosphere of dedication and purpose. Standards of academic and non-academic conduct are included in this catalog and in the Student Handbook/Planner. 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 on-line SAIL account, accessible from the NCMC web site.

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

Grading Disputes During a Semester

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally as soon as possible. A student who believes that a grading issue has not been satisfactorily resolved should speak with the Dean of Instruction or Dean of Allied Health about the matter. The Dean of Instruction or Dean of Allied Health should 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. Students may lodge a verbal or written complaint about the instructor's grading practices with the Dean of Instruction or Dean of Allied Health, but may not file a formal course grade appeal.

Disputes Over Final Course Grades

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

Student Final Course Grade Appeal Procedure

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

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

- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade appeals resolved in a timely fashion (as prescribed in the timelines 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 web site or by requesting a copy from any faculty member. A student who is dissatisfied with an instructor's final course grade decision should adhere to the following steps:

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

2. File a formal grade appeal by completing the *Student Course Grade Appeal Form* and submitting it to the Dean of Instruction or Dean of Allied Health Sciences within ten (10) business days of meeting with faculty member. The form and process details may be obtained from the Dean of Student Services in Alexander Hall. Receipt of the formal grade appeal form and supporting documentation will result in initiation of an

investigative process by the Dean of Instruction or Dean of Allied Health Sciences. The appropriate Dean will respond, in writing, to the student within ten (10) business days of receipt of the appeal circumstances. If resolution is not achieved, move to step #3.

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

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

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

I. Filing the Formal Course Grade Appeal

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

II. Appeal

A. Informal Resolution

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

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

B. Dean's Response

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

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

C. Vice-President of Instruction and Student Services

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

D. The Faculty Grade Appeal Panel

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

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

The Faculty Grade Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the course grade appeal. The Panel 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 or Dean of Allied Health. If the Panel determines that the student's grade shall be changed, the Faculty Grade Appeal Panel will prepare a *Change of Grade Form* and submit it to the Dean of Instruction or Dean of Allied Health with the Panel report attached. The stated reason for the change of grade will be "the recommendation of a Faculty Grade Appeal Panel." The Faculty Grade Appeal Panel will sign the form instead of the course instructor.

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

E. Appealing the Panel's Decision

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

Grade Point Average

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

1. Compute the number of grade points earned per class. For example, a three-credit (3) hour course with a grade of "B" (3) points would have a grade point value of 9 (3 hours x 3 points).
2. Add together all of the grade points earned to date.
3. Add together all of the credit hours attempted to date (less any Pass/Fail classes).
4. Divide the total number of grade points earned by the total number of credits attempted.

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

Auditing a Class

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

Incomplete Grades

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

Pass/Fail Grading

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

Repeated Courses

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

- Grades for transferred in credit do not override grades earned from NCMC.
- Students may repeat a course in which a grade of “C” or lower was earned, provided they have not completed a higher level course with a grade of “A” or “B” that required the first course as pre-requisite
- When a course is repeated, only the last grade is used in computing the grade point average.
- Courses in which a grade of “A” or “B” was 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.

Credit By Examination

Students have the opportunity to obtain college credit applicable toward most degrees at NCMC by making satisfactory scores on the College Level Examination Program (CLEP). Thirty semester hours of credit may be allowed through a combination of the Subject Matter Examinations and the General Examination. CLEP credit will not be awarded when comparable work has already been completed, attempted or audited.

The CLEP credit will be entered on the permanent record for students currently enrolled at NCMC. Course credit earned by examination may or may not be transferable to other institutions on a course-by-course basis. It is recommended that students contact their transfer institution to verify that credit will be granted.

Experiential Credit

Experiential Credit is an NCMC program for awarding college credit for validated disciplinary knowledge and skills gained through work or life experiences. Experiential Credit is awarded in lieu of enrolling in a course when a student demonstrates his or her competencies through assessment procedures outlined by an NCMC faculty member participating as the Experiential Credit Sponsor.

Experiential Credit may be earned in lieu of enrolling in an NCMC course provided:

1. The department has approved the course to be offered in the Experiential Credit Program.
2. The applicant has not previously or currently enrolled in the course.
3. The College Level Examination Program (CLEP) does not offer credit opportunities for the course.

Students may request an application and further information about the program in the Registrar's Office. Financial aid is not available for Experiential Credit.

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 a semester's grades and its effects from his or her academic record. To review the guidelines and qualification criteria for possible eligibility, contact the Registrar's Office in the Alexander Student Center, ext. 1205.

TRANSFERRING IN CREDIT

NCMC accepts credits earned from institutions accredited by agencies recognized by the Council for Higher Education Accreditation. To have credits considered for acceptance, students should have an official transcript sent directly to the Registrar. A Transfer Evaluation Report will be completed by the Registrar's Office comparing the transferred in courses with courses at NCMC. Students may be asked to provide official course descriptions for specific courses.

Regular academic courses that qualify for acceptance and are completed with a grade of "D" or better are generally accepted in transfer. Quarter hours transferred to NCMC will be converted to semester hours using a two-thirds conversion factor. Transferred-in credit is not used to calculate a student's NCMC grade point average and can not be used to replace a grade received in an NCMC class.

Military Service and Training

Credit may be awarded for certain types of military service and schooling. The training/schooling must be approved and listed in the current Guide to the Evaluation of Education Experience in the Armed Services, prepared by the American Council on Education. Two hours of physical education activity credit will be awarded upon receipt of a copy of discharge papers. Students who served in the Army may be required to provide an Army/ACE Registry Transcript before credit is awarded.

Transfer Limitations

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

1. Developmental college courses such as remedial math, reading or English. (Coursework may be considered to meet developmental pre-requisites.)
2. Occupational-technical courses not equivalent to content and/or level of NCMC courses.
3. Courses in which a grade of “F” (or equal to “F” level work) or an Incomplete was received.
4. Physical education activity credits in excess of two credit hours.
5. Religion courses in excess of 6 hours.
6. Courses classified as 300 and 400 level by transfer institution.

REQUESTS FOR TRANSCRIPTS

Official transcripts are available through the Registrar’s Office in the Alexander Student Center. Written instructions, including a signature and the transcript fee are required. A transcript request form may be printed from the NCMC web site (www.ncmissouri.edu, on the Services tab) for your convenience.

Unofficial transcript copies are available to current students through their SAIL account on the NCMC web site. Past students may request unofficial transcripts in writing from the Registrar’s Office using the same printable transcript request form, available on the NCMC web site. A transcript fee is required.

Transcript requests are processed within one week of receipt by the Registrar’s Office.

Transcript requests will not be accepted by phone and transcripts will not be faxed from NCMC.

ACADEMIC STANDARDS

Academic Excellence

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

For each academic year, the Arts and Sciences Division of the College honors a graduating Associate in Arts student with the **Academic Excellence Award**. Qualifications for this include a GPA of at least 3.5, 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*.

Academic Probation

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

To maintain good standing, the student must achieve a cumulative grade point average corresponding to the total hours attempted 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 or not complying with Admissions/Registration requirements may be placed on academic probation for a period of one semester. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved. Students subject to academic suspension have a right to appeal the suspension. Please contact the Dean of Student Services for instructions related to the appeal process. Students suspended for academic reasons must appeal in writing for reinstatement.

The guidelines for academic good standing differ from those for financial aid eligibility. See the Satisfactory Academic Progress Policy on page 34 in the “Financial Aid” section.

Appeal Procedures

The Dean of Student Services and/or the Academic Standards Committee will review all written appeals related to admissions, credits transferred,

course withdrawals, disability services, residency status and other areas concerning student enrollment and admission.

An appeal form can be obtained on-line (www.ncmissouri.edu) or through the Dean of Student Services Office. Appeals must be received by the end of the following semester from the time the business under appeal was conducted. There must be serious and compelling reasons for an appeal, which may include:

1. death in immediate family;
2. serious illness or injury of student that prevented them from notifying the College;
3. unforeseen factors outside of student's control. Lack of knowledge regarding the policy is not a reason for an appeal and supporting documentation may be required.

STUDENT EDUCATIONAL RIGHTS & PRIVACY ACT

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

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

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
- Telephone number
- E-mail address
- 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

- 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. North Central Missouri College assumes that unless a student specifically requests each semester of enrollment that directory information be withheld, he or she is approving this information for disclosure.

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

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

GRADUATION REQUIREMENTS

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

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

Graduation requirements can be met through a combination of NCMC courses, transfer credit and credit obtained through nontraditional means. Students are required to complete a minimum of 15 credit hours from NCMC. Students who are planning to transfer credit back to NCMC to complete degree requirements should complete the Application of Transfer Credit for Degree Completion form, available in the Registrar's office and on the college web site, during their last semester at NCMC. The transfer of

credit must occur within one year from students' last enrollment at NCMC. All other graduation requirements must be met.

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

Application for Graduation

Students may earn multiple degrees or certificates. An application is required for each award sought. A minimum of an additional 12 credit hours must be earned for each award. Students are encouraged to apply for graduation prior to enrolling for their final semester at NCMC to allow time for a degree audit. Every effort will be made to notify students and their advisors of deficiencies they have in time to change enrollment in their final semester. The responsibility for enrolling in courses that fulfill graduation requirements remains with the student.

Application submission dates are:

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

Applications must be received by the deadline of March 1 for May and July completion and by October 1 for December completion. A fee is charged to cover administrative costs associated with the awarding of the degree or certificate. The application is available on the NCMC web site, www.ncmissouri.edu, on the Current Students tab, or at the Alexander Student Center info desk.

The application for graduation is valid for 12 months from the original date of anticipated graduation. Students who do not complete the degree requirements within 12 months must re-apply and will be charged an additional fee. Catalog requirements in affect at that time must be met.

Commencement

Attendance at commencement is highly encouraged. Your attendance will help make this important occasion a memorable one. Students who are unable to attend commencement must notify the Dean of Student Services as soon as possible.

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

Graduate Recognition

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

AFTER GRADUATION

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

Transfer Assistance

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

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

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

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

Alumni

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

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

All former students are invited to remain involved with NCMC for a lifetime. All alumni are encouraged to keep current addresses on file in the Development Office by calling 660-359-3948, ext. 1403 or sending us a letter or e-mail. NCMC keeps alumni posted on what's happening through the Alumni 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 the College.

Membership on the Foundation Board will consist of a maximum of twenty-four members with at least one-half of the Directors residing in the college's taxing district and the balance of the membership as residents of the 16-county service region. Among the specific duties of the Foundation Board is to administer over \$3 million in endowed scholarships and more than \$12 million for campus development and special projects. The NCMC Foundation maintains an office on the campus known as the Office of Development and has a staff responsible for directing the efforts of the Foundation.

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PROGRAMS OF STUDY

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 (A.A.)

Associate in Arts in Teaching degree (A.A.T.)

Associate in General Studies degree (A.G.S.)

Associate in Applied Science degree (A.A.S.)

The College also awards one-year career and technical Certificates of Completion. Specific information about NCMC's degree and certificate programs is detailed in this section of the catalog. For a personal consultation with an academic or admissions advisor, contact the Student Services Department, (660) 359-3948, ext. 1418.

Developmental Studies

Developmental Studies (DS) courses 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. DS 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.

ASSOCIATE IN ARTS DEGREE (AA)

The Associate in Arts degree is often referred to as the university transfer program. (Pending approval by the Higher Learning Commission, NCMC students will be able to earn the entire AA degree on-line beginning in fall 2012.) Students awarded A.A. 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 web site at 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 and which could serve as a basis for continued learning. (The mathematics requirement for general education should have the same prerequisite(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 II6

SP175 Speech Communications3

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

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

BI110 Ecology

BI100 General Biology

BI101 General Botany

BI103 General Zoology

2. Physical Science

CH107 Intro. to Chemistry

CH110 Chemistry I

PS101 Intro. to Physical Science

PS185 College Physics I

SOCIAL SCIENCE 9 hours

(Prefixes: HI, PL, GE, PY, SO, EC)

HI103 American History to 1877

or PL216 National Government.....3

Social Science Requirements6

TOTAL GENERAL EDUCATION CORE 42 hours

(A.A. degree requirements continue on next page.)

Additional A.A. Degree Requirements

PHYSICAL EDUCATION 3 hours

- 1. PE105 Health Education2
- 2. Physical Education Activity or Freshman Seminar .1

ELECTIVES17 hours

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

TOTAL A.A. DEGREE REQUIREMENTS 62 hours

IMPORTANT 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 A.A. degree.

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 of physical education activities will be applied toward any degree.

To enhance your AA degree with transferable course work in specific areas of study, please refer to the transfer guides on the NCMC web site (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
Art
Biology
Business
Chemistry
Computer Science
Criminal Justice
Education
English
Forestry
Health Occupations
Journalism
Mass Media

Mathematics
Parks, Recreation & Tourism
Physical Education
Political Science
Pre-Engineering
Pre-Law
Pre-Medical
Pre-Veterinary
Psychology
RN to BSN
Social Work
Speech & Theatre
Wildlife & Conservation

Transfer
Programs

Associate in Arts in Teaching (AAT)
Degree Requirements

COMMUNICATIONS	9 hours
EN101 English I and EN102 English II	6
SP175 Speech Communications.....	3
HUMANITIES	9 hours
(Select one course each from three of the four categories.)	
1. Literature (except Lit. for Children, Preschool Lit. or Young Adult Lit.)	
2. Fine Arts (a selection from this category is required)	
AR104 Art Appreciation	
MU109 Music Appreciation	
TH111 Introduction to Theatre	
3. Humanities/Cultural Studies	
HU110 Introduction to Humanities I	
or HU111 Humanities II	
HI101 Western Civilization I	
or HI102 Western Civilization II	
ED265 Multicultural Education	
4. Philosophy/Foreign Language	
PH101 Introduction to Ethics	
PH102 Introduction to Philosophy	
RL101 Introduction to Religion	
FL100 Foreign Language or FL110, FL120, FL155	
MANAGING INFORMATION	3 hours
BT160 Microcomputer Applications I	
MATHEMATICS	3 hours
*MT122 College Algebra, MT125 Elementary Statistics	
or MT121 Math Concepts <i>*Refer to transfer school degree requirements</i>	
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	
PS101 Intro. to Physical Science	
CH107 Intro. to Chemistry	
CH110 Chemistry I	
PS185 College Physics I	
SOCIAL SCIENCE	9 hours
HI103 American History I	
and PL216 National Government.....	6
PY121 General Psychology.....	3
TOTAL GENERAL EDUCATION CORE.....	42 hours

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.

Additional A.A.T. Degree Requirements

***REQUIRED TEACHER EDUCATION CORE COURSES .12 hours**

- ED 200 Foundations of Education3
- ED 201 Teaching Profession with Field Experience3
- ED 270 Educational Psychology3
- ED 275 Technology for Teachers P-123

**Must receive a C or better upon course completion*

ELECTIVES 8 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*

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.

TOTAL A.A.T. DEGREE REQUIREMENTS 62 hours

IMPORTANT NOTES: *A minimum final cumulative GPA of 2.5 is required for graduation. (will include grades in transferred-in credits)*

Students must achieve minimum scores of 235 on each sub-section of the CBASE.

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 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 A.A. degree or the A.A.S. degree. Courses required for this degree may transfer, but will not necessarily fulfill the general education requirements at a four-year college or university.

Associate in General Studies Degree

General Requirements

COMMUNICATIONS6 hours
A. EN101 English I.....	3
B. SP175 Speech Communications	3
SOCIAL SCIENCE6 hours
A. HI101 American History to 1877	
or PL216 National Government	3
B. PY121 General Psychology	3
MATHEMATICS3 hours
(Intermediate Algebra or above is recommended.)	
HUMANITIES3 hours
ELECTIVES42 hours
TOTAL A.G.S. DEGREE REQUIREMENTS60 hours

IMPORTANT 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 (A.A.S.)

The Associate in Applied Science degree is designed to prepare a student for employment in a specific occupational area. **For most majors, the A.A.S. is not designed as a transfer degree.**

Agreements are in place with several colleges and universities to facilitate transfer of some A.A.S. 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.

Associate in Applied Science Degree

General Requirements

COMMUNICATIONS.....	6 hours
A. EN101 English I	3
B. SP175 Speech Communications	3
SOCIAL SCIENCE	3 hours
A. HI101 American History to 1877	
or PL216 National Government	3
MATHEMATICS	3 hours
A. Department Requirement	3
HUMANITIES OR GENERAL ELECTIVE.....	3 hours
VOCATIONAL-TECHNICAL CURRICULUM	46-58 hours

IMPORTANT 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 requirements in any program.

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

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

CAREER CERTIFICATE PROGRAMS

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

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

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

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

Accounting AAS

This Associate in Applied Science program is designed to prepare graduates for a variety of accounting positions in business, industry and government. A balanced curriculum of accounting courses, related business courses, general education courses and an internship in the office of a cooperating employer provides classroom education and practical experience.

Freshman Year

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Microcomputer Applications I	BT160	3
Microeconomics	EC252	
or Macroeconomics I	or EC253	3
English I	EN101	3
American History to 1877	HI103	
or National Government	or PL216	3
Spring Semester	Course Number	Hours
Elementary Accounting II	AC137	3
Payroll Accounting	AC186	3
Spreadsheet Applications	BT190	3
Intermediate, College Algebra	MT110, MT122	
or Business Math	or BT110	3
Speech	SP175	3
Summer Session	Course Number	Hours
Accounting Internship	AC240	6

Sophomore Year

Fall Semester	Course Number	Hours
Cost Accounting	AC210	3
Intermediate Accounting I	AC236	3
Credit and Finance	BA204	3
Business Communications	BT130	3
Business Elective		3
Spring Semester	Course Number	Hours
Computer Accounting	AC206	3
Income Tax Accounting	AC220	3
Intermediate Accounting II	AC237	3
Business Law	BA221	3
Employment Strategies	BT240	1
General Education Elective		3

Accounting/Business Technology Certificate

This certificate is designed to prepare students for employment in both Accounting or Business Technology fields. Completion of the following courses may be applied toward an Associate in Applied Science degree in Accounting.

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Business Law	BA221	3
Business Communications	BT130	3
Microcomputer Applications I	BT160	3
Data Base Concepts	BT170	3
Spring Semester	Course Number	Hours
Elementary Accounting II	AC137	3
Payroll Accounting	AC186	3
Computer Accounting	AC206	3
Spreadsheet Applications	BT190	3
Employment Strategies	BT240	1
Microcomputer Applications II	BT260	3

Accounting Clerk Certificate

The Accounting Clerk Certificate is designed to prepare the student for employment as an accounting clerk or payroll clerk in one calendar year.

