NorthCentral MISSOURI COLLEGE

2024-2025 Academic Catalog

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2024-2025 Catalog

North Central Missouri College
1301 Main Street
Trenton, MO 64683
660.359.3948
www.ncmissouri.edu

Barton Farm Campus
96 SE 8th Avenue
Trenton, MO 64683

Savannah Campus
601 N US Hwy 71
Savannah, MO 64485

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The catalog is prepared by North Central Missouri College, and is edited by the Vice President for Academic Affairs, Vice President of Student Affairs, Dean of Instruction, Registrar, and Department Heads. The information in this catalog applies to the academic year 2024-2025 only. North Central Missouri College reserves the right, in its sole discretion, to review, modify, amend, alter, rescind, abolish, or delete any provision of this catalog or of any other catalogs, policies, publications, or statements of the college. This right includes, without limitation, admission or graduation standards, degree requirements, and accreditation of academic programs. This catalog is not a contract, real or implied; it is for informational purposes only. The most current version online is always operative.

Academic Calendar

Fall Semester 2024

Thursday/Friday, August 15-16	College In-Service
Monday, August 19	Classes Begin
Thursday, August 22	Fall Add/Drop Ends
Monday, September 2	Labor Day – College Closed
Thursday, October 3	Fall 1st Session Withdrawal Deadline
Friday, October 11	Fall 1st Session Ends
Monday, October 14	Fall 2nd Session Begins
Wednesday, October 16	Fall 2nd Session Add/Drop Ends
Friday, October 18	Fall Break – College Closed
Friday, November 1	Returning Student Registration Opens
Friday, November 1	New Student Registration Opens
Thursday, November 21	Fall Withdrawal Deadline
Tuesday, November 26	Last Day of Regular Classes
Wednesday-Friday, November 27-29	Thanksgiving – College Closed
Monday – Thursday, December 2-5	Final Exams
December 23-January 1	Holiday Break - College Closed

Spring Intersession 2025

Monday, December 9	Classes Begin
Wednesday, December 11	Intersession Add/Drop Ends
Tuesday, December 17	Withdrawal Deadline
Friday, January 3	End of Session (Finals)

Spring Semester 2025

Friday, January 10	College In-Service
Monday, January 13	Classes Begin
Thursday, January 16	Spring Add/Drop Ends
Monday, January 20	Martin Luther King Day – College Closed
Monday, February 17	Presidents Day - College Closed
Tuesday, February 18	College In-Service - No Day Classes
Thursday, February 27	Spring 1st Session Withdrawal Deadline
Friday, March 7	Spring 1st Session Ends
Monday, March 10	Spring 2nd Session Begins
Wednesday, March 12	Spring 2nd Session Add/Drop Ends
Monday-Friday, March 17-21	Spring Break
Friday, March 21	Spring Holiday - College Closed
Tuesday, April 1	Returning Student Registration Opens
Tuesday, April 15	New Student Registration Opens
Thursday, April 17	Spring Withdrawal Deadline
Friday, April 18	College Holiday – College Closed
Friday, May 2	Last Day of Regular Classes
Monday-Thursday, May 5 - May 8	Final Exams
Saturday, May 10	Commencement

Summer Intersession 2025

Monday, May 12	Classes Begin
Wednesday, May 14	Intersession Add/Drop Ends
Thursday, May 22	Intersession Withdrawal Deadline
Monday, May 26	Memorial Day - College Closed
Thursday, June 5	End of Session (Finals)

Summer Semester 2025

Monday, June 9	Classes Begin
Wednesday, June 11	Full/Session I Summer Add/Drop Ends
Thursday, June 19	Juneteenth – College Closed
Thursday, June 26	Session I Withdrawal Deadline
Thursday, July 3	End of First Term (Finals Session I)
Friday, July 4	Independence Day – College Closed
Monday, July 7	Beginning of Session II
Wednesday, July 9	Session II Summer Add/Drop Ends
Thursday, July 24	Full Summer and Session II Withdrawal Deadline
Thursday, July 31	End of Summer Sessions (Finals)

NCMC defines the academic year as 32 weeks and/or 24 credit hours.

Final Exam Schedule

Normal Meeting Times:	Final will be given on:
MWF 9:05 a.m.	Monday, 9:05 to 11:05 a.m.
MWF 11:15 a.m.	Monday, 11:15 to 1:15 p.m.
MWF 1:25 p.m.	Monday, 1:25 to 3:25 p.m.
TR 8:00 a.m.	Tuesday, 8:00 to 10:00 a.m.
TR 11:00 a.m.	Tuesday, 11:00 a.m. to 1:00 p.m.
TR 2:00 p.m.	Tuesday, 2:00 to 4:00 p.m.
MWF 8:00 a.m.	Wednesday, 8:00 to 10:00 a.m.
MWF 10:10 a.m.	Wednesday, 10:10 a.m. to 12:10 p.m.
MWF 12:20 p.m.	Wednesday, 12:20 to 2:20 p.m.
MWF 2:30 p.m.	Wednesday, 2:30 to 4:30 p.m.
TR 9:30 a.m.	Thursday, 9:30 to 11:30 a.m.
TR 12:30 p.m.	Thursday, 12:30 to 2:30 p.m.

All night classes will meet during their scheduled class meeting times for finals week. Final exams will be given on the last scheduled meeting day for summer sessions.

Finals:
If a declared campus emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam.

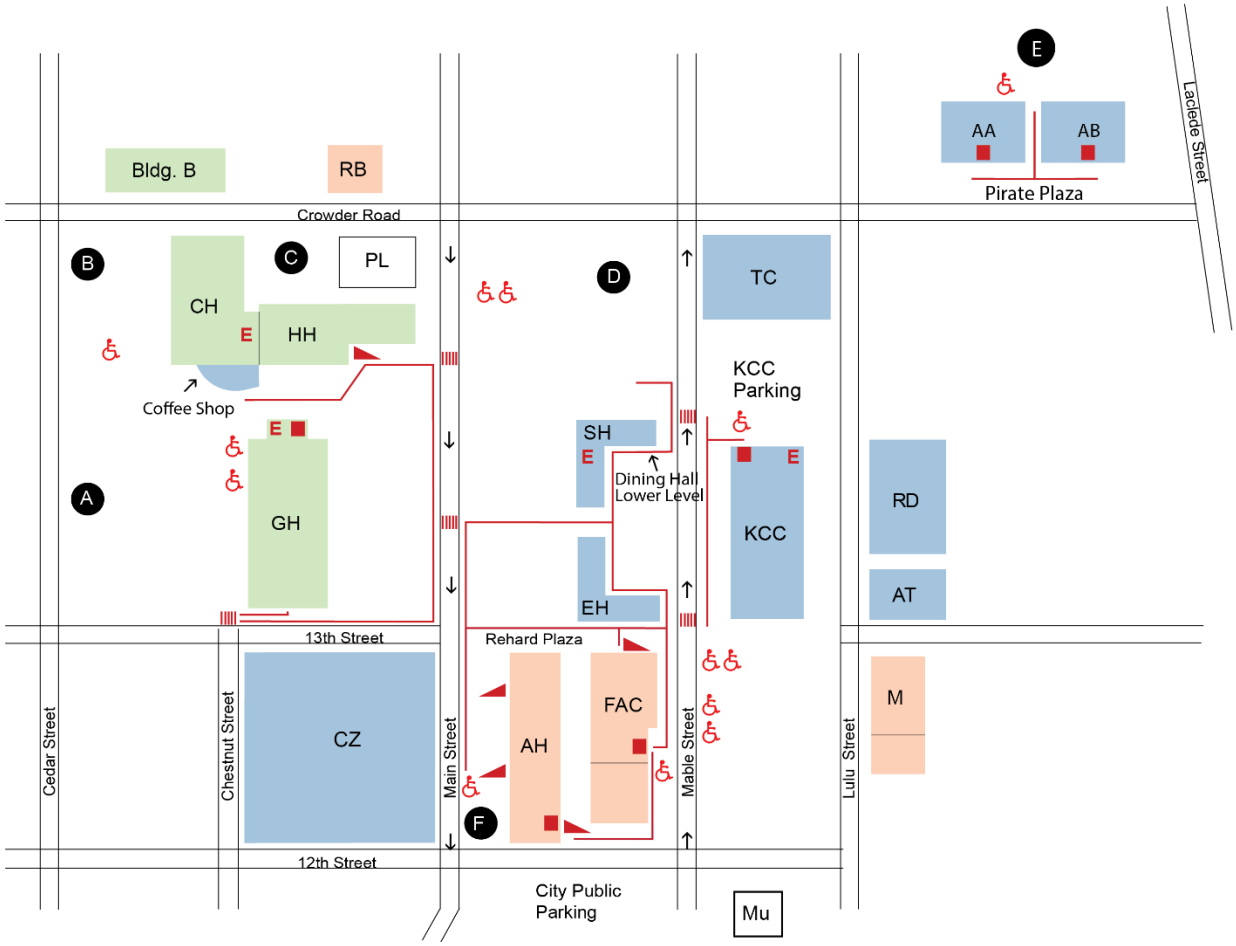
Main Campus Map

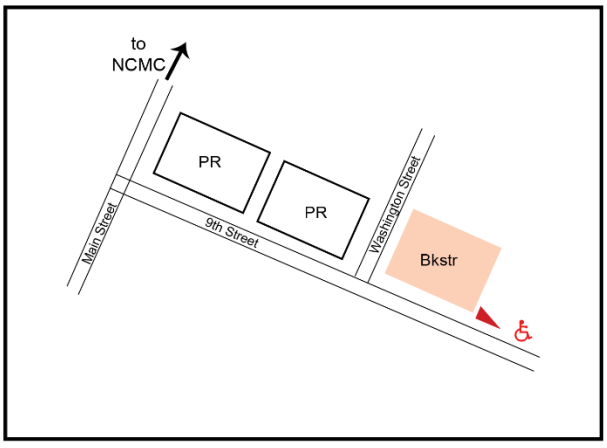
Main Campus Map

NorthCentral MISSOURI COLLEGE

N W E S

1301 Main St. ■ Trenton, MO 64683 ■ (660) 359-3948





Map Legend

Classrooms & Labs

- CH — Cross Hall & Coffee Shop
- Bld. B — Building B
- GH — Geyer Hall
- HH — Hoffman Hall

Administration Buildings

- AH — Alexander Hall
- BH — Barnes Hall
- Bkstr — NCMC Bookstore
- FH — Freeman Hall
- FAC — Frey Administrative Center & Dorris Rider Art Gallery
- M — Maintenance
- RB — Ritze Building

Future Development

- CZ — Construction Zone/ Nuttall Student Center (2025)