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Bs. Math, Inter. Algebra, or College Algebra	BT110, MT110, or MT122	3
Business Communications	BT130	3
Microcomputer Applications I	BT160	3
Microeconomics or Macroeconomics	EC252 or EC253	3
Spring Semester	Course Number	Hours
Elementary Accounting II	AC137	3
Computer Accounting	AC206	3
Income Tax Accounting	AC220	3
Spreadsheet Applications	BT190	3
Employment Strategies	BT240	1
Speech	SP175	3
Summer Session	Course Number	Hours
Payroll Accounting	AC186	3
Accounting Internship	AC240	6
Business Law	BA221	3

Professional Accounting Certificate

The Professional Accounting Certificate is designed primarily for part-time or evening students. Students are required to take the same accounting and computer courses and internship as in the A.A.S. in Accounting degree without the supporting business and general education courses. Job opportunities are similar to those with the A.A.S. degree.

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Microcomputer Applications I	BT160	3
Spring Semester	Course Number	Hours
Elementary Accounting II	AC137	3
Payroll Accounting	AC186	3
Computer Accounting	AC206	3
Summer Session	Course Number	Hours
Accounting Internship	AC240	6
Fall Semester	Course Number	Hours
Intermediate Accounting I	AC236	3
Cost Accounting	AC210	3
Spreadsheet Applications	BT190	3
Spring Semester	Course Number	Hours
Intermediate Accounting II	AC237	3
Income Tax Accounting	AC220	3
Employment Strategies	BT240	1

Agriculture & Natural Resources AAS

The Agriculture and Natural Resources Technology (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. Students receive instruction in agronomy, animal science, computer applications, ecology, economics, leadership development and soils along with core general education courses. Classroom, laboratory and internship experiences are included in the program.

Following completion of this program, students can enter the workforce or pursue a Bachelor of Technology degree at NWMSU. The NWMSU Bachelor of Technology degree is designed for students transferring who have completed an Associate of Applied Science degree at a community college. The curriculum leading to a Bachelor of Technology degree is individually developed for each student and provides for transfer of all Agriculture and Natural Resources A.A.S. courses to NWMSU.

Freshmen

Fall Semester	Course Number	Hours
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Ecology	BI110	5
Career Development in AGNR	AG101	1
Farm & Environmental Safety	AG130	2
Spring Semester	Course Number	Hours
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Agri-Economics	EC223	3
Crop Science	AG114	
or Feeds & Feeding	or AG227	3
English I	EN101	3
Microcomputer Applications I	BT160	3

Sophomore

Fall Semester	Course Number	Hours
Farm Mgmt. & Records Analysis	AG270	3
Beef Production	AG112	
or Soil & Farm Water Mgmt.	or AG240	3
Business Communications	BT130	3
American History	HI103	
or American Government	or PL216	3
Speech	SP175	3
Employment Strategies	BT240	1

Spring Semester	Course Number	Hours
Agriculture Credit & Finance	AG163	3
Agriculture Math	AG117	
or Math Requirement		3
Agriculture Sales	AG148	3
Agriculture & Natural Resources		
Internship	AG215	6

Agriculture & Natural Resources Certificate

The Agriculture and Natural Resources Technology certificate is designed for students who are interested only in technical courses in the areas of agribusiness and the management of agricultural and natural resources. Students receive instruction in agronomy, animal science, computer application, ecology, economics, leadership development and soils.

Fall Semester	Course Number	Hours
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Farm Mgmt. & Records Analysis	AG270	3
Career Development in AGNR	AG101	1
Farm & Environmental Safety	AG130	2

Spring Semester	Course Number	Hours
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Agriculture Economics	EC223	3
Agriculture Credit & Finance	AG163	3
Agricultural Math	AG117	
or Math Requirement		3
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1

Agriculture & Natural Resources AAS

Equine Management Emphasis

The Equine Emphasis is designed for students who wish to seek a career in equine production or equine operations. The program provides hands-on instruction in horse training and management.

Following completion of this program, students can enter the workforce or pursue a Bachelor of Technology degree at NWMSU. The NWMSU Bachelor of Technology degree is designed for students transferring who have completed an Associate of Applied Science degree at a community college. The curriculum leading to a Bachelor of Technology degree is individually developed for each student and provides for transfer of all Agriculture and Natural Resources - Equine Emphasis - A.A.S. courses to NWMSU.

Freshman

Fall Semester	Course Number	Hours
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Horses & Horsemanship	AG124	
or Light Horse Production	or AG125	3
Career Development in AGNR	AG101	1
Farm & Environmental Safety	AG130	2
Spring Semester	Course Number	Hours
Principles of Light Horse Training	AG224	2
Agriculture Economics	EC223	3
Feeds & Feeding	AG227	3
English I	EN101	3
Microcomputer Applications I	BT160	3
Horseback Riding I	PE123	1

Sophomore

Fall Semester	Course Number	Hours
Horses & Horsemanship	AG124	
or Light Horse Production	or AG125	3
Farm Mgmt. & Records Analysis	AG270	3
Business Communications	BT130	3
American History to 1877	HI103	
or National Government	or PL216	3
Speech	SP175	3
Employment Strategies	BT240	1

Spring Semester	Course Number	Hours
Advanced Light Horse Training	AG225	2
Agriculture Credit & Finance	AG163	3
Agricultural Math	AG117	
or Math Requirement		3
Agriculture Sales	AG148	3
Agriculture/Natural Resources Internship	AG215	6

Agriculture & Natural Resources Certificate Equine Management Emphasis

The Equine Management Emphasis certificate is designed for students who are interested only in technical courses in the areas of agribusiness and equine management.

Fall Semester	Course Number	Hours
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Horses & Horsemanship	AG124	
or Light Horse Production	or AG125	3
Farm Mgmt. & Records Analysis	AG270	3
Career Development in AGNR	AG101	1
Farm & Environmental Safety	AG130	2
Spring Semester	Course Number	Hours
Principles Light Horse Training	AG224	2
Agri-Economics	EC223	3
Agriculture Credit & Finance	AG163	3
Agricultural Math	AG117	
or Math Requirement		3
Microcomputer Applications I	BT160	3
Horseback Riding I	PE124	1

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 on-line.

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 during enrollment and to an advisor.
3. Complete a minimum of 31 credit hours at NCMC which shall include 15 credits of general education courses, Employment Strategies, and 15 credits of approved electives.
4. Complete NCMC requirements with an overall GPA of at least 2.0.
5. Apply with the Registrar's office to have the articulated 30 hour block credit put on the student transcript and pay the transcription fee.

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

General Education Core

Course Title	Course Number	Credits
English I	EN101	3
Microcomputer Applications	BT160	3
Employment Strategies	BT240	1
Am. History to 1877	HI103	
or National Government	or PL216	3
Speech	SP175	3
*Math Requirement		3

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

Electives

In addition to the General Core Requirements students must complete 15 hours of credit from career and technical education **electives including: *

Course Title	Course Number	Credits
Precision Measurement	AT220	3
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

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

Additional Options for CTE Electives
Agriculture Emphasis

Course Title	Course Number	Credits
Agricultural Math	AG117	3 cr hrs
Soils & Fertilizers	AG103	3 cr hrs
Soils & Fertilizers Lab	AG104	1 cr hr
Plant Science	AG105	3 cr hrs
Plant Science Lab	AG106	1 cr hr
Animal Science	AG107	3 cr hrs
Animal Science Lab	AG108	1 cr hr
Business Communications	BT130	3 cr hrs

NOTE: Transferability of the vocational component of the programs is at the discretion of the transfer institution. Students planning to transfer for a bachelor's degree may substitute courses required for General Education.

Contact an NCMC advisor or Coordinator of Federal Programs at phone extension 1278 for additional information.

Business Management AAS

The Business Management program combines traditional classroom education and supervised work experience. Students receive a well- rounded general business background plus valuable experience—tools necessary for a successful career in business management.

Freshman Year

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Introduction to Business	BA101	3
Business Math	BT110	
or Advisor-Approved Math Course		3
Microcomputer Applications I	BT160	3
English I	EN101	3
Current Issues in Business	BA110	3
Spring Semester	Course Number	Hours
Principles of Management	BA150	3
Speech	SP175	3
Elementary Accounting II	AC137	3
Psychology	PY121	
or Sociology	or SO107	3
Desktop Publishing	BT200	3
Microeconomics	EC252	
or Macroeconomics	or EC253	3

Sophomore Year

Fall Semester	Course Number	Hours
Credit & Finance	BA204	3
Microeconomics	EC252	
or Macroeconomics	or EC253	3
Business Communications	BT130	3
Human Resource Management	BA161	3
Entrepreneurship	BA269	3
Spring Semester	Course Number	Hours
Principles of Marketing	BA154	3
American History to 1877	HI103	
or National Government	or PL216	3
Employment Strategies	BT240	1
Web Page Design I	BT210	3
Business Law	BA221	3
Business Management Internship	BA176	4
Business Elective (BA, EC, BT, IT, AC)		3

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 A.A.S. in Business Management.

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Human Resource Management	BA161	3
Credit & Finance	BA204	3
Introduction to Business	BA101	3
Microcomputer Applications I	BT160	3
Current Issues in Business	BA110	3
Spring Semester	Course Number	Hours
Principles of Management	BA150	3
Business Law	BA221	3
Business Math	BT110	
or advisor approved math course		3
Microeconomics	EC252	
or Macroeconomics	or EC253	3
Business Management Internship	BA176	4

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 A.A.S. in Business Management.

Fall Semester	Course Number	Hours
Microcomputer Applications I	BT160	3
Business Math	BT110	3
Web Page Design I	BT210	3
Credit & Finance	BA204	3
Current Issues in Business	BA110	3
Spring Semester	Course Number	Hours
Business Law	BA221	3
Desktop Publishing	BT200	3
Microeconomics	EC252	
or Macroeconomics	or EC253	3
Principles of Marketing	BA154	3
Entrepreneurship	BA269	3
Business Management Internship	BA176	2

Career Programs

Business Management

On-Line & Outreach Cohort AAS

This program is designed to help students reach their educational goals by utilizing both conventional & non-conventional learning environments. Several features of the program are designed to optimize student learning. They include a hybrid delivery of on-line and traditional classroom learning environments, a cohort of students progressing through the program together and an academic advisor and course facilitator who meets weekly with the cohort.

Summer Session	Course Number	Hours
American History to 1877	HI103	
or National Government	or PL216	3
Microcomputer Applications I	BT160	3
Fall Semester	Course Number	Hours
Introduction to Business	BA101	3
Elementary Accounting I	AC136	3
Business Math	BT110	3
Speech Communications	SP175	3
Current Issues in Business	BA110	3
Spring Semester	Course Number	Hours
English I	EN101	3
Elementary Accounting II	AC137	3
Employment Strategies	BT240	1
Business Law	BA221	3
Psychology	PY121	
or Sociology	or SO107	3
Summer Session	Course Number	Hours
Desktop Publishing	BT200	3
Human Resource Management	BA161	3
Fall Semester	Course Number	Hours
Business Communications	BT130	3
Credit & Finance	BA204	3
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Microeconomics	EC252	
or Macroeconomics	or EC253	3
Spring Semester	Course Number	Hours
Web Page Design I	BT210	3
Microeconomics	EC252	
or Macroeconomics	or EC253	3
Entrepreneurship	BA269	3
Business Management Internship	BA176	4
Business Elective (BA, EC, BT, IT, AC)		3

Business Technology AAS

The Business Technology program is designed to prepare students for careers in modern business environments. This 61-credit hour program offers students the opportunity to receive comprehensive training in all aspects of office processes and management. Hands-on experience is provided with a variety of hardware and software packages pertaining to word processing, spreadsheets, presentation graphics, database, desktop publishing and web design. The program includes a general education and business technology core.

Freshman Year

Fall Semester	Course Number	Hours
Accounting I	AC136	3
Business Communications	BT130	3
Microcomputer Applications I	BT160	3
DigiTools	BT180	2
American History to 1877 or National Government	HI103 or PL216	3
Employment Strategies	BT240	1
Spring Semester	Course Number	Hours
Spreadsheet Applications	BT190	3
Database Concepts	BT170	3
Word Processing II	BT250	3
Desktop Publishing	BT200	3
English I	EN101	3

Sophomore Year

Fall Semester	Course Number	Hours
Web Page Design I	BT210	3
Microcomputer Applications II	BT260	3
Humanities or Gen. Ed. Elective		3
Math Elective		3
Business Elective (BA, EC, BT, AC)		3
Spring Semester	Course Number	Hours
Business Technology Internship	BT270	4
Office Procedures	BT230	3
Speech	SP175	3
Business Electives (BA, EC, BT, AC)		6

Career
Programs

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.

Fall Semester	Course Number	Hours
Elementary Accounting I	AC136	3
Microcomputer Applications I	BT160	3
Business Communications	BT130	3
DigiTools	BT180	2
Speech	SP175	3
Employment Strategies	BT240	1
Spring Semester	Course Number	Hours
Word Processing II	BT250	3
Web Page Design I	BT210	3
Office Procedures	BT230	3
Spreadsheet Applications	BT190	3
Database Concepts	BT170	3
Business Elective (BA, EC, BT, AC)		3

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.

Course Title	Course Number	Hours
English I	EN101	3
Introduction to Criminal Justice	CJ126	3
General Psychology	PY121	3
Liability/Criminal Justice Officer	CJ125	3
Criminal Law	CJ235	3
Procedural Law	CJ118	3
Criminal Investigations	CJ140	3
Criminal Evidence	CJ219	3
Introduction to Corrections	CJ226	3
Police Report Writing	CJ245	3
General Sociology	SO107	3
Criminal Justice Practicum	CJ250	3
Introduction to Juvenile Law	CJ170	3
Criminology	CJ218	3
Police Organization & Management	CJ239	3
Deviant Behavior	SO298	3
Interviewing and Interrogation	CJ255	2
Constitutional Aspects of Criminal Justice	CJ260	3
Speech Communications	SP175	3
American History to 1877 or National Government	HI103 or PL216	3
Business Mathematics	BT110	3
Physical Education activity class		1

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

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.

Course Title	Course Number	Hours
English I	EN101	3
Introduction to Criminal Justice	CJ126	3
General Psychology	PY121	3
Liability Criminal Justice Officer	CJ125	3
Criminal Law	CJ235	3
Procedural Law	CJ118	3
Criminal Investigations	CJ140	3
Criminal Evidence	CJ219	3
Introduction to Corrections	CJ226	3
Police Report Writing	CJ245	3
General Sociology	SO107	3
Interviewing & Interrogation	CJ255	2
Physical Education activity class		1

Early Childhood Development AAS

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

General Education Core

Course Title	Course Number	Hours
Biological or Physical Science (BI, CH, ES, or PS)		4 - 5
Microcomputer Applications I	BT160	3
Business Math, Intermediate Algebra	BT110, MT110	
or higher	or higher	3
English I	EN101	3
American History to 1877	HI103	
or National Government	or PL216	3
General Psychology	PY121	3
Speech Communications	SP175	3
Humanities or General Education elective		3
Electives (CD, SO or PY)		3

Area of Concentration

Course Title	Course Number	Hours
First Aid & Emergency Procedures	AH223	2
Creative Activities for Children	CD140	3
Caring for Children with Special Needs	CD207	3
Preschool Literature	CD209	3
Music for Children	CD211	3
Child Care Observation	CD250	3
Marriage and the Family	SO201	
or Child, Family & Community: Family-Centered Early Care & Ed.	CD230	3
Early Child Growth & Develop.	CD112	3
Professionalism in Early Childhood	CD115	3
Preschool Administration & Mgmt.	CD120	3
Child Care Practicum	CD260	3
Child Health, Safety & Nutrition	CD205	3
Language Development & Early Literacy	CD220	3

Career
Programs

Electives

Exploring Science & Math in the EC Setting	CD213	3
Intro to Early Childhood Education	CD130	3
Special Topics in Early Childhood Ed.	CD150	1-3

Child Development Associate (CDA) Component

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

NCMC's program is designed only to provide the 120-hour educational component required for eligibility and to provide help in the preparation of the Professional Resource File. However, these courses are not designed to transfer. Students enrolled in NCMC's CDA component do not automatically receive the CDA Credential. The only way to earn the CDA Credential is to successfully complete the assessment.

CD112, CD115, and CD120: Students who have not completed articulated course work for any part of this group will be required to complete all three courses. Students who have earned articulated credit from their high school through articulation agreements with North Central Missouri College or are transferring from other colleges/universities will have the option to take the remaining courses needed to complete their CDA or AAS requirements.

For complete details on how to qualify for a CDA, call 660-359-3948, ext. 1331 to request a guide sheet.

Course Title	Course Number	Hours
Early Child Growth & Development	CD112	3
Professionalism in Early Childhood	CD115	3
Preschool Administration & Mgmt.	CD120	3

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.

General Education Core

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 or Physical Science	BI, CH, ES, or PS	4-5
Intermediate Algebra	MT110 or higher	3
Microcomputer Applications	BT160	3
Humanities Elective		3

Program Requirements

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

NOTE: *Red Cross First Aid & CPR Cards must be current at time of graduation.

Career
Programs

HEALTH SCIENCES

Allied Health and Continuing Education

The College provides both allied health and continuing education courses relevant to health related services. Objectives include offering cost effective postsecondary training for employees of health care delivery agencies or facilities, offering area health care professionals opportunities for quality continuing education for their particular interests and subject areas, and encouraging public awareness and concern in the area of self care and preventive measures by offering courses with this emphasis. For a complete listing of allied health courses see the AH course descriptions in this catalog. Some continuing education classes also will be found under the AH section.

Health Care Management AAS

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

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

Freshman Year

Fall Semester	Course Number	Hours
General Biology w/Lab	BI100	5
Basic Medical Terminology	AH160	3
Introduction to Business	BA101	3
Microcomputer Applications I	BT160	3
Spring Semester	Course Number	Hours
English I	EN101	3
Office Procedures	BT230	3
Medical Coding	AH103	3
Speech	SP175	3
Principles of Management	BA150	3
Summer Session	Course Number	Hours
General Psychology	PY121	3
National Government or American History to 1877	PL216 or HI103	3

Sophomore Year

Fall Semester	Course Number	Hours
Human Resources Management	BA161	3
Medical Law & Ethics	AH211	3
Health Insurance Billing	AH202	3
Database Concepts	BT170	3
Employment Strategies	BT240	1
Business Communications	BT130	3
Spring Semester	Course Number	Hours
Health Care Management	HC201	3
Business Law	BA221	3
Elementary Accounting	AC136	3
Elementary Statistics	MT125	3
Spreadsheet Applications	BT190	3

Career
Programs

Health Information Technology AAS

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

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

Freshman Year

Fall Semester	Course Number	Hours
English I	EN101	3
Digitools	BT180	2
Elementary Statistics	MT125	3
Human Anatomy w/Lab	BI240	4
Basic Medical Terminology	AH160	3
Spring Semester	Course Number	Hours
Microcomputer Applications I	BT160	3
Human Physiology w/Lab	BI242	4
Medical Law & Ethics	AH211	3
Medical Coding	AH103	3
Medical Transcription	AH212	3
Summer Session	Course Number	Hours
Speech	SP175	3
General Psychology	PY121	3
Employment Strategies	BT240	3

Sophomore Year

Fall Semester	Course Number	Hours
Microcomputer Applications II	BT260	3
Human Health body & disease	AH103	3
Health Insurance Billing	AH202	3
Health Information& Records Mgmt.	HT215	3
Database Concepts	BT170	3
Spring Semester	Course Number	Hours
Business Communications	BT130	3
Health Care Delivery Systems	HT245	3
Medical Office Internship	AH221	3
National Government	PL216	3
Spreadsheet Applications	BT190	3

Medical Assistant AAS

Medical Assisting is a program of study that 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. .

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

Freshman Year

Fall Semester	Course Number	Hours
Basic Medical Terminology	AH160	3
*Business Math	BT110	3
Microcomputer Applications I	BT160	3
American History to 1877	HI103	
or National Government	or PL216	3
Human Body: Health & Disease	AH102	3
DigiTools	BT180	2
Spring Semester	Course Number	Hours
Accounting I	AC136	3
English I	EN101	3
Medical Coding	AH103	3
Employment Strategies	BT240	1
Word Processing II	BT250	3
Database Concepts	BT170	3

Sophomore Year

Fall Semester	Course Number	Hours
Business Communications	BT130	3
Speech	SP175	3
Pharmacology (non-nursing)	AH200	3
First Aid & Emergency Procedures	AH223	2
Health Insurance Billing	AH202	3
General Psychology	PY121	3

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Spring Semester	Course Number	Hours
Medical Machine Transcription	AH212	3
Office Procedures	BT230	3
Medical Assisting: Clinical Procedures	AH210	3
Medical Law & Ethics	AH211	3
Medical Assisting Internship	AH222	4

NOTE: *If a student has taken a higher level math class they do not need to take Business Math.

Medical Assisting Certificate

This program is designed to prepare individuals to work in ambulatory health care facilities in both the administrative and clinical areas. Administrative skills are developed in the areas of medical office procedures, written communications, financial management, insurance billing, International Classification of Diseases- 9th and 10th Editions (ICD-9; ICD-10), and Physicians Current Procedural Terminology (CPT) coding. Clinical skills include assisting with physical examinations, diagnostic tests, and treatment procedures. [Credits from this program may be transferred into the Medical Assistant Program (A.A.S. degree), Medical Transcriptionist certificate program, and the Medical Insurance and Billing Specialist certificate program.] .

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

Fall Semester	Course Number	Hours
Human Body: Health & Disease	AH102	3
Basic Medical Terminology	AH160	3
Microcomputer Applications I	BT160	3
Pharmacology (non-nursing)	AH200	3
First Aid & Emergency Procedures	AH223	2
DigiTools	BT180	2

Spring Semester	Course Number	Hours
Database Concepts	BT170	3
Medical Law & Ethics	AH211	3
Medical Machine Transcription	AH212	3
Medical Coding	AH103	3
Business Communications	BT130	3
Office Procedures	BT230	3

Fall Semester	Course Number	Hours
Health Insurance Billing	AH202	3
Employment Strategies	BT240	1
Accounting I	AC136	3
Medical Assisting: Clinical Proc.	AH210	3
Medical Assisting Internship	AH222	4

Medical Insurance & Billing Specialist Certificate

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

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

Fall Semester	Course Number	Hours
Human Body: Health & Disease	AH102	3
Medical Coding	AH103	3
Basic Medical Terminology	AH160	3
Medical Law & Ethics	AH211	3
Microcomputer Applications I	BT160	3
DigiTools	BT180	2
Employment Strategies	BT240	1
Spring Semester	Course Number	Hours
Health Insurance Billing	AH202	3
Medical Office Internship	AH221	3
Database Concepts	BT170	3
Spreadsheet Applications	BT190	3
Office Procedures	BT230	3
Word Processing II	BT250	3

Career
Programs

Medical Transcriptionist Certificate

This program is designed to prepare individuals to work in any health care setting. It develops proficiency in the specialized field of Medical Transcription and provides knowledge of secretarial/administrative skills of the medical office. Upon completion, the student is able to transcribe dictated medical reports to typed chart records and assist with certain clerical office procedures, such as medical coding, filing, and records management. A certificate is awarded those successfully completing the required courses. [Credits from this program may be transferred into the Medical Assistant Program (AAS) or other career paths such as the Medical Assisting certificate program and the Medical Insurance and Billing Specialist certificate program.] .

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

Fall Semester	Course Number	Hours
Basic Medical Terminology	AH160	3
Microcomputer Applications I	BT160	3
Human Body: Health & Disease	AH102	3
DigiTools	BT180	2
Business Communications	BT130	3
Pharmacology (non-nursing)	AH200	3
Employment Strategies	BT240	1
Spring Semester	Course Number	Hours
Database Concepts	BT170	3
Word Processing II	BT250	3
Medical Machine Transcription	AH212	3
Office Procedures	BT230	3
Medical Law & Ethics	AH211	3
Medical Office Internship	AH221	3

Nursing Career Programs

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

Nursing Level I–PN Certificate

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

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

Nursing Level I–PN Admission Requirements

Submit to the College’s Admissions Office:

1. College application (\$15 application fee)
2. One copy of official transcript from: high school or GED; vocational schools: colleges or universities attended. Transcript request forms are provided. You may make copies of request form if necessary.
3. ACT, ASSET or COMPASS test scores.

Requirements for Admission into the Level I Practical Nursing Program:

Submit documentation to the appropriate nursing office:

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

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

1. Acceptance as a student of North Central Missouri College.
2. Completed nursing department application form.
3. Required pre-entrance exam scores.
4. Waiver form with **notarized signature**.
5. Successful completion (“C” or above) of the required pre-entry courses: Anatomy, Physiology, Speech and Math for Allied Health Sciences.
6. Certification in cardiopulmonary resuscitation must be achieved prior to starting clinical; certification must be maintained throughout nursing education program.

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

Selection Process

All requirements for admission must be met and submitted to the nursing office by May 15, for the Trenton and Maryville programs and October 1 for the Bethany program, of the current academic year. All applicants who meet the admission criteria will receive a file review without consideration of race, color, national origin, sex, age, or handicap. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

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

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

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

Nursing Level I–PN Curriculum Trenton & Maryville

The Level I program is offered on NCMC's campus or at the Outreach site at Northwest Technical School in Maryville, MO.

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

Pre-entry Requirements	Course Number	Hours
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Speech	SP175	3
Math for Allied Health Sciences	AH106	
or College Algebra	or MT122	3
Fall Semester	Course Number	Hours
*Foundations of Nursing I	NR108	2
Foundations of Nursing II	NR109	7
Personal & Vocational Concepts	NR113	1
Family & Community Living	NR116	1
Introduction to Mental Health Nursing	NR105	1
Pharmacology	NR117	4
Geriatric Nursing	NR120	2
Spring Semester		
Basic Nutrition	NR104	3
Nursing of Adults I	NR121	11
Maternal Child Nursing I	NR129	6
Summer Semester		
Nursing of Adults II	NR162	6
Maternal Child Nursing II	NR183	5
Employment Strategies	BT240	1

NOTES: *Pre-entry courses must be successfully completed prior to entry into the program. *Credit for Foundations of Nursing I is awarded to Missouri Certified Nursing Assistants, in good standing, upon successful completion of Foundations II. All nursing courses must be taken in sequence.*

Nursing Level I–PN Curriculum

Bethany

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

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

Pre-entry Requirements	Course Number	Hours
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Speech	SP175	3
Math for Allied Health Sciences	AH106	
or College Algebra	or MT122	3
Spring Semester	Course Number	Hours
*Foundations of Nursing I	NR108	2
Foundations of Nursing II	NR109	7
Pharmacology	NR117	4
Summer Semester		
Nursing of Adults I	NR121	11
Fall Semester		
Nursing of Adults II	NR162	6
Introduction to Mental Health Nursing	NR105	1
Geriatrics	NR120	2
Employment Strategies	BT240	1
Personal Vocation concepts	NR113	1
Family and Community Living	NR116	1
Spring Semester		
Maternal Child Nursing I	NR129	6
Maternal Child Nursing II	NR183	5
Basic Nutrition	NR104	3

NOTES: *Pre-entry courses must be successfully completed prior to entry into the program. *Credit for Foundations of Nursing I is awarded to Missouri Certified Nursing Assistants, in good standing, upon successful completion of Foundations II. All nursing courses must be taken in sequence.*

Nursing Level II–ADN

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

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

Nursing Level II–ADN Admission Requirements

Submit to the College's Admissions Office:

1. College Application (\$15 application fee)
2. One copy of official transcript from: High School or GED; Vocational Schools; Colleges or Universities attended. Transcript request forms are provided. You may make copies of request form if necessary.
3. ACT, ASSET or COMPASS test scores.

Requirements for Admission into the Level II Practical Nursing Program:

Submit documentation to the appropriate Nursing Office:

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

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

1. Acceptance as a student of North Central Missouri College.
2. Completed nursing department application form.
3. Required pre-entrance exam scores.
4. Waiver form with **notarized signature**.

5. Successful completion (“C” or above) of the required pre-entry courses: Anatomy, Physiology or Body Structure & Function with Human Chemistry; Speech; English I; General Psychology; National Government or American History and Microbiology.
6. Documentation of current Missouri unencumbered license as a practical nurse. New graduates must provide proof prior to the first day of classes of the second semester (January).
7. Certification in cardiopulmonary resuscitation must be achieved prior to starting clinical; certification must be maintained throughout nursing education program.

NOTES: *These are minimum admission criteria and DO NOT guarantee admission. Prior to clinical experience, a physical examination, immunization, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, and driving record are required.*

Selection Process

All requirements for admission must be met and submitted to the nursing office by May 15, for the Trenton and Maryville programs and October 1 for the Bethany program, of the current academic year. All applicants who meet the admission criteria will receive a file review without consideration of race, color, national origin, sex, age, or handicap. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

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

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

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

Nursing Level II–ADN Curriculum Trenton & Maryville

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

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

Pre-entry Requirements	Course Number	Hours
Speech	SP175	3
*Human Anatomy w/Lab	BI240	4
*Human Physiology w/Lab	BI242	4
*Human Chemistry w/Lab	BI241	3
General Psychology	PY121	3
Microbiology w/Lab	BI243	4
English I	EN101	3
American History to 1877	HI103	
or National Government	or PL216	3
Fall Semester	Course Number	Hours
Maternal Child Nursing III	NR250	4
Nursing of Adults III	NR253	7
Trends and Issues in Nursing	NR230	1
Leadership in Nursing	NR295	2
Spring Semester		
Maternal Child Nursing IV	NR251	4
Mental Health Nursing	NR242	3
Nursing of Adults IV	NR258	7

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

Pharmacy Technology AAS

If you have an interest in science and health care, if you are seeking a position in health care without the delivery of “hands on” care, if you are searching for opportunities to improve your career and salary, if you have an aptitude for math and problem solving, then you might be interested in becoming a Pharmacy Technician.

Pharmacy Technicians work in a variety of practice settings, including community pharmacies, hospitals, military, home health care, long term care, mail service facilities, managed health care facilities and training programs.

The nationwide shortage of pharmacists and the growing demand for prescription medications creates an opportunity for pharmacy technicians to broaden their knowledge to allow them to assist and provide support for pharmacists.

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

Freshman Year

Fall Semester	Course Number	Hours
General Biology w/Lab	BI100	5
Medical Law & Ethics	AH211	3
Pharmacy Calculations	PM101	3
Microcomputer Applications I	BT160	3
Speech	SP175	3
Spring Semester	Course Number	Hours
Pharmacology (non-nursing)	AH200	3
Pharmacology Practice I w/Lab	PM105	4
Basic Medical Terminology	AH160	3
Employment Strategies	BT240	1
Intermediate Algebra	MT110	
or College algebra	or MT122	3

Sophomore Year

Fall Semester	Course Number	Hours
General Psychology	PY121	3
Introduction to Chemistry w/Lab	CH107	4
Pharmacology Practice II w/Lab	PM205	4
English I	EN101	3
American History to 1877	HI103	
or National Government	or PL216	3
Spring Semester	Course Number	Hours
Database Concepts	BT170	3
Pharmacy Technician Internship Sem.	PM210	5
Pharmacy Technician Internship	PM220	4

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 over coming 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 will be awarded thirty college credit hours for successful completion (C or above in all classes) of the Dental Hygiene Program at HTC. These hours will be applied to the associate degree program in dental hygiene at NCMC. Trenton area students will take classes which originate in St. Joe via ITV and will only have to travel to St. Joe two times per week to attend the clinics and labs. A new class will start every fall with ten students per CODA (Commission on Dental Accreditation) standards..

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

Pre-requisites–NCMC

Course Title	Course Number	Hours
Introduction to Chemistry w/Lab	CH107 or higher	4
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Microbiology w/Lab	BI243	4
Basic Nutrition	NR104	3

NOTE: Students may take BIOL 110 Human Anatomy (5 cr hrs) at HTC and BI241 Human Chemistry (3 cr hrs) at NCMC to replace BI240 & BI242 at NCMC.

General Education–NCMC

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

Emergency Medical Technology–Paramedic AAS

This degree is designed to meet the needs of Licensed Paramedics (EMT-P) who are currently employed, but wish to pursue further education. The program will provide preparation in either management or health sciences.

Paramedics licensed in the state of Missouri will receive advanced placement into the Associate in Applied Science degree in Emergency Medical Technology-Paramedic program. Thirty (30) college credit hours will be awarded, for completion of requirements of the paramedic program, towards the degree. Credit for paramedic training will be awarded after completion of the 31-33 college credit hours required for the degree.

NCMC cooperates with area vocational-technical schools in providing EMT Paramedic training. Call the NCMC Allied Health Sciences Division at 359-3948, ext. 1284, for more information.

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

Health Track

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

Management Track

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

Medical Laboratory Technician AAS

This degree is designed to assist an individual who desires a career in a health profession. The program is an affiliate program with Ozarks Technical College (OTC) in Springfield, Missouri.

A medical laboratory technician performs a wide variety of medical tests on blood, tissue and other bodily fluids that assist physicians in making a diagnosis and guiding therapeutic decisions. In addition to employment in medical laboratories, graduates can pursue positions in research, crime labs, blood banks, veterinary laboratories and medical equipment sales. The program will include clinical experience in area medical facilities along with campus classroom and laboratory training.

Students can enroll in the required pre-entry general education courses through NCMC once accepted into the college. Application for the Medical Laboratory Technician program must be submitted to OTC; This application can be obtained from OTC's website, www.otc.edu, or the Dean of Allied Health Sciences at NCMC. Participants will be required to spend eight weeks at the beginning of each semester at OTC's outreach campus in Ozark, Missouri for a portion of the didactic and skills related courses. The remainder of the didactic will be delivered via ITV to the NCMC campus. Future plans are for the program to be offered in its entirety from the NCMC campus. This program has been approved by the Missouri Department of Higher Education is accredited through National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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

Medical Laboratory Technician AAS

General Education–NCMC

Course Title	Course Number	Hours
English I	EN101	3
Introduction to Chemistry	CH107	4
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
National Government	PL216	3
Basic Medical Terminology	AH160	3
General Psychology	PY121	3
Intermediate Algebra	MT110	3
Microbiology	BI243	4
Speech	SP175	3

Core–OTC

Course Title	Course Number	Hours
Introduction to the Medical Lab	MLT100 (on-line)	1
Introduction to Phlebotomy	PLB100 (on-line)	2
Phlebotomy Clinical	PLB101 (area med lab)	1
Hematology	MLT200	4
Clinical Chemistry	MLT210	4
Urinalysis & Body Fluids Analysis	MLT215	2
Clinical Practicum II	MLT260	8
Immunohematology	MLT220	4
Clinical Microbiology	MLT230	4
Clinic Seminar & Review	MLT240	2
Clinical Practicum III	MLT270	8

Physical Therapy Assistant AAS

This program is an affiliate program with Linn State Technical College in Linn, Missouri.

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.

General Education–NCMC

Course Title	Course Number	Hours
English I	EN101	3
Speech	SP170	3
College Algebra	MT122	3
American History to 1877	HI103	
or National Government	or PL216	3
General Psychology	PY121	3
Introduction to Chemistry w/Lab	CH107	
or other physical science		4
Employment Strategies	BT240	1
Microcomputer Applications I	BT160	3
Basic Medical Terminology	AH160	3
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4

Core–Linn Tech

Basic Patient Care w/Lab	Neurological Therapeutic
Functional Kinesiology w/Lab	Exercise w/Lab
PTA as a Profession	Clinical I (4 weeks)
Health and Disease	Clinical II (6 weeks)
Physical Agents & Modalities	Job Search Strategies
w/Lab	Trends and Issues
Orthopedic Therapeutic Exercise	PTA Capstone
w/Lab	Clinical III (6 weeks)
Electrotherapy w/Lab	

Radiology Technology AAS

The degree is designed for continuing the education of the Radiology Technicians who graduate from Hillyard Technical Center (HTC) in St. Joseph, Missouri or Research Medical Center (RMC) in Kansas City, Missouri. By obtaining the A.A.S. degree, it will benefit the student as well as the patient. Radiology Technicians will be able to gain employment at more facilities with the A.A.S. degree. Many facilities require a degree before they will hire any employee.

Radiology Technicians, registered by the American Registry of Radiologic Technologists will receive advanced placement into the Radiology Technology A.A.S. program. Thirty college hours will be awarded for completion of the Radiology Technology program at Hillyard Technical School or Research Medical Center, upon completion of requirements for the Associate Degree program.