Housing, Dining & Recreation

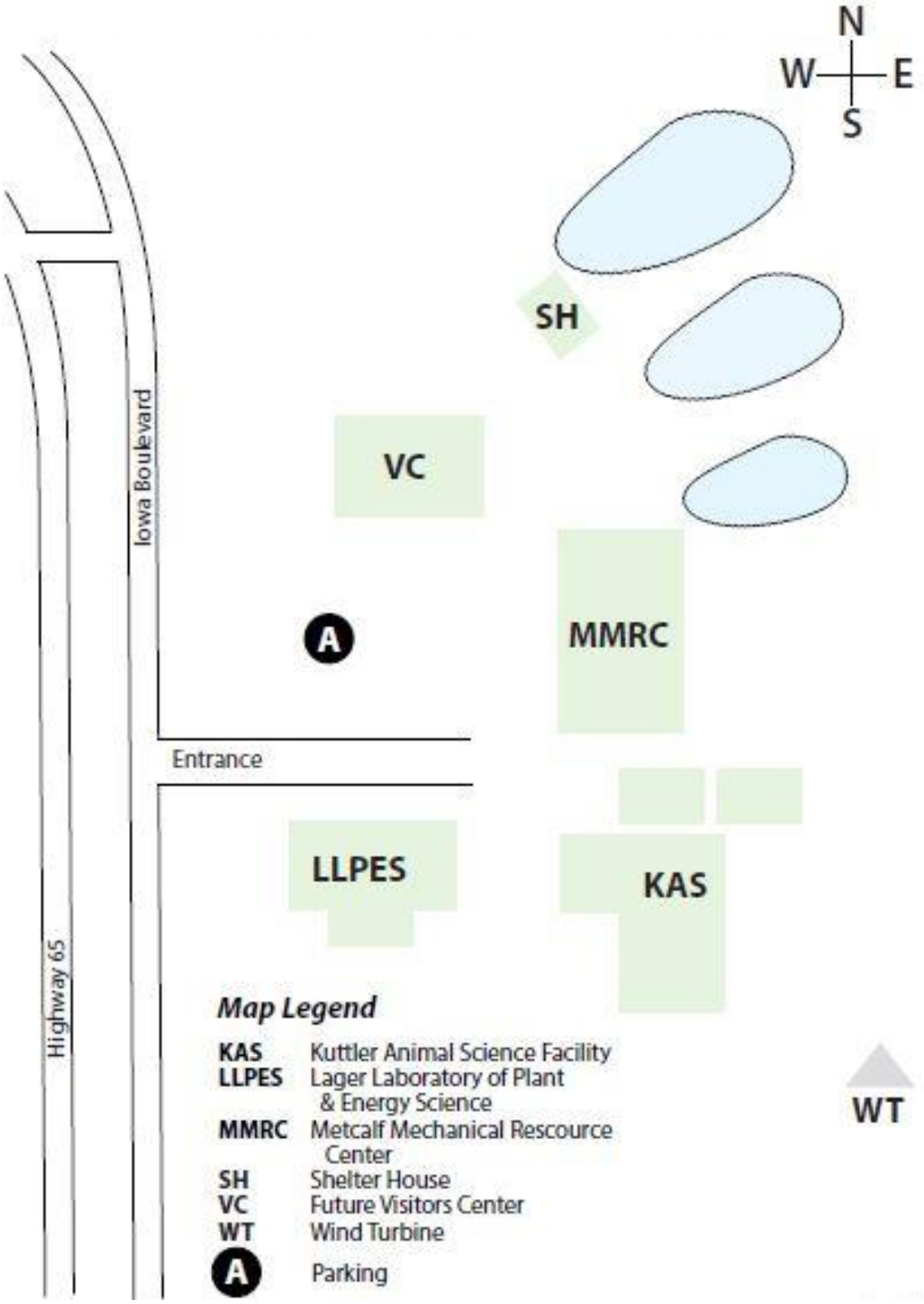
- EH — Ellsworth Residence Hall (Men)
- SH — Selby Residence Hall (Women) & Dining Hall on Lower Level
- AA — Pirate Plaza Anchor A
- AB — Pirate Plaza Anchor B
- CH — Cross Hall Coffee Shop
- AT — Athletics Training
- RD — Russ Derry Practice Facility
- KCC — Ketcham Community Center
- TC — Sugg Tennis Courts

Non-NCMC Buildings

- Mu — Grundy County Museum
- PL — Grundy County Public Library & Hoover Theatre
- PR — Private Residence/Business
- ↑↓ — One-Way Streets
- A – F — College Parking
- Accessible Parking
- E — Elevator
- Power Doors
- Cross Walk
- Ramp