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

Pre-requisites for HTC–NCMC

Course Title	Course Number	Hours
*Math for Allied Health	AH106 or higher	3
**Human Anatomy w/Lab	BI240	4
**Human Physiology w/Lab	BI242	4
Microcomputer Application I	BT160	3

NOTES:

**College Algebra will be needed to pursue a Bachelor's degree.*

***BIOL110 Human Anatomy, 5 cr hrs, at HTC plus BI241 Human Chemistry w/lab, 3 cr hrs, at NCMC can take the place of BI238 Anatomy & Physiology, 8 cr hrs, at NCMC.*

Pre-requisites for RMC–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
***Intermediate Algebra	MT110 or higher	3
Speech	SP175	3

NOTES:

**A&P 101, 102, 03,207; Sectional Anatomy 104; Skull & Brain Anatomy 103 at RMC plus BI241 Human Chemistry w/lab, 3 cr hrs, at NCMC can take the place of BI240 Anatomy & BT242 Physiology at NCMC for 8 cr hrs.*

***This course has pre-requisites*

****College Algebra will be needed to pursue a Bachelor's degree.*

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Radiology Technology AAS Continued

General Education for HTC–NCMC

Medical Law & Ethics	AH211	3
*General Biology w/Lab	BI100	5
Employment Strategies	BT240	1
*English I	EN101	3
*American History to 1877	HI103	
or *National Government	or PL216	3
General Psychology	PY121	3
Speech	SP175	3

General Education for RMC–NCMC

Medical Law & Ethics	AH211	3
*General Biology w/Lab	BI100	5
Microcomputer Application I	BT160	3
Employment Strategies	BT240	1
*American History to 1877	HI103	
or *National Government	or PL216	3
General Psychology	PY121	3

NOTES: *These courses have pre-requisites. Credit articulated from Hillyard Technical Center will be awarded upon completion of NCMC requirements.

Registered Nurse to Bachelor of Science in Nursing (RN-to-BSN)

Northwest Missouri State University will offer a curriculum leading to a Bachelor of Science in Nursing (BSN) on campus at North Central Missouri College and at NCMC’s outreach site in Maryville at Northwest Technical School.

The program allows licensed professional nurses to complete a BSN. As a liberal arts degree, the program includes the General Education requirements and institutional, as well as upper-division nursing courses. Successful completion of the program results in the conferral of the BSN degree. Program delivery will be through a combination of on-site and on-line (internet) methods. Admission to the RN to BSN Completion program requires a student meet Northwest Missouri State University requirements.

Pre-requisites

An Associate Degree in Nursing and an unencumbered license are required for entry.

Core–Northwest Missouri State University

Course Title	Course Number	Hours
Theories & Models of Nursing	NURS 01-301	3
Health Care Delivery Systems	NURS 01-311	3
Pathophysiology	NURS 01-371	3
Intermediate Pharmacology	NURS 01-381	3
Leadership & Mgmt. in Nursing	NURS 01-401	5
Health Assessment	NURS 01-411	5
Community Nursing	NURS 01-421	5
Family & Child Nursing	NURS 01-431	3
Research Methods in Nursing	NURS 01-481	3
Health Promotion	PE 22-552	3
Electives–Gerontological Nursing, Informatics, or Human Sexuality		2-3

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RN-to-BSN Continued

General Education-NCMC

Course Title	Course Number	Hours
English I	EN101	3
English II	EN102	3
Speech Communication	SP175	3
Elementary Statistics	MT125	3
General Biology w/Lab	BI100	4
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4
Microbiology w/Lab	BI243	4
Intro to Chemistry	CH107	4
General Sociology	SO107	3
General Psychology	PY121	3
National Government	PL216	3
American History to 1877	HI103	3
Humanities & Fine Arts	PH, AR, MU, EN,	9
Foreign Language	FL	3
Micro Computer Applications	BT160	3

Surgical Technology AAS

The degree is designed for continuing the education of the Surgical Technologists who graduate from Hillyard Technical Center (HTC) in St. Joseph, MO. By obtaining the A.A.S. degree, it will benefit the student as well as the patient. Surgical technologists will be able to gain employment at more facilities with the A.A.S. degree. Many facilities require a degree before they will hire any employee.

Surgical Technologists, certified by the Liaison Council on Certification for the Surgical Technologist, will receive advanced placement in the Surgical Technology A.A.S. program with proof of certification, which is applied to the Associate Degree program.

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

Pre-requisites–NCMC

Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4

General Education–NCMC

English I	EN101	3
Speech	SP175	3
American History to 1877	HI103	
or National Government.	or PL216	3
Math for Allied Health Sciences,	AH106	
or higher level math course.		3
Medical Law & Ethics	AH211	3
General Biology w/Lab	BI100	5
Microcomputer Applications I	BT160	3
Employment Strategies	BT240	1
Psychology	PY121	3
Sociology	SO107	3

NOTES: Human Chemistry must be taken if BIOL 110 Human Anatomy was taken at Hillyard Technical Center.

Credit articulated from Hillyard Technical Center will be awarded upon completion of NCMC requirements.

PENDING HEALTH SCIENCES PARTNERSHIP

Pending programs are in various stages of development and are subject to change and/or cancellation. For the start-up dates of these programs or other questions consult your advisor.

Occupational Therapy Assistant AAS

Occupational Therapy assistants help clients with rehabilitative activities and exercises outlined in a treatment plan developed in collaboration with an occupational therapist. Activities range from teaching the proper method of moving from a bed into a wheelchair to the best way to stretch and limber the muscles of the hand. Assistants monitor an individual's activities to make sure that they are performed correctly and to provide encouragement. They also record their client's progress for the occupational therapist.

According to the Occupational Outlook Handbook on the U.S. Department of Labor web site, employment is expected to grow much faster than average and the demand for occupational therapist assistants and aides will continue to rise because of the increasing number of individuals with disabilities or limited function. The median annual earnings of occupational therapist assistants are \$42,060.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2008-09 Edition, Occupational Therapist Assistants and Aides, on the Internet at <http://www.bls.gov/oco/ocos166.htm> (visited October 21, 2009).

INDUSTRIAL & ENERGY SYSTEMS

Industrial & Energy Systems Technology AAS

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

General Education

Course Title	Course Number	Hours
Microcomputer Applications	BT160	3
Employment Strategies	BT240	1
English I	EN101	3
American History	HI103	
or National Government	or PL216	3
Intermediate Algebra	MT110	3
Speech	SP175	3

Emphasis Area: Alternative Fuels

Course Title	Course Number	Hours
Introduction to Chemistry	CH107	4
General Biology	BI100	5
Agriculture Economics	EC223	3
Plant Science	AG105	3
Plant Science Lab	AG106	1
Crop Science	AG114	3
Programmable Logic Controllers	MF141	3
AutoCAD I	MF220	3
Biomass Crops	AG116	3
Introduction to Biofuels	IEXXX	3
Biodiesel Production	IEXXX	3
Bioethanol Production	IEXXX	3
Biogas Production	IEXXX	3
Biofuel Systems Technology	IEXXX	3
Biofuel Technology Internship	IEXXX	3

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

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Career Programs

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Emphasis Area: Solar

Course Title	Course Number	Hours
Introduction to Physics	PS108	4
Intro. to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Basic Electricity II	MF126	3
Materials of Construction	CT107	2
Residential Plumbing	CT195	3
Programmable Logic Controllers	MF141	3
AutoCAD I	MF220	3
Introduction to Solar	IEXXX	3
Passive Solar	IEXXX	3
Passive Solar Lab	IEXXX	2
Solar Thermal Systems	IEXXX	3
Solar Thermal Systems Lab	IEXXX	2
Solar Electrical Systems	IEXXX	3
Solar Electrical Systems Lab	IEXXX	2
Industry Standards	IEXXX	3
Solar Technology Internships	IEXXX	3

Emphasis Area: Wind

Course Title	Course Number	Hours
Introduction to Physics	PS108	4
Intro. to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Basic Electricity II	MF126	3
Materials of Construction	CT107	2
Principles of Safety	MF150	3
Programmable Logic Controllers	MF141	3
AutoCAD I	MF220	3
Principles of Maintenance	MF155	3
Basic Fluid Power	MF145	3
Introduction to Wind	IEXXX	3
Turbine Troubleshooting	IEXXX	3
Agriculture Mechanics	AGXXX	4
Industry Standards	IEXXX	3
Wind Turbines and Farms Internship	IEXXX	3

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

Emphasis Area: Industrial Maintenance

Course Title	Course Number	Hours
Introduction to Physics	PS108	4
Principles of Management	BA150	3
Intro. to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Basic Electricity II	MF126	3
Motor Controls	MF128	3
Principles of Safety	MF150	3
Programmable Logic Controllers	MF141	3
AutoCAD I	MF220	3
Industrial Robotics	MF235	3
Basic Fluid Power	MF145	3
Industrial Electronics	MF201	3
Industry Standards	IEXXX	3
Agriculture Mechanics	AGXXX	4
Industrial Maintenance Technology Internship	IEXXX	3

Industrial & Energy Systems Technology Certificate

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

Emphasis Area: Solar

Course Title	Course Number	Hours
Speech	SP175	3
Intermediate Algebra	MT110	3
Employment Strategies	BT240	1
Basic Electricity I	MF122	3
Introduction to Solar	IEXXX	3
Passive Solar	IEXXX	3
Passive Solar Lab	IEXXX	2
Solar Thermal Systems	IEXXX	3
Solar Thermal Systems Lab	IEXXX	2
Solar Electrical Systems	IEXXX	3
Solar Electrical Systems Lab	IEXXX	2

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

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Emphasis Area: Wind

Course Title	Course Number	Hours
Speech	SP175	3
Intermediate Algebra	MT110	3
Employment Strategies	BT240	1
Intro. to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Basic Electricity II	MF126	3
Introduction to Wind	IEXXX	3
Turbine Troubleshooting	IEXXX	3
Wind Turbines & Farms Internship	IEXXX	3

Emphasis Area: Industrial Maintenance

Course Title	Course Number	Hours
Speech	SP175	3
Intermediate Algebra	MT110	3
Employment Strategies	BT240	1
Intro. to Electricity & Electronics	MF120	3
Basic Electricity I	MF122	3
Motor Controls	MF128	3
Principles of Safety	MF150	3
Programmable Logic Controllers	MF141	3
Basic Fluid Power	MF145	3

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

OTHER EDUCATIONAL OPPORTUNITIES

Adult Education & Literacy (AEL)

Adult Education and Literacy is a local, state and national program designed to provide basic education skills at no cost to any student 16 years of age or older who is not presently enrolled in high school.

The program prepares participants for the General Educational Development (GED) test. Based on a satisfactory score on this examination, the State Department of Education will award the individual a Certificate of High School Equivalency. This certificate is recognized by employers and institutions as being equivalent to a high school diploma.

This program also offers classes for those who need or desire to improve their basic skills in reading, writing and math in order to receive a job or promotion, return to school or for personal betterment.

Students interested in this program may contact either the Green Hills Community Action Agency, 660-359-3907, or the high school in their community.

Articulated Technical Education (formerly Tech Prep)

Articulated credit offers students a way to save money and time completing an Associate of Applied Science (A.A.S.) degree or a career Certificate. Students can earn the equivalent of college credit by participating in articulated courses while in high school or at an area technical school/career center.

Articulated credit is not intended to be used as transfer credit. However, it may be used to fulfill requirements of many AAS programs at NCMC. Please visit with an advisor to see how you might be able to utilize this credit.

Beginning in August, 2011, requirements and agreements for articulated credit were updated. Students earning articulated credit in high school or at a technical school/career center prior to this date are eligible to receive articulated college credit under the terms of that previous agreement.

For articulated credit earned after August, 2011, students must follow the following guidelines in order for that credit to apply toward a degree or certificate at NCMC:

1. Enroll at NCMC within 15 months of high school graduation.
2. Present an official articulated credit certificate and your high school or technical school/career center transcript during enrollment and to an advisor.
3. Complete 12 credit hours at NCMC with at least a 2.0 GPA.
4. Apply with the Registrar's office to have the articulated credit put on the student transcript and pay the transcription fee for each articulated course.

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

Articulation credit hours vary by program. If you intend to transfer with articulated credit, please check with the transfer institution to determine if articulated credit will be accepted.

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 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.

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 requirements 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 is required for enrollment. Contact the Dual Credit office at ext. 1318 for more information.

Upward Bound

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves a total of 50 high school students each year who are either low-income or potential first-generation college students from the communities of Chillicothe, Gallatin, Galt, Hamilton, Jamesport and Trenton in Missouri. The goal of Upward Bound is to assist students to achieve at a proficient level during high school assessments; increase enrollment in post-secondary education by the fall term immediately following the student's expected graduation date from high school; and increase the enrollment of post-secondary education for the fall term of the second academic year.

The project provides instruction in math, laboratory science, composition, literature and foreign language. Other services include: academic advising, career exploration, college selection, financial aid and scholarship application assistance, mentoring, personal advising, services and activities for parents, winter open house, summer orientation, target school advocacy and the PEA (Parents/Educators/Alumni) Board.

Upward Bound has three components that make up its services. During the academic component, students attend weekly after school tutoring sessions and Xtreme Saturdays once a month, where students from all six schools come together to take part in workshops focused on academics and life skills. Students also take campus visits to area colleges and universities as well as two 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.

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Table 1. Course Prefix Meanings

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

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

DD = the course is offered 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, Su)

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, Su)

AC 156 Fundamentals of Tax Preparation 3 credits

An introduction to basic tax concepts designed to familiarize the student with frequently used tax forms, tax information and accounting procedures. (DD)

AC 186 Payroll Accounting 3 credits

This course covers the basics of payroll preparation and the filling out of forms that must be filed quarterly and annually by most businesses. Prerequisite: AC 136. (Sp, Su)

AC 206 Computer Accounting 3 credits

This course uses computers to apply the basic principles and procedures of accrual accounting with a sophisticated accounting software program. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job cost. Prerequisite: AC 136. Basic keyboarding skill required. (Lab fee) (F,Sp,Su)

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. (F)

AC 220 Income Tax Accounting 3 credits

This course covers the principles of federal income tax accounting as they apply to the individual, partnership and corporation. Prerequisite: AC 136 (Sp)

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. (F)

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. (Sp)

AC 240 Accounting Internship 6 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. (F, Sp, Su)

AGRICULTURE & NATURAL RESOURCES

AG 101 Career Development in Agriculture & 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)

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 AG 107. (F)

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. (F)

AG 114 Crop Science

3 credits

A study of management decisions related to germination, seed selection, tillage and seedbed preparation, planning methods, fertility, pest control, harvest and storage, and marketing of grain, oilseed and forage crops. (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, sustainability, 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. Prerequisite: AG 124. (DD)

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's, 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 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 Agriculture & 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. (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. (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. (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. (Sp)

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)

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. (F)

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; and computerized record keeping applications. Applied records assignments utilizing Excel and Quicken are included. (F)

ALLIED HEALTH

AH 101 Nurse Aide I

5 credits

Nurse Aide I is a course teaching basic principles, procedures and responsibilities for patient care and their association with common illnesses, rehabilitation processes and the principles of long-term care. The course is designed to teach skills in patient care that will qualify the student to assist the LPN or the RN in direct patient care. Any individual who is employable by a long-term care facility and who is to be involved in direct resident care shall be eligible to enroll in the course, which consists of 80 classroom hours and 100 hours of on-the-job training. On-the-job training and final clinical examinations are not included in AH 101. College certification will be awarded after successful completion of classroom and on-the-job training. State certification as a CNA will be awarded upon documented successful completion of classroom work, on-the-job training and final test with clinical practicum by State approved examiner. Also available as non-credit. (DD)

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.) (F, Sp, Su)

AH 103 Medical Coding 3 credits

This course is designed to provide coding knowledge and skills by addressing specific coding issues within a particular area. Included is ICD-9-CM and ICD-10 overview; instruction in how to follow the organization of the CPT code book; how to use specialty coding. Prerequisite: AH 160. (F, Sp)

AH 105 Home Health Aide 5 credits

The purpose of the course is to ensure that the aide will receive instruction in assisting patients to achieve maximum self-reliance by delivering personal care; maintaining a safe, healthful environment; and collecting and recording appropriate information. The course will fulfill requirements for the Personal Care Aide (PCA), Advanced Personal Care Aide (APCA), Home Care Aide (HCA) or Home Health Aide (HHA). (DD)

AH 106 Math for Allied Health Sciences 3 credits

This course is primarily designed to provide the allied health student with a review of basic mathematics as well as methods of dosage calculation within the systems of weights and measures. Specific IV flow rate and pediatric formulas will be included. (F, Sp, Su)

AH 120 CPR for Health Care Professionals 0.5 credit

Designed to acquaint the student with potential causes and methods of intervention in the event of sudden life-threatening situations. Includes adult and pediatric CPR and foreign body airway obstruction for adults and pediatrics and use of an AED. Meets American Heart Association standards. Also available as non-credit. (DD)

AH 160 Basic Medical Terminology 3 credits

A course designed for students who wish to enter the health care 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. (F, Sp, Su)

AH 200 Principles of Pharmacology 3 credits (Non-nursing)

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. (Lab fee) Students must have achieved a 16 or greater ACT in Math or 18 or greater ASSET in Math or 46 Compass–numerical skills or 0-45 Compass–Algebra for placement. Those not meeting this standard should seek guidance from their counselor.) (F, Sp)

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. (F, Sp)

AH 210 Medical Assisting: Clinical Procedures 3 credits

This course teaches the medical assistant student the principles and importance of asepsis and infection control ; procedures for specimen collection and processing; how to do clinical office diagnostic testing procedures; principles of patient care; how to take a medical history; how to perform a basic physical examination; and the principles of radiology. (There is an additional two labs required, which is applied toward the 180 hour internship.) Prerequisites: AH 102, AH 200; co-requisite: AH 222. (F, Sp)

AH 211 Medical Law and Ethics 3 credits

This course is designed to expose the allied health professional to the dynamic legal and ethical aspects of employment in a health care setting. The various components of medical law and ethics will be explored in a way that is applicable to the health care 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 health care system. (F, Sp, Su)

AH 212 Medical Machine Transcription 3 credits

This course is designed to refine machine transcription and to polish word usage, proofreading and punctuation skills. Also emphasized are vocabulary building, spelling and English review. Pre- or co-requisite: AH 160 & BT 160 or BT 180. (Lab fee) (Sp)

AH 221 Medical Office Internship 3 credits

This course is designed to place students in a variety of settings to allow on-the-job experience in various allied health science certificate programs. Some hours used to satisfy the requirement may be integrated with other classes in a program's curriculum, with the balance due by the end of this course. Prerequisites: Successful completion of all program course requirements with a GPA of 2.5 or greater and instructor permission. (F, Sp)

AH 222 Medical Assisting Internship 4 credits

This course 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 Assisting A.A.S. and certificate programs. A 2.5 GPA is required to successfully complete the degree requirements. Prerequisite: Instructor permission. (F, Sp)

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. (F, Sp)

AUTOMOTIVE & MACHINERY TECHNOLOGY

AM 200 Electrical Systems

3 credits

This course will equip students with an in-depth discussion of basic theory, safety, tools and major automotive electrical/electronic systems (e.g. charging, starting, ignition, lighting, accessories, instruments and computers). It will also cover voltage, current and resistance. The course will also focus on the future technician's ability to use manufacturers' service information, with emphasis given to diagnostic methods in the discussion of troubleshooting and coverage of testing equipment and OBD II.

AM 205 Electronic Diagnosis & Repair

3 credits

This course will provide students with a complete introduction to automotive engine repair and rebuilding. The course will cover the theory, diagnosis and repair of engine operating systems, intake and exhaust systems, cylinder heads, camshafts, valve trains, cylinder blocks and today's high-performance engines. The course will cover the theory of engine operation to include alternate power systems, such as hybrid vehicles, fuel cells and the latest electronic ignition (IE) systems.

AM 250 Mobile Heating, Ventilation & Air Conditioning (HVAC)

3 credits

This course will provide a complete introduction to automotive heating and air conditioning. Coverage of modern engine cooling and heating systems incorporates discussion of the requirements for a closed cooling system and the operation of various types of cooling fans. The course will include; the exact NATEF and ASE tasks so that students are well prepared for employment in the automotive trade.

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, Su)

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, Sp)

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. (DD)

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. (DD)

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. (DD)

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 (DD)

APPLIED TECHNOLOGY

AT 220 Precision Measurement 3 credits

This course will help students solve precision measurement and other types of math problems faced regularly by automotive technicians. This course will help students complete repair orders, solve problems and determine if their solutions fall within manufacturers' specifications.

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.

BIOLOGICAL SCIENCE

BI 100 General Biology 5 credits

This course focuses on the general principles of biology, including ecology, cell biology, biochemistry, genetics, microbiology, botany, and zoology. Structure, function and life application are stressed as components of each unit of study. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. Prerequisite: DS 049 and DS 015 or appropriate placement test scores. (Lab fee) (F, Sp, Su)

BI 101 General Botany 5 credits

This course focuses on a fundamental study of plant structure, physiology, ecology, economic importance, life histories, and taxonomy. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements. Lecture and laboratory. Prerequisite: DS 049 and DS 015 or appropriate placement test scores. (Lab fee) (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. (Lab fee) (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

Course Descriptions

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. (DD)

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)

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. (F)

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. (Lab fee) (DD)

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. (SP)

This course is a study of microorganisms emphasizing morphology, reproduction, biochemical activities, culture techniques, pathogenicity and control. Lecture and laboratory. (Lab fee) (F, Sp, Su)

BUSINESS ADMINISTRATION

BA 101 Introduction to Business 3 credits

To introduce the student to the characteristics, functions and problems of the business world. (F, Sp, Su)

BA 103 Consumer Finance 3 credits

Provides information on income management including taxation, credit buying, bank services, insurance and investments. (DD)

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)

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, Su)

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, Sp, Su)

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. (F, Sp)

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. (F, Sp)

BA 204 Credit & Finance**3 credits**

A study of the organization and operation of credit departments, consumer and commercial credit, collections, and business finance. (F, Sp, Su)

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, Sp, Su)

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. (F, Sp, Su)

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 prerequisites 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 172. (F, Sp)

BA 281 International Business Travel**1 credit**

This course is offered as a continuation of BA 280 International Business. The student will be given the opportunity to experience concepts learned in their International Business course by traveling abroad. The course will offer experiences in a business outside the United States, experiences in a different culture and language, and different cultural business practices. The trip will be offered during the Spring Break week only. Prerequisites: BI 110, BA 280, or BA 280 as a co-requisite with at least a C average in the course.

BA 285 Business Ethics**3 credits**

This course is to serve as an introduction to the many topics involving ethics as they specifically relate to business. The student will also study major ethical theories and learn to apply these theories to contemporary issues. (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)

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. (Lab fee) (F, Sp, Su)

BT 160 Microcomputer Applications I

3 credits

This course is designed to introduce students to software in the Windows environment, using current word processing, graphics presentation, spreadsheet and database software programs. (Lab fee) (F, Sp, Su)

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. (Lab fee) (F, Sp)

BT 180 DigiTools

2 credits

This course is designed to prepare the student to work with tools in the digital world, starting with an in-depth use of practical keyboarding techniques. In addition, use of PDAs and tablet computers, cellular technologies, digitizers/scanners and other digital tools will be demonstrated and practiced on. (Lab fee) (F)

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. (F, Sp)

BT 200 Desktop Publishing

3 credits

This course is designed to prepare the student to create professional looking custom publications through real life exercises and examples. Publications for both print and internet will be examined and studied. (Lab fee) (F, 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. (Lab fee) (F, Sp)

BT 215 Web Page Design II 3 credits

This course is a continuation of the basic design principles used in Web Design. The course will also introduce new software, advanced animation and other advanced web features. Prerequisites: BT 160 and BT 210. (Lab Fee) (F, Sp)

BT 230 Office Procedures 3 credits

This course provides the skills needed to prepare the college trained administrative assistant to meet the requirements necessary for administrative positions in today's competitive job market. This course will help the student develop good decision making skills and exercise good human relations. Areas emphasized in this course include: today's electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, employment and career advancement. (Lab fee) Prerequisite: BT 160. (Sp)

BT 240 Employment Strategies 1 credit

This course is designed to prepare the student in beginning their job search. It will give them the tools that they need to utilize and to find information in today's competitive job market. (F, Sp, Su)

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. (Lab fee) (Sp)

BT 260 Microcomputer Applications II 3 credits

This course will offer students an introduction to an array of multimedia concepts and technology components. Prerequisite: BT 160. (Lab fee) (F, Sp)

BT 270 Business Technology Internship 4 credits

This course is designed to help the student gain experience in a real business situation so as to improve job performance of beginning workers. It is a capstone experience for student interested in the business technology area. Visitation by college faculty ensures coordination of instruction and on-the-job training. Prerequisite: at least 30 hours must be completed in the Business Technology program with at 3.0 GPA (F, Sp, Su)

CHEMISTRY

NOTE: Math and Physical Science courses require placement scores must be less than two years old.

CH 107 Introduction to Chemistry 4 credits

A beginning chemistry course primarily for non-science majors. An introduction to the basic principles of chemistry emphasizing the importance of chemistry in the real world and its impact on society and the environment. This course satisfies the general education physical science requirement. Prerequisite: DS 049 or equivalent. Lecture and laboratory. (Lab fee) (F, Sp, Su)

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. Pre- or co-requisite: MT 122. (Lab fee) (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. (Lab fee) (Sp)

CH 204 Introduction to Organic Chemistry 4 credits

A short course in organic chemistry primarily for health science and medical technology majors. A survey of the different classes of organic compounds found in both the aliphatic and aromatic series with emphases on structure, nomenclature and reactions. The laboratory will emphasize the development of skills to identify different organic compounds. Lecture and laboratory. Prerequisite: CH110. (Lab fee) (DD)

CHILD DEVELOPMENT

NCMC offers Early Childhood Development courses to prepare students to work as paraprofessionals in the child care field. Course work is designed to meet the educational component needed for eligibility to apply for the Child Development Associate (CDA) through the Council for Professional Recognition in Washington, DC. Courses completed for the CDA Credential can be used for Directors requirements set forth by the Missouri Division of Health and Senior Services. These courses are not designed to transfer.

CD112, CD115 and CD120: Students who have not completed articulated coursework for any part of this group will be required to complete all three courses together. Students who have earned articulated credit from their high school through articulation agreements with North Central Missouri College or are transferring from other colleges/universities will have the option to take the remaining courses needed to complete their CDA or AAS requirements.

CD 101

Parents as Teachers

1 credit

This course is designed to help parents become better observers of their children’s development, to acquaint parents with the basic neuroscience behind a child’s development, and to help parents engage their pre-Kindergarten children in activities that promote language, cognitive, social/emotional and motor development.

CD 112

Early Childhood Growth & Development

3 credits

This course will help students understand the characteristics of children at different ages. It will provide an overview of their physical, cognitive, social, emotion, and moral development. Students will learn how to change teaching skills to fit the developmental needs and interests of children at different ages. This course will be taken in conjunction with CD 115 and CD 120 unless otherwise approved by the Director. At the completion of these three courses the student will be able to apply for the CDA (Child Development Associate). (DD)

***NOTE:** CD112, CD115 and CD120: Students who have not completed articulated coursework for any part of this group will be required to complete all three courses together. Students who have earned articulated credit from their high school through articulation agreements with North Central Missouri College or are transferring from other colleges/universities will have the option to take the remaining courses needed to complete their CDA or AAS requirements.*

CD 115 Professionalism in Early Childhood

3 credits

To establish a positive and productive relationship with parents as an Early Childhood Professional, professional documents, journals, conferences and observations along with the understanding of the occupation of parenting must be mastered in writing and professional knowledge. Must be taken in conjunction with CD 112 & CD 120 unless otherwise approved by the Director. (DD)

***NOTE:** CD112, CD115 and CD120: Students who have not completed articulated coursework for any part of this group will be required to complete all three courses together. Students who have earned articulated credit from their high school through articulation agreements with North Central Missouri College or are transferring from other colleges/universities will have the option to take the remaining courses needed to complete their CDA or AAS requirements.*

CD 120 Pre-School Administration & Mgmt.

3 credits

This course is a survey of childcare programs including planning, developing, and operating a day care center, licensing, curriculum, and parent involvement. Must be taken in conjunction with CD 112 & CD 115 unless otherwise approved by the Director. (DD)

***NOTE:** CD112, CD115 and CD120: Students who have not completed articulated coursework for any part of this group will be required to complete all three courses together. Students who have earned articulated credit from their high school through articulation agreements with North Central Missouri College or are transferring from other colleges/universities will have the option to take the remaining courses needed to complete their CDA or AAS requirements.*

CD 130 Introduction to Early Childhood Education

3 credits

An introductory course that examines the issues, theories, standards and curriculum of early childhood education. Students will gain an understanding for and become more aware of the opportunities that exist to promote learning as they guide young children. (DD)

CD 140 Creative Activities for Children **3 credits**

An early childhood course that will examine educationally appropriate materials, creative activities and developmentally appropriate environments for young children. Topics include planning and assessing learning activities, thematic teaching and constructivist theory, assessment and reporting, creating a stimulating environment for early childhood education. (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, Safety & Nutrition for the Young Child 3 credits

This course is designed to give information about current concepts in the field of health, safety and nutrition and their relationship to the young child. This course will prepare the early childhood educator to meet the physical needs of young children through the creation of a safe environment, planned routines, and positive experiences. (DD)

CD 207 Caring for Children with Special Needs 3 credits

This course will provide an overview of laws regarding special needs children, developmentally appropriate curriculum, and current issues related to special needs children. This course will also examine the different characteristics of children with special needs. (DD)

CD 209 Preschool Literature 3 credits

This course is designed to present a survey of children's literature, to establish guidelines for evaluating that literature, to help students become aware of the educational opportunities literature provides, and to develop educational experiences based on literature. (DD)

CD 211 Music for Children 3 credits

Students will learn how early childhood teachers can provide a wide variety of musical activities to stimulate and enhance a child's innate musical abilities. Students will become aware of all aspects of the music curriculum and will learn how to develop lesson plans incorporating these essential areas towards making music education fun, but skill-driven. (DD)

CD 213 Exploring Science & Math in the Early Childhood Setting 3 credits

This course covers theoretical foundation for teaching science and mathematics in the early childhood setting. Strategies for implementing, nurturing, assessing and supporting early childhood science and math learning environments will be covered. Concepts covered are based on the national Science Education Standards (NSES), the National Council of Teachers of Mathematics (NCTM) Principles and Standards for School Mathematics and Missouri Early Childhood Preschool Standards. (DD)

CD 220 Language Development & Early Literacy

3 credits

An overview of early literacy based on the Missouri Pre-K Literacy Standards. Students will learn about emergent literacy as emergent speaking, emergent writing, and emergent reading. Strategies for enhancing and assessing literacy curriculum in each of these areas will be discussed. Family literacy and its importance will also be included in the coursework. (DD)

CD 230 Child, Family & Community: Family-Centered Early Care & Education

3 credits

This course gives students the knowledge to provide a supportive educational environment for young children in cooperation between school, family/home and community. Included are the history of family-centered programs for children, families and teachers; history of family systems; basic principles related to community recourses; child rearing and parenting styles; methods of utilizing and communicating with families and the community. Cultural and socio economic factors and the realities of the changing family and society, as well as variations among parent education program types are considered. (DD)

CD 250 Child Care Observation

3 credits

Supervised observation in conjunction with classroom lecture. The students will meet with instructor six times throughout the semester for a total of 18 hours of lecture/instruction. Students will observe one child in a single facility for a total of 40 hours throughout the semester. The student with the teacher, field advisor, and parent approval will observe one child with various developmentally appropriate observation methods. The culminating experience for this course will be the compilation of the observations into a full report on the child's developmental level in each of the following areas: physical creativity, social, emotional, cognitive and language development.

The students will meet with the instructor at the end of the semester to share experiences and bring closure to the observation to prepare for the internship. Prerequisite: CD 112 , CD 115, CD 120 (DD)

CD 260 Child Care Practicum

3 credits

The student will actively participate, under supervision, in a developmentally appropriate childhood setting, for a total of 60 hours. The student will ultimately be responsible for implementation of activities and management of the classroom. The class will meet with the instructor four times throughout the semester. Prerequisite: CD 250. (DD)

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. (F, Sp)

CS 102 Freshman Seminar

1 credit

This course is designed to prepare the student to perform successfully in college by developing practical knowledge and skills. Areas of focus include: understanding of college policies and procedures, introduction and review of campus and on-line resources, and development of basic college skills such as managing time, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing text cores, thinking critically, listening effectively, communicating well both orally and in writing, and learning and applying library research techniques.

CS 105 Information Literacy

1 credit

This course is designed to teach students how to locate information efficiently, evaluate information critically, and utilize information effectively. The focus is on a basic understanding of the research process, the use of print and on-line resources, and the effective utilization of the Internet. (F)

CS 107 Critical Thinking in Core Courses 3 credits

Students learn fundamental concepts and skills for thinking about one's thinking and research strategies for increasing their information literacy. The concepts and skills become the foundation for developing a systematic process for thinking more critically and researching more effectively. The final step is to make the process a habit of mind by utilizing it in core courses.

CS 108 Multicultural Reading

1 credit

A self-study course that will help students develop comprehension, critical analysis, vocabulary and writing skills while considering a wide variety of multicultural topics including biographies, science and the world of work. (Pass/Fail) Prerequisite: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015. (F, Sp, Su)

CS 109 African-American Readings 1 credit

A self-study course that will help students develop comprehension, critical analysis, vocabulary and writing skills while considering the biographies of such influential African Americans as Maya Angelou, Thurgood Marshall, Nelson Mandela and Colin Powell. (Pass/Fail) Prerequisite: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015. (F, Sp)

CS 110 Speed Reading 1 credit

A self-study course designed to help students read more quickly while improving both their comprehension and their vocabularies. This course provides information, strategies and skills likely to produce a lifetime of more efficient reading. (Pass/Fail) Prerequisite: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015. (F, Sp, Su)

CS 111 Women's History Readings 1 credit

A self-study course that will help students develop comprehension, critical analysis, vocabulary and writing skills while considering various aspects of women's lives, including religion, social roles, employment and education. (Pass/Fail) Prerequisite: student must score at a certain level on ACT, ASSET, SAT, Compass or complete DS 015. (F, Sp)

CONSTRUCTION TECHNOLOGY

CT 107 Materials of Construction 2 credits

An introduction to the construction industry and basic skills needed in the area. Topics include tools, safety, basic construction processes as well as the legal, business and management aspects of the industry. Both new construction and remodeling will be covered.

CT 178 Construction Techniques I 5 credits

Techniques and procedures of construction with practical application relating to residential and light industrial structures for floor, wall, ceiling and roof components.

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.

CT 185 Residential Electrical Wiring 3 credits

The study of the National Electrical Code, materials and application of electrical wiring relating to residential construction.

CT 195 Residential Plumbing 3 credits

Techniques and procedures of plumbing with practical application relating to residential structures. Selection and installation of plumbing fixtures and piping.

CT 230 Roof Structural Systems 4 credits

A study of construction materials and methods with practical application relating to roof framing for residential units, emphasizing basic, structural systems, design factors, strength of materials and aesthetic values. Also encompasses roofing, roofing materials and application.

CT 236 Building Layout 2 credits

Methods of staking out a building on site, use of transit, methods of layout, and forming for concrete walks and drives. Also estimation of site preparation and grading.

CT 278 Construction Techniques II 5 credits

Techniques and procedures of construction with practical application relating to residential and light industrial structures for interior finish, stair construction, cabinets and remodeling.

CT 279 Heating, Ventilation & Air 3 credits
Conditioning (HVAC)

This course covers the operation of refrigeration, air conditioning and heating systems. It will provide instruction for troubleshooting and servicing HVAC equipment as well as the correct methods of refrigerant handling. EPA Technician Certification and techniques needed to properly perform HVAC installation, service and repair is emphasized.

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. (Sp even years)

CJ 125 Liability & the Criminal Justice Officer

3 credits

Law of negligence and tort liability arising from police conduct. (F odd years)

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. (F)

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. (F)

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. (F)

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. (Sp even years)

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. (Sp odd years)

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. (F)

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. (F)

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. (Sp odd years)

CJ 245 Police Report Writing 3 credits

The development of written and oral forms of communication in the criminal justice system. This course will focus on the mechanics of written reports, interviewing, interrogation and testifying. (Sp odd years)

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. (F, Sp, Su)

CJ 255 Interviewing and Interrogation 2 credits

The student will develop knowledge and working skills in the art of interviewing and interrogation. The course is designed for both in-service and pre-service law enforcement students. (Sp)

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. (Sp even years)

DEVELOPMENTAL STUDIES

NOTES: DS courses are college preparatory and do not apply toward any degree requirement in any program at NCMC and are not designed to transfer. All Developmental Studies courses are graded Pass/Fail.

Placement scores must be less than two years old.