March 2024

Barton Farm Campus Map



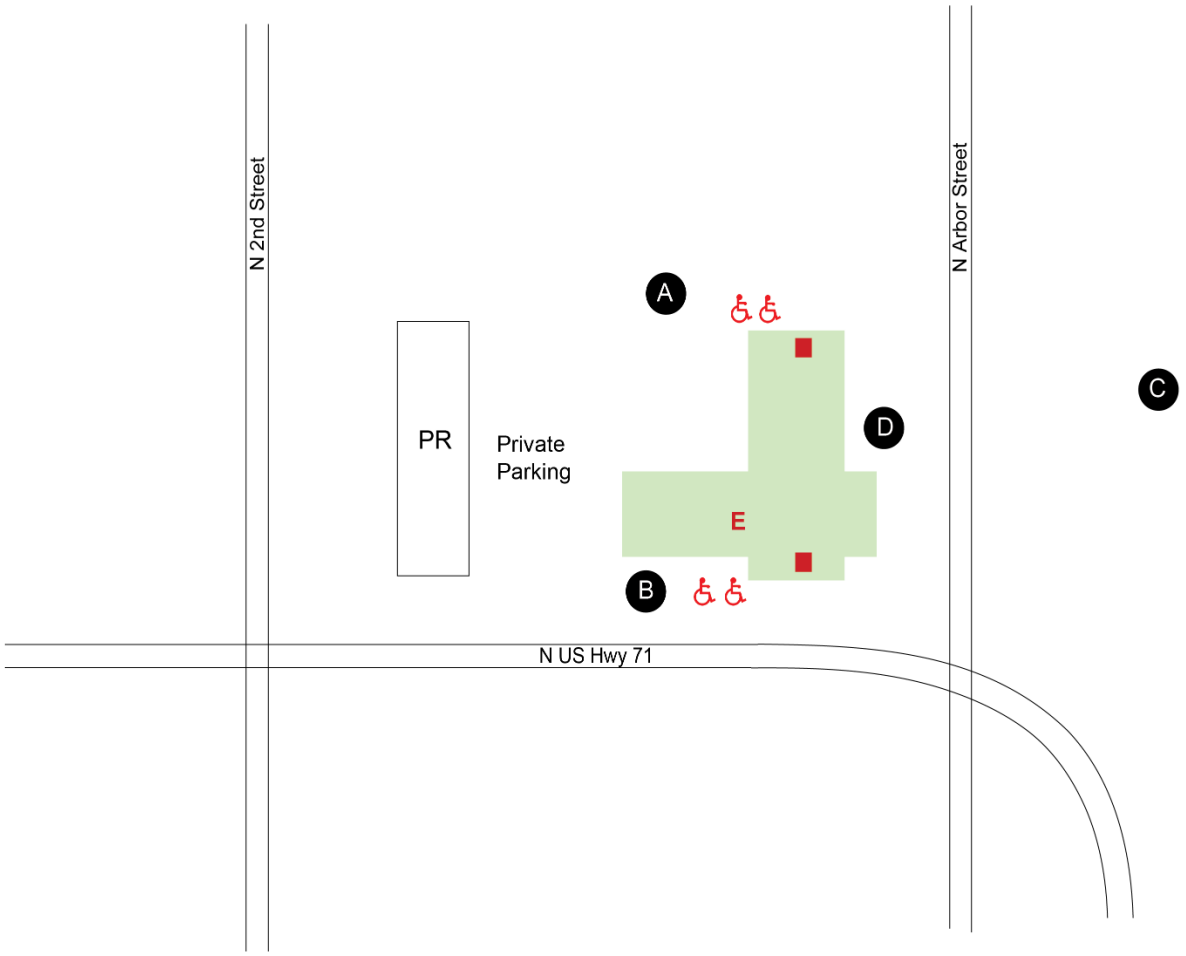
Savannah Campus Map

NorthCentral MISSOURI COLLEGE

N
W E
S

601 N Hwy 71 ■ Savannah, MO 64485 ■ (816) 324-8037

Savannah Campus Map



Map Legend

Savannah Campus

A – C College Parking

D Staff Parking Only

Accessible Parking

E Elevator

Power Doors

PR Private Residence/Business

April 2024

A Letter of Welcome

Welcome to North Central Missouri College, perhaps better locally known by its acronym “NCMC”. The outstanding reputation we have developed over the years remains centered on providing excellence in academics, student services, and workforce development for our 16-county region. Whether through an associate of arts degree, career technical education program degree or certificate programs, NCMC offers an exceptional educational experience.

NCMC is one of the best values anywhere for a college education. Our tuition remains the lowest of the Missouri Community Colleges. One of the benefits a student has at NCMC is the uncommon personal attention we provide to students.
As a relatively small college with a large predominantly rural service region, many of our students either come from smaller high schools or when from urban areas, they are students who wish to experience a more low-key, less hassle, and peaceful college location. NCMC is a comfortable place to attend college. Our faculty and staff are attuned to your needs. Students are #1 at NCMC and always will be.

North Central Missouri College faculty are exceptionally focused on teaching and personal attention to learning. Small class sizes and multiple options in scheduling serve a variety of needs, ranging from dual credit courses to traditional classroom and on-line offerings, traditional students to adult learners, and beyond to senior members of the community and region. From the renovated Geyer Hall, to Cross Hall, and the Barton Farm Campus, classrooms and laboratories are modern, equipped with the latest technology, and are aesthetically pleasant and vibrant learning environments.

In addition to value, academic excellence, and strong student services, NCMC has an exemplary reputation for community outreach, partnerships, workforce and economic development, as well as adherence to a mission of serving our multiple constituencies. NCMC remains a hub of activity in our 17-county region.

Numerous partnerships with business and industry provide applied and expanded learning opportunities, geared toward career entry and advancement. NCMC also offers customized training programs aligned with career development and workplace transitions as opportunities for developing expertise as technology changes. The increasingly diverse population of learners in the region has created a need for expansion, both geographically and through course delivery methods. The variety of courses and programs delivered online have expanded considerably. In addition to the main campus, NCMC offers classes at the Barton Farm Campus in Trenton, and, Savannah.

Whether you live up the street or half-way around the world, come and visit us. NCMC is a wonderful place. We hope you will decide to join us!

Dr. Lenny Klaver
President, North Central Missouri College

NCMC Has Many Advantages

As the only community college located in north central Missouri, North Central Missouri College offers convenient access to career training and academic transfer programs. Some advantages offered by NCMC are:

- Excellent faculty–classes are taught by professionals with master's and doctoral degrees, not by graduate teaching assistants as with many universities.
- Small classes–average size is 19 students.
- Low cost tuition–the average student saves $20,000 by choosing a community college to begin their education.
- A variety of educational programs–nearly 30 options.
- Financial assistance–an array of financial aid programs, scholarships, grants and work-study options.
- Professional support staff–here to help you with academic advising, career counseling, tutoring and course assistance, testing, and exciting student activities.
- A growing campus–residence halls, community center, health and life sciences building, science/technology building, farm campus, beautiful central green, student center, state-of-the-art nursing labs, success center, art gallery, and computer labs.
- Missouri A+ Schools Program–all NCMC programs qualify for A+ funding.

Statement of Mission and Vision

Mission

North Central Missouri College (NCMC) provides accessible, affordable, and quality educational programs, with emphases on excellence in teaching, learning, workforce development, and service.

Vision

North Central Missouri College aspires to become an exemplary comprehensive community college serving rural and small communities in its service region and beyond.