DS 015 College Reading 3 credits

The course is designed to improve students' vocabulary, comprehension and reading rate, while emphasizing the importance of the key strategies and components necessary to read fiction, nonfiction and textbooks effectively. Students who score below a certain level on a placement test are required to complete this course. (Pass/Fail) (F, Sp, Su)

DS 020 Reading/Writing Improvement 5 credits

The course is designed to take advantage of the interrelationships between reading and writing to improve reading skills (comprehension vocabulary, reading rate) and writing proficiency. Course includes an introduction to writing paragraphs and essays combined with a review of grammar, sentence structure, punctuation, and spelling. ACT or ASSET; COMPASS scores must be on file. (Pass/Fail) (F)

DS 023 Spelling Improvement 1 credit

A self-study course designed to encourage spelling improvement through the study of spelling patterns and irregularities. This course provides information, strategies and skills likely to produce a lifetime of spelling growth. (Pass/Fail) (F, Sp, Su)

DS 024 Vocabulary Improvement 1 credit

A self-study course designed to encourage vocabulary growth through study of word parts and understanding words in context. This course provides information, strategies and skills likely to produce a lifetime of more efficient reading. (Pass/Fail) (F, Sp, Su)

DS 025 Writing Improvement 3 credits

An introduction to college writing with emphasis on the whole writing process and on building confidence as a writer. Students will progress from personal narratives to analytical essays; ACT or ASSET, Compass scores must be on file. (Pass/Fail) (F, Sp, Su)

DS 031 & DS 032 Basic Skills Lab 1 or 2 credits

This is a self-study course individualized by the Academic Resource Center Director or ARC Staff to assist students in the college success areas in which they have difficulties and/or with NCMC coursework. (Pass/Fail) (F, Sp, Su)

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, Su)

DS 049 Basic Algebra

3 credits

Student learning outcomes include: order of operations, solving linear equations and inequalities, introduction to graphing in a rectangular coordinate system, simplifying polynomial expressions, factoring and solving quadratic equations with an emphasis on problem solving. Placement testing or ACT within last two years required. (Pass/Fail) (F, Sp, Su)

DS 080 Introduction to Keyboarding

2 credits

This self-paced, hands-on computer course teaches students the alphabetic, numeric and symbol keys, as well as the 10-key pad. Students will develop speed and accuracy through the touch system. (Lab fee) (Pass/Fail) (F, 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. (Sp)

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)

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)

EDUCATION

NOTE: 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 & GPA 2.0. AAT core course. (F, Sp, Su)

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 & GPA 2.0. AAT core course. (F, Sp)

ED 260 The Living Textbook: Newspapers in Education 1 credit

A hands-on course designed to teach those in the education profession, or those going into the education profession, how to obtain and use newspapers as curriculum resources in the classroom.

ED 265 Multicultural Education 3 credits

Historical and contemporary analysis of educational policies that incorporate ethnic, religious, and linguistic minorities through selected presentations, text readings, and field experiences. Students will gain awareness of diversity and develop a theoretical understanding of diversity through investigations of diversity within the local community and the creation of an action plan to address diversity issues within his/her classroom. (F, Sp, Su)

ED 270 Educational Psychology 3 credits

This course is designed to help students relate the application of psychological principles to teaching, learning and assessment and the educational practice in P-12 classrooms. It will focus on the learner and the learning process, teacher characteristics and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. Prerequisite: EN 101 & PY 121; GPA 2.0. 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; GPA 2.0. AAT core course. (F, Sp)

ED 276 Introduction to Special Education 3 credits

An introductory course in special education, identifying roles, placement alternatives, legal implications and the status and trends in special education. An analysis of the categories of exceptionality will be a main focus. Prerequisite: EN 101. (DD)

ED 278 Principles of Early Childhood 3 credits

The education and guidance of children from two to six years of age in the home, preschool and kindergarten. Readings, discussions, and observations at the preschool and kindergarten level are required. Prerequisite: EN 101. (DD)

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. (F)

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. (F, Sp, Su)

ENGLISH

NOTE: 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. General education credit. Prerequisite: Appropriate score on ACT, ASSET, Compass, SAT, or successful completion of DS 025 is required for initial placement. (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 on-line resources is required for the bibliography unit and the final research paper. General education credit. Prerequisite: EN 101. (F, Sp, Su)

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 genre. The course emphasizes the importance of cultural literacy and early and continuous exposure to literature. Does not meet humanities requirement. (F, Sp, Su)

EN 210 Creative Writing II

3 credits

As in Creative Writing I, students must concentrate on one of the four genres. As more advanced creative writers, students taking this course will be expected to demonstrate a greater understanding of the writing process and a better grasp of the basic principles of creative writing. English elective credit. Prerequisite: EN 110 or consent of instructor. (DD)

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. Humanities credit. Prerequisite: EN 101 or current enrollment in EN 101. (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. Humanities credit. Prerequisite: EN 101 or current enrollment in EN 101. EN 230 is not a prerequisite for EN 240. (DD)

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. Humanities credit. Prerequisite: EN 101 or current enrollment in EN 101. (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. Humanities credit. Prerequisite: EN 101 or current enrollment in EN 101. EN 251 is not a prerequisite for EN 252. (F, Sp, Su)

EN 261 American Literature Before 1865 3 credits

A survey of precolonial, eighteenth century and early nineteenth century literature with emphasis on the varied responses to the contexts of American experience, including voices of the dominant as well as minority cultures. Prerequisites: EN 101 or current enrollment in EN 101. Humanities credit. (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. Humanities credit. Prerequisite: EN 101 or current enrollment in EN 101. EN 261 is not a prerequisite for EN 262. (F, Sp)

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. (F, Sp)

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. (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. Intended for students with no previous study of Spanish. Humanities credit. (F, Sp)

FL 101 Elementary Spanish II 3 credits

Conversation, grammar and reading are stressed. Oral practice and repetition are used as an aid to pronunciation. Humanities credit. Prerequisite: FL 100. (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. 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. 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. (DD) Humanities credit.

FL 255 American Sign Language II (ASL II) 3 credits

This course is a continuation of American Sign Language emphasizing on expanding the receptive and expressive sign vocabulary and usage of conversation. The purpose of this course is to give a stronger foundation to the student to communicate with the deaf and hard of hearing community. This course will help persons prepare for entry into interpreter programs. Humanities credit. Prerequisite: FL 155.

GEOGRAPHY

GE 106 Introduction to World Geography 3 credits

This course surveys the world’s major developed regions and their physical and human characteristics from a geographic perspective. The physical environment includes landforms and climate while the human landscape is characterized by language, religion, population characteristics and economic development. (Sp)

HEALTH CARE MANAGEMENT

HC 201 Health Care Management 3 credits

This course is designed to teach specialized, practical skills and techniques used in a variety of health care settings. Health care management encompasses a wide range of administrative responsibilities, such as cost containment, efficiency, decision making, information systems, human relationships and leadership. Prerequisites: BA 161 & BA 150 (Sp, even years)

HEALTH INFORMATION TECHNOLOGY

HT 215 Health Information & Records Management 3 credits

A course designed to provide the student with the knowledge for accurately managing health information in an ever changing, fast-paced, and multi-regulated industry. Students will compare and contrast information management in various health care settings, while differentiating types of health records and systems used for processing, storing, and circulating health information data. (F odd years)

HT 245 Health Care Delivery Systems 3 credits

A course designed to provide the student with knowledge of the infrastructure for health care delivery. Students will examine health care policy, regulation , and financing in relation to professional practice. Students will also explore the relationship of population, illness and disease patterns, technology, and ancillary resources to the health care delivery system. Students will evaluate the impact that the United States health care delivery system has on the health of the world’s population. Forecasts for the future of the health care delivery system will be evaluated. (Sp even years)

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, Sp, Su)

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. (F, Sp, Su)

HI 103 American History to 1877 3 credits

A survey course of the history of the United States covering European backgrounds, the colonial and Constitution periods, national expansion and development through Reconstruction. (Meets the Constitutional Requirement). Prerequisite: Appropriate score on ACT, ASSET or SAT, or successful completion of DS 015 (F, Sp, Su)

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, Su)

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. (F)

HU 111 Humanities: Renaissance to Present 3 credits

A continuation of HU 110, with special attention to western cultural heritage from the renaissance period to the present. Humanities credit. (F, Sp)

INFORMATION TECHNOLOGY

IT 110 Introduction to Computers 3 credits

An introduction to the basic concepts of information processing and the hardware and software used. The course is designed to familiarize the student with the computer through hands-on experience and classroom lecture. (Lab fee) (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. (Lab fee) (F)

IT 182 Programming in Visual BASIC I 3 credits

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. IT 113 or demonstrated familiarity with the Windows environment. Intermediate or College Algebra recommended. (Lab fee) (F)

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. (Lab fee) (Sp)

IT 252 Business Systems and Design 3 credits

A study of the duties of the systems analyst covering methods and techniques for conducting a systems project—from the preliminary investigation through the systems implementation and evaluation. (Lab fee) (Sp)

IT 266 Computer Operating Systems 3 credits

Develops the student's ability to identify, explain and run various computer operating systems. Provides the student with a basic understanding of what an operating system is, program management, input/output control, and the structure of program and data libraries. (Lab fee) (F, Sp)

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. (Lab fee) (DD)

IT 290 Java Programming**3 credits**

This course will introduce students to modern object-oriented techniques. Java will be used for this 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: IT 182 or IT 243 or instructor permission. (Lab fee) (Sp)

MANUFACTURING TECHNOLOGY**MF 104 Applied Technical Math****3 credits**

The purpose of this course is to develop skills in basic math areas, such as measurement in standard and metric units, conversions, scientific and engineering notation, ratio and proportion, decimals, fractions, percents, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. Placement testing, ACT, SAT, Compass or successful completion of DS 048. (F)

**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 ho AC voltages and currents are generated, introducing the science of magnetism, and the effect of AC on electronic components such as inductors and capacitors, AC testing procedures will be emphasized. (Lab Fee) (F)

MF 121 Industrial Electricity (DC) 3 credits

This course is an extensive hands-on study of industrial electricity. Students will study electricity and its sources, resistors (as simulated circuit loads), Ohm's Law, series circuits, parallel circuits, combination circuits, meters, conductors, insulators and batteries. (Lab fee)

MF 122 Basic Electricity I 3 credits

This course is a hands-on study of fundamental electricity principles and applications. Student will study electricity and its applications using resistors (as simulated circuit loads), Ohm's Law, series 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) (F)

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. (Lab fee) (Sp)

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. (Lab fee)

MF 128 Motor Controls 3 credits

This course is an extensive hands-on study of basic motor control circuits; including electrical symbols, line diagrams, manual motor starters, magnetic motor starters, time delay circuits, motor reversing circuits, electro-mechanical and solid-state relays, photoelectric and proximity controls, preventive maintenance and trouble shooting. (Sp)

MF 141 Programmable Logic Controllers 3 credits

This course is an extensive hands-on study of intermediate pneumatic and hydraulic power control systems using Programmable Logic Controllers (PLCs). Programming applications such as sequencing, timers, counters, I/O and motor control will be covered in this course. At the completion of this course students will be able to program a PLC for motor control, I/O applications, sequencing applications, timer operations, counter functions and troubleshoot the PLC system. (F)

MF 150 Principles of Safety

3 credits

This course prepares students for the safety assessment leading to Manufacturing Skill Standards council Production Technician Certification (MSSC-PTC) and for ensuring the production and manufacturing system meets health, safety and environmental requirements. This course is part of a nationwide, industry-led system that certifies the foundational skills and knowledge required of production workers from entry-level to first line supervision in all manufacturing sectors. The system provides national, portable certification of workers against industry-recognized, federally-endorsed standards.

MF 155 Principles of Maintenance

3 credits

This course prepares students for the maintenance assessment leading to Manufacturing Skill Standards Council Production Technician Certification (MSSC-PTC). This course prepares students for ensuring that the maintenance of the manufacturing system fulfills customer and business requirements, to include installing and repairing equipment on the manufacturing floor. This course is part of a nationwide, industry-led system that certifies the foundational skill and knowledge required of production workers from entry-level to first line supervision in all manufacturing sectors. The system provides national, portable certification of workers against industry-recognized, federally-endorsed standards.

MF 160 Principles of Quality

and Continuous Improvement

3 credits

This course prepares students for the quality and continuous improvement assessment leading to Manufacturing Skill Standards Council Production Technician Certification (MSSC-PTC) and for ensuring the production and manufacturing system meets quality system requirements as defined by business and its customers. This course is part of a nationwide, industry-led system that certifies the foundational skills and knowledge required of production workers from entry-level to first line supervision in all manufacturing sectors. The system provides national, portable certification of workers against industry-recognized, federally-endorsed standards.

MF 165 Principles of Manufacturing Processes and Production

3 credits

This course prepares students for the manufacturing processes and production assessment leading to Manufacturing Skill Standards Council Production Technician Certification (MSSC-PTC). This course helps students set up, operate, monitor, control and improve manufacturing processes and schedules to meet customer and business requirements; develop, implement and improve the manufacturing process through early production and process changes; and assess product and process design for

manufacturability. This course is part of a nationwide, industry-led system that certifies the foundational skills and knowledge required of production workers from entry-level to first line supervision in all manufacturing sectors. The system provides national, portable certification of workers against industry-recognized, federally-endorsed standards.

MF 201 Industrial Electronics **3 credits**

This course provides an understanding of diodes, transistors, thyristors, operational amplifiers, and how they work and are used in the industrial setting. Test equipment will be used for verification of operation. Prerequisite: Requires completion of vo-tech industrial maintenance program, appropriate prior experience, or instructor permission. (Lab fee) (F)

MF 205 Digital Electronics **3 credits**

This course provides students with advanced electronic skills used in maintaining, installation and development of the complex equipment used in the modern manufacturing environment. Topics covered include number systems, logic gates, flip-flops, registers and counters, analog-to-digital, and digital-to-analog data conversions. Prerequisite: Requires completion of vo-tech industrial maintenance program, appropriate prior experience, or instructor permission. (Lab fee) (F)

MF 220 AutoCAD I **3 credits**

This is the first course in the use of the Computer Aided Drafting software AutoCAD. It includes development in the skills of File, Draw, Text and Editing commands while working in the Cartesian workspace. File handling and plotting are stressed. (Lab fee) (F, Sp)

MF 221 AutoCAD II **3 credits**

A continuation of AutoCAD I (MF 220) in the study of application of AutoCAD in the industrial world. To include the topics of three-dimensional modeling, Scaling, Paper Space, Geometric Calculator and Customization of AutoCAD. Perquisites are MF 220 or permission of the instructor. (Lab fee) (F, Sp)

MF 225 Advanced Programmable Logic Controllers **3 credits**

This course provides students with the advanced skills and applications of Programmable Logic Controllers used in increasing quantities in the industrial process today. Training in timers, counters, and data manipulation will be covered. Prerequisite: Requires completion of vo-tech industrial maintenance program, appropriate prior experience, or instructor permission. (Lab fee) (Sp)

MF 235 Industrial Robotics 3 credits

This class provides students with the skills and applications of Industrial Robots used in increasing quantities in the manufacturing process today. Programming, integration into current systems, flexible manufacturing and production topics, as applied to robots, will be covered in this course. MF 220 and MF 221 may be substituted with advisor approval. Prerequisite: Requires completion of vo-tech program or appropriate experience and instructor permission. (Lab fee) (Sp)

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. (F)

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 271 Manufacturing Technology Internship 3 credits

The internship is designed to give the Manufacturing and Applied Technology student practical working experience following a pre-approved training plan arrived at cooperatively by the employer, student and instructor.

MF 299 Special Topics in Manufacturing Technology 1-5 credits

This course is offered on various special topics, with specific content indicated by course subtitle. Credit hours are determined by contact hours, activities and assignments as appropriate to content. The course may be repeated if the content varies. Prerequisite: Consent of instructor. (DD)

MATHEMATICS

NOTES: College preparatory courses in mathematics can be found in the *Developmental Studies* section.

Placement scores must be less than two years old for placement in math and physical science courses.

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. ACT or placement scores must be less than two years old. (F, Sp, Su)

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. ACT or placement scores must be less than two years old. (F, Sp, Su, DD)

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. ACT or placement scores must be less than two years old. (F, Sp, Su)

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. ACT or placement scores must be less than two 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. ACT or placement scores must be less than two years old. (F, Sp, Su, DD)

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. ACT or placement scores must be less than two years old. (DD)

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. This course is offered in the fall as a prep course for Geometry and Calculus I. Prerequisite: MT 110 with an A or B, or ACT or ASSET or placement scores must be less than two 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 122 and MT 132 or MT 148 or instructor permission. (Sp, 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. (F, 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. (Sp, 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.

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 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)

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. Prerequisite: Written permission of Associate Dean of Arts and Science. This does not meet any general education requirements. (DD)

NURSING

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

NR 104 Basic Nutrition (Level I) 3 credits

This course will cover both normal and therapeutic nutrition. It will particularly focus on what knowledge the Nursing Professional will need to participate in the Nutritional Care Plans, and nutritional outcomes of patients and/or clients in various health care settings. (Sp)

NR 105 Introduction to Mental Health Nursing 1 credit

A course designed to introduce the student to the knowledge, skills, and attitudes essential to mental health nursing. Utilization of critical thinking and therapeutic communication skills are emphasized as chief components in delivery of safe nursing care in a dynamic, culturally diverse, multidisciplinary, health care environment. The nursing process is utilized as the framework from which to construct the foundation for planning and implementing nursing care to a mentally ill client and his/her family. (F)

NR 108 Foundations of Nursing I (Level I) 2 credits

A course teaching basic principles and procedures for patient care and their association with common illnesses, rehabilitation processes and the principles of long-term care. Current certification as Certified Nurse Assistant in the state of Missouri meets requirements of this course. Successful completion of Foundations II is required before advanced credit is awarded for Foundations I. Taught concurrently with NR 109. (F)

NR 109 Foundations of Nursing II (Level I) 7 credits

A course designed to introduce the student to the knowledge, skill and attitudes essential to provide safe and appropriate nursing care to a multicultural population. Clinical experience will focus on providing safe and appropriate patient care, communication, patient teaching, documentation and a lifelong commitment to learning through multidisciplinary hospital and community based experiences. Successful completion of Foundations I and II is required for the Level I program. Taught concurrently with NR 108. (F)

NR 113 Personal & Vocational Concepts (Level I) 1 credit

This is a non-clinical course designed to assist the student in making an adjustment to the role of becoming a member of the health care team in a community based system. Focus is placed on developing an understanding of the role and responsibility of a Licensed Practical Nurse capable of using

critical thinking skills, the Nursing Process and therapeutic communication skills. Emphasis is placed on personal and professional growth and the commitment to education is a lifelong learning experience. Discussion of the impact of cultural and spiritual differences in a multidisciplinary setting is included. (F)

NR 116 Family & Community Living (Level I) 1 credit

A non-clinical course designed to introduce the student to the knowledge, skills and attitudes essential to provide safe and appropriate nursing care to a multicultural population in a home or community based setting. The Nursing Process and Maslow's Hierarchy of Needs are the primary conceptual framework utilized and reinforced through critical thinking activities, while emphasizing adaptations made for the influence of nontraditional health practices and settings. Communication is stressed as the key to a multidisciplinary approach to health care. Emphasis is placed on lifelong learning. (F)

NR 117 Pharmacology 4 credits

A course designed to provide the student with the knowledge of pharmacology and its application in nursing. Study focus is on the major categories of pharmacological agents, their actions, side effects, uses, and nursing responsibilities. Mathematics skills are employed for the purpose of safe medication administration. Nursing process, critical thinking, and therapeutic communication in a community-based health care system are included. Cultural and ethnic variations in relation to medication administration in a multidisciplinary health care system are addressed. Emphasis is placed on committing to lifelong learning in a continually changing health care environment. (F)

NR 120 Geriatrics 2 credits

This course is designed to introduce the student to the physiologic, psychologic and sociologic aspects of the normal aging process. Emphasis is placed primarily on the biological aspects of aging. However, interpersonal relations, retirement and socioeconomic factors impacting and impacted by the aging population are explored. Clinical experience in geriatrics is included in the medical-surgical clinical rotations. (F)

NR 121 Nursing of Adults I (Level I) 11 credits

A course designed to provide the student with the knowledge of diagnosis, treatment and rehabilitation of medical-surgical conditions and diseases of body system of the adult. Using a multicultural approach, the Nursing Process and Maslow's Hierarchy of Needs are the primary conceptual frameworks utilized and reinforced through critical thinking activities. Clinical experience will focus on providing safe and appropriate patient care, communication, patient teaching, documentation and a lifelong

commitment to learning through multidisciplinary hospital and community based experience. Emphasis is placed on health maintenance and illness prevention. (Lab fee, Clinical fee) (Sp)

NR 129 Maternal Child Nursing I (Level I) 6 credits

An introduction to family centered health care for the antepartum, intrapartum and postpartum period utilizing the Nursing Process as the conceptual framework. The impact that culture has on the pregnant woman and her family along with normal and abnormal cases are discussed. Appropriate nursing care is identified by using previously acquired knowledge and application of critical thinking skills. Clinical experience is focused on providing appropriate patient care, communication, patient teaching, documentation and a lifelong commitment to learning through multidisciplinary hospital and community based experiences. (Lab fee, clinical fee) (Sp)

NR 162 Nursing of Adults II (Level I) 6 credits

This course is a continuation of Nursing of Adults I and is a course designed to provide the student with the knowledge of diagnosis, treatment and rehabilitation of medical-surgical conditions and diseases of body system of the adult. Using a multicultural approach, the Nursing Process and Maslow's Hierarchy of Needs are the primary conceptual frameworks utilized and reinforced through critical thinking activities. Clinical experience focuses on providing safe and appropriate patient care, communication, patient teaching, documentation and a lifelong commitment to learning through multidisciplinary hospital and community based experiences. Emphasis is placed on health maintenance and illness prevention. (Clinical fee) (Su)

NR 183 Maternal Child Nursing II (Level I) 5 credits

This course is designed to study the growth and development of a child from birth through adolescence. Normal and abnormal cases in multidisciplinary and community based settings are discussed. The impact that culture has on the lives of children and their families is included. Appropriate nursing care is identified by utilization of the Nursing Process and critical thinking skills. Emphasis is placed on patient and family teaching using effective communication skills. Pediatrics is a dynamic area, therefore, it is essential for the nurse to make a commitment to lifelong learning. Clinical experience will focus on providing safe and appropriate nursing care. (Clinical fee) (Su)

NR 226 Special Topics in Nursing 1-5 credits

Offered occasionally on various special topics, with specific content indicated by course subtitle. Credit hours determined by contact hours, activities and assignments as appropriate to content. (DD)

NR 230 Trends & Issues in Nursing (Level II) 1 credit

A course directed at professional, legal and ethical influences relative to the nursing role. Content includes identification and discussion of current practices and emerging trends which affect the role of nursing in the health care delivery system. (F)

NR 242 Mental Health Nursing (Level II) 3 credits

A basic course in the fundamental concepts of human behavior as related to mental illness, and the specific body of knowledge pertinent to the nursing role in the treatment of the psychologically ill individuals in a multicultural population. Clinical experience is obtained through multidisciplinary hospital and community based experiences which provide life long learning experiences for the mental health care needs of individuals. The focus of the clinical is upon the development of therapeutic communication skills, recognition of DSM mental disorders, proper psycho pharmacological and therapy interventions, utilization of the nursing process, and personal and professional development. (Clinical fee) (Sp)

NR 250 Maternal Child Nursing III (Level II) 4 credits

This course focuses on the normal and abnormal physiology, psychology, and psychosocial processes pertaining to reproduction. The nursing process is employed as the framework from which to plan and implement care during the antepartum, intrapartum and postpartum phases of childbirth. Utilization of critical thinking and effective communication skills is stressed as chief components in the delivery of safe nursing care in a dynamic, culturally diverse, and multidisciplinary, health care environment. Pharmacology, diet therapy, discharge planning, and psychosocial variables of nursing care are integrated throughout the course. Clinical experience is obtained in hospitals and community based health care settings. Value is placed on a commitment to lifelong learning. (Clinical fee) (F)

NR 251 Maternal Child Nursing IV (Level II) 4 credits

This course focuses on the normal and abnormal physiology, psychology, and psychosocial processes pertaining to growth and development from infancy through adolescence. The nursing process provides the foundation from which to plan and implement safe nursing care which supports the family unit. Physiological and behavioral changes that relate to child rearing are examined with emphasis on health and its promotion. Nursing management of the family and utilization of critical thinking, making sound nursing judgments is integrated throughout the course. Patient teaching, discharge planning, and follow up care of the family within a multicultural community is addressed. Time is spent in review, practice, and validation of skill competency in the skill laboratory. The clinical setting emphasizes health maintenance and promotion for the family. Clinical experiences are

in acute, outpatient, and community based settings. A lifelong commitment to learning is stressed. (Sp)

NR 253 Nursing of Adults III (Level II) 7 credits

A continuation in the study of disease processes with an emphasis on health and its promotion. Nursing management of the adult, utilizing critical thinking and the Nursing Process is found throughout the course. Dietary and pharmacologic management are integrated throughout the course. Patient teaching, discharge planning and follow-up care of the adult and aging population within a multicultural community are addressed. Time is spent in review, practice and validation of skill competency in the skill laboratory. Clinical experiences are spent in acute, outpatient and community based settings. Learning experiences are centered on meeting the total needs of the patient and family. Emphasis on self-reliance, productivity and lifelong commitment to learning is stressed. The student may have experiences in specialty settings. (Lab fee, clinical fee) (F)

NR 258 Nursing of Adults IV (Level II) 7 credits

A continuation in the study of disease processes with emphasis on health and its promotion. Nursing management utilizing critical thinking and the Nursing Process is used throughout the course. Dietary and pharmacologic management will be integrated throughout the course. A more complete and comprehensive assessment, plan, implementation and evaluation of care are required. Emphasis on leadership skills and time management are addressed throughout the course. Clinical experiences are focused on leadership skills, critical thinking situations and emphasis on the need for self-reliance, productivity and lifelong commitment to learning. Clinical experiences are spent in acute, outpatient and community based areas. The student may be given experience in specialty areas. Patient teaching and a discharge planning assignment with follow-up care to a multicultural aging community are required. (Clinical fee) (Sp)

NR 295 Leadership in Nursing (Level II) 2 credits

Study of principles and techniques underlying nursing leadership and management. Focuses on how to work with people, as individuals or as members of groups, teams, organizations and even whole communities. The course focuses on leadership skills, critical thinking situations, priority setting, time management and communication. (F)

PHARMACY TECHNOLOGY

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. (F-even years)

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. Prerequisite: PM 101. (Lab fee) (Sp-odd years)

PM 205 Pharmacy Practice II

4 credits

This course is a continuation of Pharmacy Practice I (PM105). It builds on prior knowledge. The course incorporates sterile product preparation, aseptic technique, required equipment, TPN, chemotherapy, quality control and assurance and compounding mixtures and dilutions. Lecture and laboratory. Prerequisite: PM 101 & PM 105. (Lab fee) (F -odd years)

PM 210 Pharmacy Technician Internship Seminar

5 credits

The student will purchase the Pharmacy Technician Training System from Pass Assured LLC. The CD utilizes multimedia such as audio, video and graphics. The CD provides realistic practice tests. The material covers all areas the pharmacy technician will need to know for passing certification exams (laws, medical review, aseptic techniques, calculations and pharmacy operations). Prerequisite: PM 101, PM 105, PM 205. (Sp-even years)

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 180 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, PM 205. (Sp-even years)

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. (F, Sp, Su)

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, Sp, Su)

PHYSICAL EDUCATION

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

PE 101 Golf I 1 credit

An activity class intended to acquaint students with golf rules and protocol while developing skills in driving and putting. (Lab fee) (Su)

PE 102 Tennis I 1 credit

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

PE 104 Varsity Sports I 1 credit

A course for students participating in intercollegiate baseball, softball, men's and women's basketball and cheerleading. Prerequisite: Consent of the coach. (F, Sp)

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, Su)

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. (F, Sp)

PE 107 Aerobics I 1 credit

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

PE 110 Canoeing 1 credit

An activity course designed to teach the fundamental principles and techniques of canoeing and gain an appreciation for the activity. Experiential learning is obtained on a two-day float trip. This course is physically demanding and takes an adequate level of fitness to participate. Course may be taken up to two times for a total of two credit hours. (Lab fee) (Su)

PE 111 Bowling I 1 credit

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

PE 112 Sports Officiating 2 credits

A course designed to qualify officials, addressing officiating ethics, sports psychology and strategies. (DD)

PE 113 Lifetime Activities 1 credit

This course is to acquaint students with a wide variety of physical fitness type activities that can be enjoyed throughout their lifetimes. Individual and group activities including: canoeing, swimming, fishing, badminton, jogging, biking, hiking, country and western dance, etc. may be covered. (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 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) (Sp)

PE 124 Horseback Riding II 1 credit

A continuation of Horseback Riding I. (Lab fee) (DD)

PE 201 Golf II 1 credit

A continuation of Golf I. (DD)

PE 202 Tennis II 1 credit

A continuation of Tennis I. (DD)

PE 204 Varsity Sports II 1 credit

Second season participation of Varsity Sports. (F, Sp)

PE 206 Weight Training II 1 credit

A continuation of Weight Training I. (F, Sp)

PE 207 Aerobics II **1 credit**

A continuation of Aerobics I. (DD)

PE 208 Volleyball II **1 credit**

A continuation of Volleyball I. (DD)

PE 211 Bowling II **1 credit**

A continuation of Bowling I. (DD)

PE 215 Team Sports II **1 credit**

A activity course designed to teach scoring, proper technique, rules and strategy for basketball, volleyball and team handball. (DD)

PE 216 Karate II **1 credit**

A continuation of Karate I. (DD)

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. (F)

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. (Sp-every other year)

**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. (Sp-every other year)

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. (F, Sp by arrangement)

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.

PHYSICAL SCIENCE

NOTES: For other physical science courses, see course descriptions under Chemistry (CH).

Physical Science and Math courses require placement scores must be less than two years old.

PS 101 Introduction to the Physical Sciences

4 credits

A survey course for non-science majors introducing the important concepts that govern the fields of physics, chemistry, meteorology, geology and astronomy. The impact of these sciences on the environment and human activities will also be considered. This course satisfies the general education physical science requirement. Lecture and laboratory. Prerequisite: DS 049 or equivalent. (Lab fee) (F, Sp, Su)

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. (DD)

PS 108 Introduction to Physics

4 credits

A course in physics surveying the fundamental concepts of mechanics, waves, electricity, magnetism and optics. Does not meet general education physical science requirement. Lecture and laboratory. Prerequisite: DS 049. (Lab fee) (DD)

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 122; pre - or co-requisite: MT 148 or MT 132. (Lab fee) (F, Su)

PS 186 College Physics II 4 credits

A continuation of College Physics I. Topics to be covered include sound and waves, electricity, magnetism, optics, and topics in modern physics as time permits. Lecture and laboratory. Prerequisite: PS 185. (Lab fee) (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 co-requisite: MT 250.

PS 212 General Physics II 5 credits

Continuation of General Physics I (PS 210). The fundamental principles and theories of classical physics topics including, electricity, electrostatics, elementary circuits, magnetism, electromagnetic phenomena, optics and modern physics, based on calculus and vector manipulations. A laboratory course is included to emphasize and reinforce the principles and theories. Prerequisite: PS 210, MT 150 and MT 250.

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. (DD)

PL 116 State and Local Government 3 credits

A survey of the political forces which shape policy outcomes in states and local communities. Because of its impact on all levels of government, Federalism is treated in considerable detail. The question of who should provide leadership and the explorations of the roles of state legislatures, governors and judges, and the several variations, also are treated. (DD)

PL 216 National Government 3 credits

A basic introductory course to acquaint the student with the workings of the national government and the political system which bolsters it. Emphasis is placed on governmental structure, using the historical approach to answer the questions as to why the United States system has developed in the manner that it has. The Constitution is dealt with in detail as the source of governmental power (Meets the Constitutional Requirements). Prerequisite: Appropriate score on ACT, ASSET, Compass or SAT, or successful completion of DS 015. (F, Sp, Su)

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)

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. (Sp)

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 220 Psychology of Supervision

3 credits

This is a basic course in psychological principles, as they apply to industrial supervision. The areas covered in the course will include motivation, conflict resolution, team building, interpersonal communication, leadership skills, ethical behavior and cross-cultural diversity. (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. (F, Sp, Su)

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. (F)

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. (Sp)

PY 235 Independent Research in Psychology 1-3 credits

Research on selected topics or problems, on an individual conference basis. Students may opt to present their research at regional or national conventions. This course may be repeated for one additional credit hour. Prerequisites: PY 121, EN 102 and consent of instructor. (DD)

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 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. (DD)

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)

SO 118 Special Topics in Social Science 3 credits

Varied topics. (F, Sp)

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. (F)

SO 202 Parenting Today 1 credit

A self-study course designed to allow students to read and write about a variety of issues today's families face, including divorce, discipline, scheduling, safety and toilet training. Students will develop comprehensive, critical analysis, and parenting skills. (Pass/Fail) (F, Sp)

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. (Sp)

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 sets 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. (Sp)

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 on relating with cultures other than their own. Pre/Co requisite: 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: PY 121 or SO 107 or instructor approval. (Sp)

SO 298 Deviant Behavior 3 credits

A course to look at the problems of breaking norms set by culture and society. Through this examination, students will explore several sociological theories behind crimes and other deviant behaviors. Some topics include domestic violence, mental illness, drug and alcohol usage, organized crime, sexual crimes, suicide and other deviant acts found in American society today. Prerequisite: SO 107 (F,Sp)

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)

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. (F, Sp)

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

WT 230 Print Reading for Welders

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.

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Tom Brown, Professor Emeritus, 1990

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Gloria Carpenter, Dean Emeritus, 1992

Carolyn Smith, Professor Emeritus, 1995 (deceased)

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, 2003

Vicki Wheeler, Professor Emeritus, 2006 (deceased)

Jack Smith, Professor Emeritus, 2007

Pam Sager, Professor Emeritus, 2009

Ginny Wikoff, Counselor Emeritus, 2010

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Gary Boyle	Custodial Services
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A.G.S. North Central Missouri College	
Andrea Brown	TRIO Learning Assistant
B.S. Missouri Western State University	
John Campbell	Physical Plant Staff
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B.S. Missouri Western State University	
Hilary Cooksey	Accounts Payable Officer
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Heather McCollum	TRIO Administrative Assistant
B.A. Columbia College	

Rickiann Miller PC Specialist II
A.A.S. North Central Missouri College

Ryan Miller Physical Plant Staff

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Sharalyn Robinson Cashier/Default Manager

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A.A. North Central Missouri College, B.S. Missouri Western State
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Jenna Vandel Advisor/Testing Coordinator
B.A. Columbia College

Bari VanDyke Physical Plant Staff
Certificate-North Central Missouri College, Certificate-Grand River
Technical School

Lenny White Custodial Services

NCMC PERSONNEL CONTACT INFORMATION

Faculty and Staff Alphabetical Listing

Phone Ext.

(Add “@.mail.ncmissouri.edu” to e-mail address shown in parentheses.)