Statement of Ethics

As representatives of North Central Missouri College, we share the responsibility to conduct ourselves with integrity and to act in a fair, consistent, and equitable manner. We value the potential of individuals, care about their success and recognize the need for openness and reliability in what we say and do. We are committed to addressing issues in a forthright and professional manner and to separating people from issues as we engage people in problem solving without prejudice. As representatives of North Central Missouri College, we are committed to personal and academic excellence in all that we do and adhere to the principles of ethical behavior established in this statement. The conduct of each member of North Central Missouri College is expected to be consistent and comply with the principles contained in this statement and with the Board of Trustees Manual. We expect each employee to model responsibility and integrity within the college community and will never tolerate demeaning or endangering behaviors. All members of North Central Missouri College are expected to engage in the following:

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

Non-Discrimination

North Central Missouri College does not discriminate in its programs, activities and facilities on the basis of race, color, national origin, ethnic characteristics, sex, disability, actual or perceived religion, age, genetic information, veteran status, marital status, shared ancestry, gender identity, gender expression, or sexual orientation, as those terms are defined under applicable law, as it administers its admissions policies, educational policies, financial aid, athletic programs, student treatment and services, housing, and other institutionally administered programs or activities and employment. The College also provides equal access to the Boy Scouts and other designated youth groups. North Central Missouri College prohibits sexual harassment, including sexual violence. Sources: Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; the Age Discrimination Act; Missouri Statutes; and other applicable statutes and College policies. Title IX prohibits a recipient from discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, activities, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, use of buildings, and employment. Questions regarding this policy statement or compliance with its provisions may be directed to Dr. Lenny Klaver,

President, Frey Administrative Center, 1213 Mabel Street, Trenton MO 64683, (660) 357-6200, lklaver@mail.ncmissouri.edu; or Dr. Kristen Alley, Dean of Student Affairs, Alexander Hall Office 12, 1204 Main Street, Trenton MO 64683, (660) 357-6400, kalley@mail.ncmissouri.edu. Questions may also be directed to government agencies having oversight and enforcement authority with respect to the referenced laws. For further information on notice of nondiscrimination, the address and phone number of the U.S. Department of Education office that serves your area, call 1-800-421-3481 or visit www2.ed.gov.
Click here for information on How to Report an Incident.
NCMC's full Notice of Non-Discrimination can be found at Notice of Non-Discrimination.

NCMC History

North Central Missouri College is located in a community that has long valued the benefits of higher education. College opportunities have been a tradition in Grundy County for more than 130 years.
Grand River College, organized in 1850, was the first school west of the Mississippi to open its doors to women. The second institution, Trenton College, opened in 1867 followed by Avalon College, which came to Trenton in 1890. Ruskin College, organized by Walter Vrooman (from England), became the center of a socialistic educational experiment. These early institutions are now defunct.
North Central Missouri College, formerly Trenton Junior College, was founded in 1925 and is the second oldest publicly supported community college in Missouri. In the beginning, it was located on the top floor of Trenton High School in a building located on East Ninth Street in Trenton. The College shared facilities, administration and staff with the high school until the facility became overcrowded. In 1967, the College moved to its present location in the former Central School Building on Main Street. 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.

Accreditation & Memberships

North Central Missouri College is accredited as an institution of higher education by the Missouri Department of Higher Education and The Higher Learning Commission, The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602-2504, (314)-263-2504, Higher Learning Commission
Specific programs within the College carry accreditation and/or approval from:

- Missouri Association of College Teachers of Education
- Missouri Bureau of Emergency Medical Services
- Missouri State Board of Nursing
- Accreditation Council for Occupational Therapy Education (ACOTE)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- National Alliance of Concurrent Enrollment Partnerships (NACEP)
- Commission for Nursing Education Accreditation (CNEA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Accreditation Review Council on Education in Surgical Technology and Surgical Assistant (ARC/STA)

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

The Campus

NCMC is located in the heart of the Midwest, in downtown Trenton, Missouri. Campus facilities have more than doubled in recent years. The Barton Farm Campus, a second campus near Trenton, includes three classroom buildings and grounds for development. A third campus, consisting of two connected buildings, opened in Savannah, Missouri in 2023.

Willis Alexander Hall (AH), formerly the Willis Alexander Student Center, is a one-stop center for most student-related services. The upper level contains the Students Affairs Division including offices for the Vice President of Student Affairs, Admissions, Advising, Testing, Financial Aid and Registrar.

The lower level contains offices for NCMC Student Housing. It also has a large conference room and smaller meeting rooms.

Anchor A & Anchor B (AA & AB)

Anchors A and B, referred together as Pirate Plaza, are student apartments built in 2021. Each apartment has separate bedrooms for each student, suite-style bathrooms, and a common kitchen and furnished living room.

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

Dr. Albert & Vera Cross Hall (CH) is located on the northwest corner of the campus. It is home to the Nursing and Health Sciences Department and includes both classrooms and faculty offices. The Senator Christopher S. Bond Sciences Lab, a state-of-the-art simulation lab, provides students hands-on clinical experiences with high-tech mannequins simulating conditions students will experience in a "real world" health science setting. Cross Hall Coffee Shop, a common hang-out location for students, is also open to the entire campus and local community.

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

Building B is home to the College's art department. The land was given to the College by Marilyn Witten Whisler and Katherine Witten Parker in memory of their mother, Mary Louise Witten.

Ellsworth Hall (EH), a residence hall for men, is named in honor of Dr. and Mrs. Willard Ellsworth. Each room has its own heating/air conditioning unit, a sink, cable TV, Wi-Fi and standard internet. Ellsworth Hall also includes a large lounge area for students, a laundry area, computer lab, mailboxes and easy access to parking.

The Everett & Hazel Frey Administrative Center (FAC) includes offices for the College President, Development/Foundation and Marketing, Public Relations, the College Business Office, Human Resources and Information Technology, as well as the Dorris Rider Art Gallery.

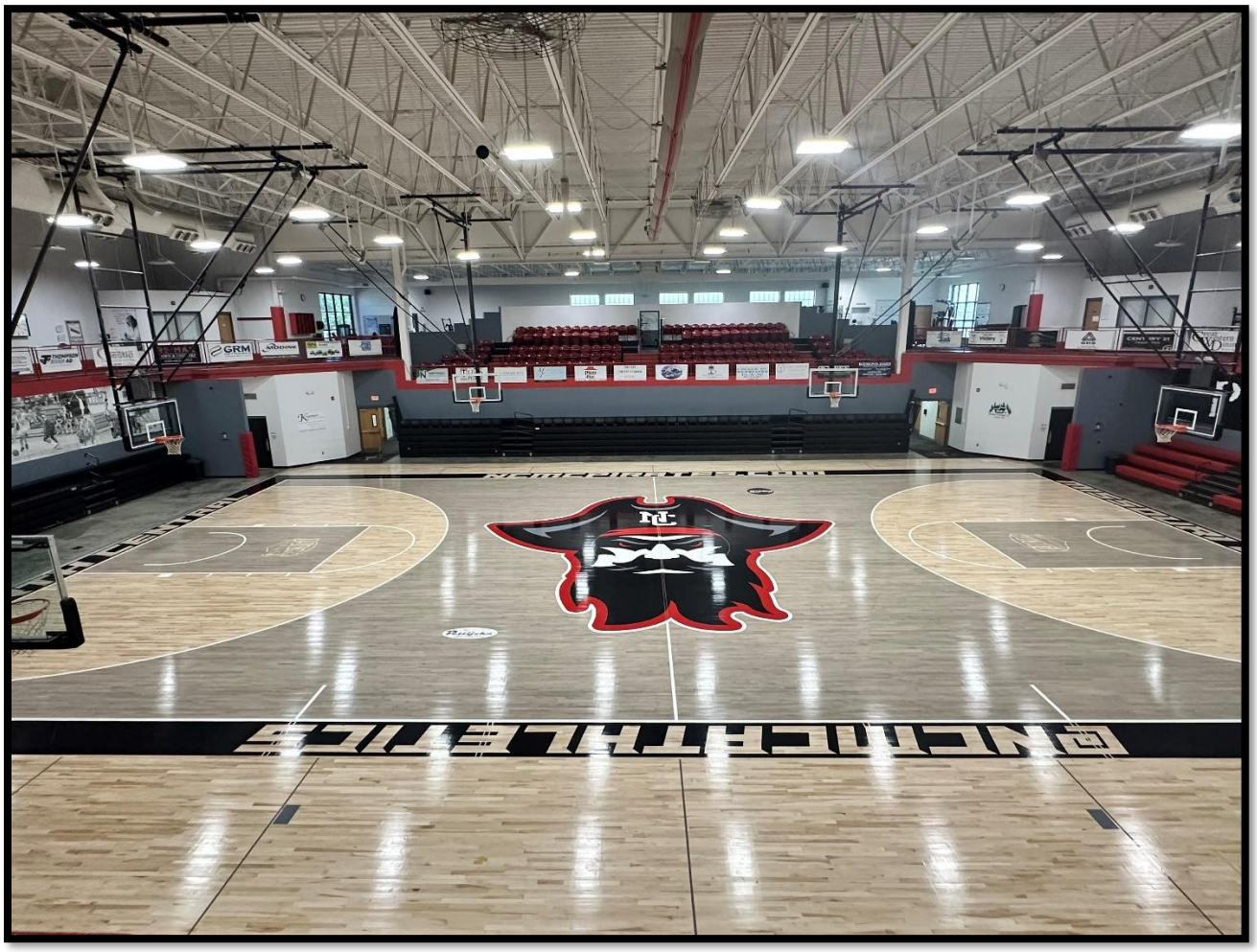
E.D. Geyer Hall (GH) is the anchor building on the downtown campus and received a comprehensive renovation in 2016. Geyer Hall houses administrative and faculty offices, as well as classrooms, the college library, and Counseling Services & Accessibility Services. The O.G. Sanford Clock Tower located above the front entrance and named in honor of the College's first president, as well as the ship's anchor located outside Geyer Hall are campus landmarks. An elevator is located at the north entrance of the building. The Bert and Rose Hoover Memorial Quadrangle is a beautifully landscaped central green with sitting walls and walkways making Geyer Hall a natural stage for various college and community events. Outdoor arts programs, student activities and special events are often held on the quadrangle. The red stone circle in the center is named Henderson Circle in honor of Leonard "Butch" Henderson.

Hoffman Hall (HH), named in honor of Alice May Hoffman and Jeanette Hoffman Robison, houses classrooms, computer and science labs, faculty offices, and access to Cross Hall.

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

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

Maintenance Building houses the NCMC Physical Plant Office and workshop areas. This building is also the site for all general deliveries for the College.
The Layson Building houses the Workforce Investment Board (WIB) and Adult Education & Literacy (AEL) administrative offices and is located south of campus in the downtown district.
The Thomas & Edna Rehard Plaza, located between Ellsworth Hall and Alexander Hall, is highlighted by a brick-red concrete walkway. The local Shakespearean Circle has developed a Shakespeare garden and each spring it features flowers and plants featured in Shakespearean literature. A metal arbor was erected in honor of Virginia Holmes and Maurine Embry and adds beauty to the scenic green space. In front of the Plaza sits a large, engraved rock marking a time capsule from 2000.
The Dr. T. E. Ritze Building, located on Crowder Road and directly north of Hoffman and Cross Halls, houses the Office of Corporate and Business Relations.
Selby Hall, a residence hall for women, is named in honor of Dr. James and Betty Selby. Selby Hall has a comfortable lobby/TV room, large study lounge and a computer room for student use. A full- service dining hall is located on the lower level and provides food service for all college students, as well as staff and the public.



University Transfer Programs

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

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

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

Career & Technical Programs

Getting started in today's job market can be tough. Let NCMC give you a competitive edge. The career programs are designed to help you build the right skills needed to start work quickly. We'll help you get on-the-job experience, which is just what employers want.