Alden, Barbara—Director of Business (BAlden)	1503
Alexander, Anthony—On-line Services (AAlexander)	1215
Alley, Dr. Kristen—Dean of Student Services (KAlley)	1400
Barnett, Alan—Chief Information Officer (ABarnett)	1210
Barnett, Sharon—Vice President of Administrative Services (SBarnett)	1500
Bingham, Whitney—Student Accounts (WAllen)	1508
Bird, Sarah—Business Management (SBird)	1304
Blaine, Stephanie—Level II Nursing-Maryville (SBlaine)	1901
Bonnett, Sarah—Custodial Services (SBonnett)	1522
Boyes, Kristin—Health/Athletics (KBoyes)	1408
Boyle, Gary—Custodial Services (GBoyle)	1520
Brinser, Leah—Payroll/Benefits (LBrinser)	1501
Brown, Andrea—TRIO Learning Assistant (ABrown)	1347
Brown, Linda—Director of Records & Enrollment/Registrar (LBrown)	1205
Bruinsma, Dr. Paul—Chemistry/Physics (PBruinsma)	1307
Callihan, Donna—Director of Human Resources (DCallihan)	1502
Campbell, John—Physical Plant Staff (JCampbell)	1514
Castanada, Shellee—Library Assistant (SCastanada)	1335
Claycomb, Kelly—Level I Nursing-Maryville (KClaycomb)	1902
Collins, Cindy—Student Support Services Tutor Coordinator (CCollins)	1346
Cooksey, Cory—Business/Information Technology (CCooksey)	1319
Cooksey, Hilary—Accounts Payable Officer (HCooksey)	1512
Copple, Ronda—Accounting (RCopple)	1320
Corder, Russell—History/Sociology (RCorder)	1315
Cotton, Missie—Business Technology (MCotton)	1323
Cowling, Linda—English (LCowling)	1324
Crawford, Beth—Level I Nursing-Bethany (BCrawford)	1905
Croy, Jennifer—Mathematics/Athletics (JCroy)	1456
Cutsinger, Joyce—Director of Allied Health & Level I Nursing(JCutsinger)	1284
Cutsinger, Kristi—Allied Health Sciences Administrative Assistant (KCutsinger)	1316
Cutsinger, Marcie—Director of Trio Programs (MCutsinger)	1348
Eckert, Dane—PC Specialist I (DEckert)	1311
Ferguson, Jill—Student Success Representative (JFerguson)	1414
Flentje, Linda—Student Support Services Program Coordinator (LFlentje)	1356
Gardner, Dr. James—Vice President of Instruction & Student Services (JGardner)	1300
Goodin, Marian—Education/Teacher Education Coordinator (MGoodin)	1349
Graham, Gina—Marketing Coordinator (GGraham)	1416
Griswold, Cecilia—Director of Bookstore (CGriswold)	1505
Guess, Melissa—Director of Admissions/Financial Aid (MGuess)	1406
Guile, Denise—Assistant Bookstore Manager (DGuile)	1507
Guthrie, Amy—English (AGuthrie)	1317
Hale, Jeff—Lead Custodian (JHale)	1510
Harris, Kristi—Upward Bound Program Coordinator (KHarris)	1353
Harris, Jewell—Level II Nursing (JHarris)	1342
Helton, Jason—Federal Programs Coordinator (JHelton)	1278
Hillerman, Donnie—Director of Residential Life/Baseball Coach (DHillerman)	1412
Hoover, Roxanne—Science (RHoover)	1308
Hooyman, Dr. Jamie—Dean of Instruction (JHooyman)	1329
Horton, Justin—History (JHorton)	1343
Jumps, Rustin—Agriculture & Natural Resources (RJumps)	1336

Keith, Scott–Psychology/Human Services (SKeith)	1326
Kidd, Judy–ARC Tutor Coordinator/Learning Specialist (JKidd)	1333
Koenig, Eddie–Criminal Justice (EKoenig)	1327
Maloney, Sarah–Grant Writer/Development Assistant (SMaloney).....	1415
McAtee, Brooke–Level I & II Nursing (BrMcatee)	1309
McCollum, Heather–Trio Administrative Assistant (HMcCollum).....	1332
McCollum, Kara–Associate Director of Admissions/Financial Aid (KMcCollum)	1401
Maxey, Steve–Director of Development (SMaxey)	1403
Miller, Rickiann–PC Specialist I (RMiller)	1311
Miller, Ryan–Physical Plant Staff	1514
Moulin, Marie–Advising/Records (MMoulin)	1404
Nichols, Sue–Level II Nursing/Site Coordinator-Maryville (SNichols)	1903
Noah, Tara–Institutional Researcher (TNoah)	1218
Norris, Jim–Art (JNorris)	1345
Nowland, David–Agriculture (DNowland)	1314
Nuttall, Dr. Neil–President (NNuttall)	1200
Oaks, Joni–Registration/Records Assistant (JOaks).....	1206
Ockenfels, Steve–Director of Ketcham Community Center (SOckenfels)	1455
O’Neal, Mike–Custodial Services (MOneal).....	1509
Overman, Mike–Residence Life Coordinator/Assistant Coach (MOverman)	1470
Ralls, Jason–Administrator of Database Services (JRalls).....	1212
Richman, Steve–Athletic Director/Basketball/Physical Education (SRichman)	1409
Riley, Aimee–Allied Health Assistant-Maryville (ARiley)	1900
Robinson, Sharalyn–Cashier/Default Manager (SRobinson)	1513
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Sager, Dennis–Life Science (DSager)	1321
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Skipper, Korynn–Level I Nursing (KSkipper).....	1328
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Snuffer, Lynda–Early Child Development (LSnuffer).....	1331
Spellman, Connie–Library Administrative Assistant (CSpellman)	1325
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Stull, Shaun–Administrator of Network Services (ShStull)	1216
Stull, Dr. Susan–Life Science (SStull).....	1303
Swint, Lola–Mathematics (LSwint).....	1337
Tipton, Macey–Admissions/Financial Aid Representative (MTipton)	1410
Totten, Tina–Developmental Studies (TTotten).....	1334
Trump, Whitney–Assistant to the Dean of Instruction (WTrump)	1301
Vandel, Jenna–Advisor/Testing Coordinator (JVandel)	1407
Vanderpool, Janet–Dean of Allied Health Sciences (JVanderpool)	1310
VanDyke, Bari–Physical Plant Staff (BVandyke)	1514
Weaver, Vicki–Administrative Assistant to President/Public Relations (VWeaver)....	1203
Welch, Tracy–Math/Physical Science (TrWelch)	1340
Weldon, Kristi–Advising Coordinator (KWeldon)	1405
White, Lenny–Custodial Services (LWhite)	1521
Wiebers, Tammie–Speech (TWiebers).....	1339
Wyatt, Lesli–Residence Life Coordinator/Assistant Coach (LWyatt)	1480 or 2481
Young, Randy–Director of Physical Plant (RYoung)	1504

CAMPUS DIRECTORY

To reach one of the following offices or people, call (660) 359-3948 and enter the extension listed.

Advising	Ext. 1418
Admissions (Admissions@mail.ncmissouri.edu)	Ext. 1410 or 1402
Bookstore	Ext. 1506
Cashier (payment of fees)	Ext. 1513 or 1508
Computer Help Desk	Ext. 1214
Financial Aid (FinancialAid@mail.ncmissouri.edu) ...	Ext. 1402 or 1410
Ketcham Community Center	Ext. 1450
Registration (Registrar@mail.ncmissouri.edu)	Ext. 1205 or 1206
Residence Hall Information	Ext. 1418 or 1412
Testing Services	Ext. 1418 or 1407

FINAL EXAM SCHEDULE

**If your class
normally
meets on:**

at:

then you final is:

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

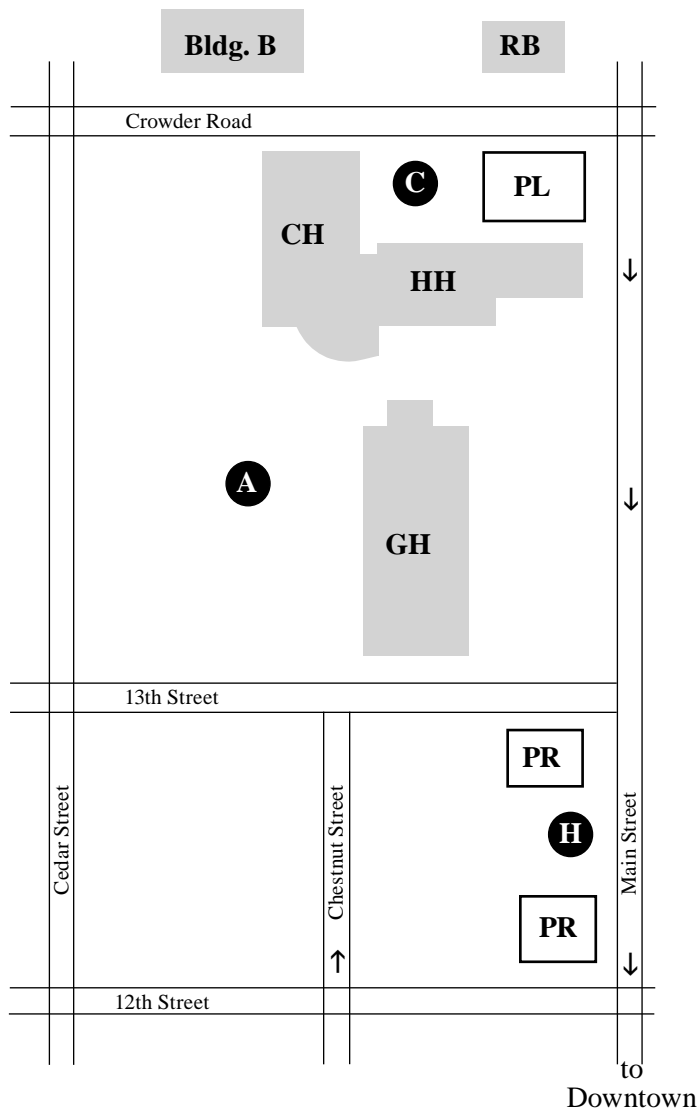
All night classes will meet during their designated time finals week.

Open Periods

Tuesday, 2:30 pm – 4:30 pm	Thursday, 10:00 am – 12:00 pm
Wednesday, 2:30 pm – 4:30 pm	Friday

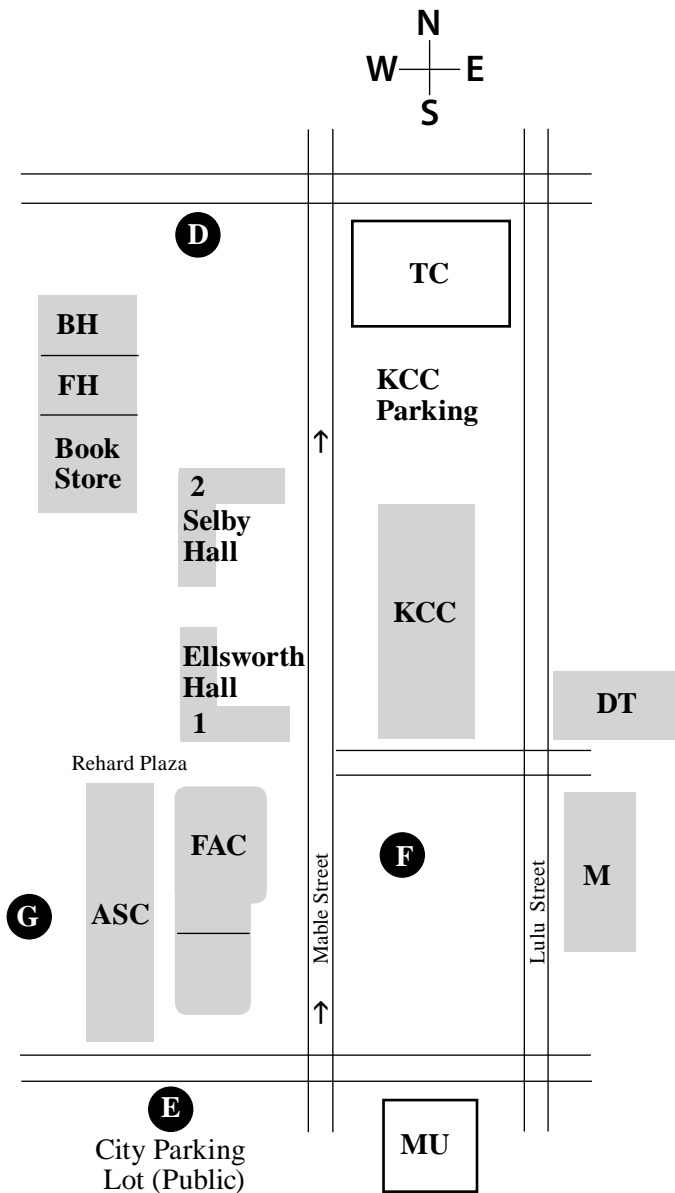
If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled and a grade of "I" (Incomplete)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

Main Campus



Map Legend

ASC	Alexander Student Center	FH	Freeman Hall (ARC)
BH	Barnes Hall (SSS)	GH	Geyer Hall
Bld. B	Building B-Art Building	HH	Hoffman Hall
CH	Dr. Albert & Vera Cross Hall	KCC	Ketcham Community Center
DT	Derry Training Facility		
FAC	Frey Administrative Center & Dorris Rider Art Gallery		

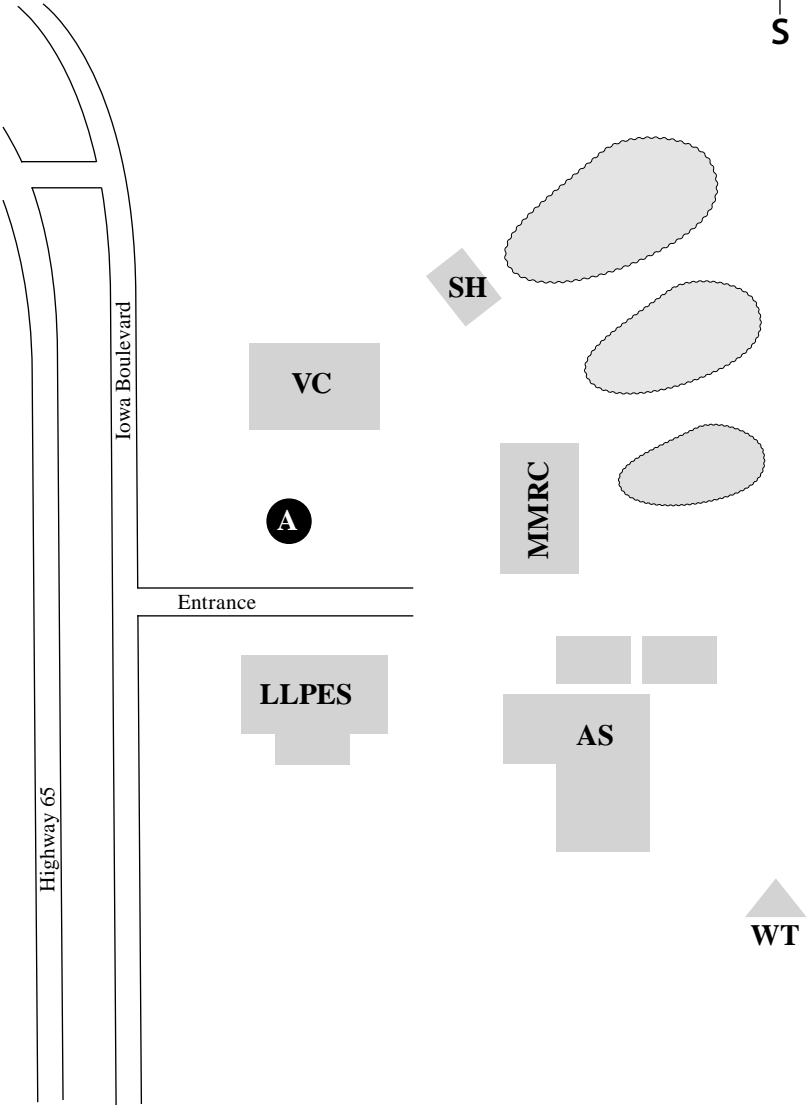
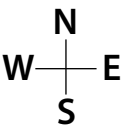


- M** Maintenance/General Delivery
- RB** Ritze Building—AEL
- TC** Sugg Tennis Courts
- 1** Ellsworth Residence Hall (Men)
- 2** Selby Residence Hall (Women) & Cafeteria

A - H Designated College Parking

- Non-NCMC Buildings**
- MU** Grundy County Museum
- PL** Grundy County Public Library & Hoover Community Theatre
- PR** Private Residence/Business
- One Way Streets** (indicated by arrows)

Barton Farm Campus



Map Legend

- AS** 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



Parking

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ACADEMIC CALENDAR 2011-2013

Fall Semester 2011

Thursday/Friday, August 18-19

Monday, August 22

Friday, August 26

Monday, September 5

Friday, October 14

Friday, November 18

Wednesday, November 23

Thursday/Friday, November 24-25

Friday, December 2

Monday–Thursday, December 5-8

December 26–January 2

College In-Service

Classes begin

Fall add/drop ends

Labor Day–College closed

Mid-term/Fall Break Day–College closed

Fall withdrawal deadline

No night classes

Thanksgiving–College closed

Last day of regular classes

Final Exams

Holiday Break–College closed

Spring Intercession 2012

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)

Spring Semester 2012

Friday, January 6

Monday, January 9

Friday, January 13

Monday, January 16

Monday, February 20

Tuesday, February 21

Friday, March 2

Monday–Friday, March 19-23

Friday, March 23

Friday, April 6

Friday, April 13

Friday, April 27

Monday–Thursday, April 30–May 3

Saturday, May 5

College In-Service

Classes begin

Spring add/drop ends

Martin Luther King–College closed

Presidents Day–College closed

College In-Service–No day classes

Mid-term

Spring Break

Spring Holiday–College closed

College Holiday–College closed

Spring withdrawal deadline

Last day of regular classes

Final Exams

Commencement

Summer Intercession 2012

Friday, May 4

Tuesday, May 8

Friday, May 18

Monday, May 28

Friday, June 1

Classes begin

Intercession add/drop ends

Intercession withdrawal deadline

Memorial Day–College closed

End of intercession (Final Exams)

Summer Session 2012

Monday, June 4

Wednesday, June 6

Friday, June 22

Friday, June 29

Monday, July 2

Wednesday, July 4

Thursday, July 5

Friday, July 20

Friday, July 27

Classes begin

Full Summer/Session I add/drop ends

Session I withdrawal deadline

End of Session I (Final Exams)

Beginning of second summer session

July 4th Holiday–College closed

Session II add/drop ends

Full Summer/Session II withdrawal deadline

End of summer sessions (Final Exams)

Fall Session 2012

Thursday/Friday, August 16–17
Monday, August 20
Friday, August 24
Monday, September 3
Friday, October 12
Friday, November 16
Wednesday, November 21
Thursday/Friday, November 22–23
Friday, November 30
Monday–Thursday, December 3–6
December 24–January 1

College In-Service
Classes begin
Fall add/drop ends
Labor Day–College closed
Mid-term/Fall Break Day–College closed
Fall withdrawal deadline
No night classes
Thanksgiving–College closed
Last day of regular classes
Final Exams
Holiday Break–College closed

Spring Intercession 2013

Friday, December 7
Monday, December 11
Monday, December 17
Thursday, January 4

Classes begin
Intercession add/drop ends
Withdrawal deadline
End of intercession (Final Exams)

Spring Semester 2013

Friday, January 11
Monday, January 14
Friday, January 18
Monday, January 21
Monday, February 18
Tuesday, February 19
Friday, March 8
Monday–Friday, March 11–15
Friday, March 15
Friday, March 29
Friday, April 12
Friday, April 19
Friday, May 3
Monday–Thursday, May 6–9
Saturday, May 11

College In-Service
Classes begin
Spring add/drop ends
Martin Luther King–College closed
Presidents Day–College closed
College In-Service–No day classes
Mid-term
Spring Break
Spring Holiday–College closed
College Holiday–College closed
Spring withdrawal deadline
Spring Day–College closed
Last day of regular classes
Final Exams
Commencement

Summer Intercession 2013

Friday, May 10
Tuesday, May 14
Monday, May 20
Monday, May 27
Friday, May 31

Classes begin
Intercession add/drop ends
Intercession withdrawal deadline
Memorial Day–College closed
End of intercession (Final Exams)

Summer Session 2013

Monday, June 3
Wednesday, June 5
Friday, June 21
Friday, June 28
Monday, July 1
Thursday, July 4
Wednesday, July 3
Friday, July 19
Friday, July 26

Classes begin
Full Summer/Session I add/drop ends
Session I withdrawal deadline
End of Session I (Final Exams)
Beginning of second summer session
July 4th Holiday–College closed
Session II add/drop ends
Full Summer/Session II withdrawal deadline
End of summer sessions (Final Exams)



North Central Missouri College
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