Agriculture & Natural Resources
- *Agricultural Business*
- *Agriculture Operations Technology*
- *Crop Production*
- *Equine Management*
- *Livestock Management*

Applied Technology (in cooperation with area career and technical schools)
Behavioral Health Support
Business
- *Accounting*
- *Business Management*
- *Digital Media & Marketing*
- *Entrepreneurship*
- *Financial Management*
- *Sport Management*

Computer Science & Information Systems
- *Cybersecurity*
- *Networking*

Criminal Justice
- *Corrections*
- *Law Enforcement*

Diagnostic Medical Sonography
Early Childhood Development
Fire Science
Industrial Technology
- *Commercial Power Equipment Skills*
- *Industrial Maintenance Skills*
- *Robotics Skills*
- *Robotics and Maintenance*

Medical Assistant
- *Medical Coding and Billing*

Medical Laboratory Technician
Occupational Therapy Assistant
Nursing
- *Practical Nursing*
- *Registered Nursing*

Pharmacy Technician
Radiology Technology
Surgical Technology
Therapeutic Massage
NCMC partners with area institutions to provide the following programs:
- *Dental Hygiene*
- *EMT-Paramedic*
- *Physical Therapy Assistant*

Admission

Getting Started

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

The Student Affairs Division, located in Alexander Hall, is here to offer information and assist as you complete your degree, certificate, and/or seek further personal and professional development. Admissions, Advising, Financial Aid, Registrar, Career Services and a host of other student services are all located in Alexander Hall. Just stop by the front desk to schedule an appointment or pick-up current information.

The Student Planner, College Catalog, student email, text messages, and announcements posted to the student portal provide you with current information about upcoming activities, events, and financial and registration deadlines.

Admission

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

Some programs, such as nursing, have specific program entrance requirements that must be met before admission into the program will be granted. Admission to the College does not ensure admission to a specific program or course. North Central Missouri College refrains from aggressively marketing to students or using inducements to encourage students to enroll.

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

How to Apply for Admission

The Admissions Office welcomes prospective students, parents, other family members and friends to visit our campus. To schedule an individual or group tour, contact the Admissions Office by calling 660-357-6410, or by going to visit.ncmissouri.edu.

First-time Freshman - First-time college students must complete and submit a North Central Missouri College application for admission online or by paper form. Students must also submit a transcript from an accredited or state-recognized high school, GED certificate, or certificate of completion and transcript from a homeschool program. In addition, students must submit transcripts from all prior institutions including where dual credit or dual enrollment credit may have been earned. A $20 application fee is required.

High school transcripts may be mailed or sent electronically from the registrar or high school counselor's office directly to the NCMC Admissions Office via electronic transcript service. The high school transcript must contain a signature. To verify A+ Scholarship eligibility, the transcript must include the A+ stamp. * All transcripts from higher education institutions must be mailed or submitted through an official electronic service (no emailed copies will be accepted from higher education institutions). Faxed copies will NOT be accepted from either high schools or higher education institutions.

North Central Missouri College is an adult environment. We treat all students, regardless of age, as independent, mature individuals who can associate and study with people from all ages and backgrounds. Course content will not be altered due to a student's age and all students are expected to take primary responsibility for their own safety and conduct. Individuals under the age of 16 by the time classes begin are asked to meet with the Vice President of Student Affairs to assure appropriate support is provided. Students under 18 years of age at the time classes begin, who submit a housing agreement, must meet with the Vice President of Student Affairs prior to placement in college housing. Parent(s) or legal guardian must be in attendance unless the student is an emancipated minor.

Transfer Student - Transfer students are those who have earned college credit, following high school graduation. Students must complete and submit a North Central Missouri College application for admission online or by paper form. Students must also submit an official transcript from their high school and all prior institutions; however, if an associate's or bachelor's degree has been earned, the high school transcript requirement is waived. A $20 application fee is required.

Returning Student - Returning students are those who have previously attended North Central Missouri College (not including dual credit). If the student has attended other institutions, official transcripts from each institution will be required. If it has been LESS THAN three years since attending NCMC (with no NCMC degree/certificate earned), a student must submit a Returning Student Entry Form, found in myCOMPASS and provide any updated college transcripts prior to re-enrollment. If it has been THREE YEARS OR MORE since attending NCMC or the student graduated with an NCMC degree or certificate, a Re-Admittance Application will be required, in addition to any updated college transcripts. No application fee is required.

Former/Current NCMC Dual Credit Student - Former NCMC dual credit students may complete the Previous NCMC Dual Credit Student Application to avoid paying the admission fee. A final, official high school transcript must be submitted. * No application fee is required. If college credit has been earned at other institutions, students must submit an official transcript from each institution.
High school transcripts may be mailed directly from the high school to the NCMC Admissions Office or sent electronically via an electronic transcript service. The high school transcript must contain a signature. To verify A+ Scholarship eligibility, the transcript must include the A+ stamp. *All transcripts from higher education institutions must be mailed or submitted through an official electronic service (no emailed copies will be accepted from higher education institutions). Faxed copies will NOT be accepted from either high schools or higher education institutions.
**2019 graduates not meeting the EOC A+ requirements, but all other high school requirements, must have a letter accompany their transcript verifying temporary A+ qualification.*

Visiting Student - A visiting student is one who is also attending another accredited college or university. Visiting students must complete the Admissions Application and submit a $20 application fee. Visiting students must also provide an official transcript from their current institution. *High school transcripts are not required. **Transcripts will be evaluated for prerequisite purposes only.
The visiting student is responsible for making certain that a course taken at NCMC is not a repeat of a course previously completed at another institution, with a grade of A or B. If required to meet a prerequisite, official placement scores (i.e. ACT, Accuplacer) from within the past three years will also be required. If a visiting student becomes a degree-seeking student with NCMC in the future, they will be required to follow the transfer student guidelines.
**If courses needed to meet a prerequisite requirement were taken at an institution other than the current institution, the student will also need to provide an official transcript from that institution*.
***Financial Aid/A+ scholarship students: Please follow the transfer student guidelines. Please note: Non-degree-seeking students are ineligible to receive the A+ Scholarship, Title IV Federal Aid, Missouri State Aid, and may be ineligible for other types of financial aid.*

International Student - An international student is one who is lawfully present, but not a United States citizen or permanent resident. An international student must submit both an application for admission and a copy of their passport. The student must also provide high school and college transcripts, in or translated to English. An official evaluation of college transcripts, including course descriptions, from a U.S. accredited, foreign transcript evaluation service must be submitted by the student before credit will be considered for transfer to NCMC. One such service is World Education Services (WES). If the student's official national language is not English, they will also need to provide a TOEFL or Duolingo score. A letter of financial support and a bank statement will also be necessary prior to an I-20 being issued. No application fee is required.

Continuing Education Student - A continuing education student is one who is taking classes for personal and/or professional development. These students are non-degree seeking and are not eligible for financial aid. If required to meet a prerequisite, official placement scores (i.e. ACT, Accuplacer) within the past three years, as well as official transcripts will be required. Continuing education students must complete the NCMC Admissions Application. A $20 application fee is required. Please note: Non-degree-seeking students are ineligible to receive the A+ Scholarship, Title IV Federal Aid, Missouri State Aid, and may be ineligible for other types of financial aid.

Transcript policy - High school transcripts may be mailed from the registrar or high school counselor's office directly to the NCMC admissions office or sent electronically via an electronic transcript service. The high school transcript must contain a signature to be considered official. To verify A+ Scholarship eligibility, the transcript must also include the A+ stamp.
North Central Missouri College accepts high school transcripts from schools that are accredited by recognized accrediting agencies. The Department of Elementary and Secondary Education only accredits public high schools in the state of Missouri. AdvanceEd is the recognized accrediting agency for private schools.
All transcripts from higher education institutions must be mailed or submitted through an official electronic service (no emailed copies will be accepted from higher education institutions). An exception will be made to this policy for students who are currently enrolled at another institution, including dual credit enrollment. Students may provide an unofficial transcript to admissions that will be used for provisional acceptance consideration. An official transcript must be sent following completion of the college coursework for complete acceptance consideration.
Faxed copies will NOT be accepted from either high schools or higher education institutions. If hand-delivered, ALL transcripts must remain in their original sealed envelope from the sending institution (a broken seal will cause the transcript to be considered unofficial).

Suspended Student - Students who have been suspended from another college must submit an appeal to the Vice President of Student Affairs for consideration before enrollment.

Dual credit - If your school uses a scale other than 4.0, NCMC will use the following formula for calculating entrance requirements: Divide the GPA by 2.75. Example: 9.2 (on an 11.0 scale) divided by 2.75 = 3.34 (converted to a 4.0 scale). *High school students must also meet the same requirements for admission to individual courses (e.g., English or mathematics) as those required of all students (e.g., ACT, ASSET, COMPASS, PLAN, or other placement test scores). Specific placement tests may not be required for admission to some college courses. (Eligibility requirements listed under "Dual Enrollment" also apply.)

Dual enrollment - Students who have not earned a high school/home school diploma or high school equivalency must apply under a non-degree seeking status and will not be eligible for financial aid.
Eligibility requirements include:
Students in the 11th and 12th grades: Must obtain an overall minimum grade point average of 3.0 (on a 4.0 scale) to be automatically eligible for dual credit courses. If the overall grade point average is between 2.5–2.99 (on a 4.0 scale), a signed letter of recommendation from their principal or guidance counselor and written permission from a parent or legal guardian must be provided.
Students in the 10th grade: Must obtain an overall minimum grade point average of 3.0 (on a 4.0 scale) and provide a signed letter of recommendation from their principal and guidance counselor and written permission from a parent or legal guardian.
Students in the 9th grade and those under 14 years of age: Must obtain an overall minimum grade point average of **3.0 (on a 4.0 scale)**, score at the 90th percentile or above on the ACT or SAT, and provide a signed letter of recommendation from their principal and guidance counselor and written permission from a parent or legal guardian. Students under 14 of age must also meet with the Vice President of Academic Affairs or the Vice President of Student Affairs prior to acceptance (approval will be required prior to acceptance to the institution). In addition, the student will be required to meet with an academic advisor each enrolled semester until the age of 18.
Please note that all students must abide by college rules, regulations and deadlines, including add/drop and withdrawal deadlines. Also, courses may be conducted with adult content and it is the responsibility of the student and parent to determine if the course is appropriate for the student prior to enrollment in the course. Course content will not be adjusted for underage students.
*Other evidence of equivalent academic preparation may be accepted at the discretion of the Vice President of Academic Affairs.

International Student Admissions

International students who wish to enroll must submit the following:
1. Completed NCMC International Student Application.
2. Official transcripts of all high school (or equivalent), college and/or university studies. Transcripts must be translated in English. An official evaluation of college transcripts, including course descriptions, from a U.S. accredited, foreign transcript evaluation service must be submitted by the student before credit will be considered for transfer to NCMC. One such service is World Education Services (WES). Information, including costs for this service, is available from the NCMC Admissions Office.
3. Test of English as a Foreign Language (TOEFL) scores for students whose native language is other than English. A minimum score of 500 (paper version), 173 (computer-based test) or 61 (Internet based) is required. Limited entrance into coursework for those students not meeting the minimum required TOEFL may be granted if the student is enrolled in an ESL program. NCMC will also accept Duolingo scores. A minimum score of 90 will be required on the Duolingo English Test.
4. Students will be required to take the Accuplacer test and any other NCMC placement tests as needed.
5. Proof of financial support, for one year, in the form of an authorized bank statement that is no older than three months. U.S. Federal Regulations requires students to prove the financial ability to cover the cost of a full year of education and living expenses in the U.S. *Financial support includes documentation proving sufficient resources, in the form of US dollars, are available for the following: · Cost of transportation to and from North Central Missouri College · All expenses for one full year of study · Return transportation to the home country · Financial support for any dependents that may accompany them, if applicable · Expectation of financial support for the remaining years of their program. This may be demonstrated through a notarized Affidavit of Support and appropriate notarized bank statements.
6. Copy of valid passport.
7. Health Insurance – All international students must purchase the NCMC international student health insurance covering the entire period the student is enrolled at NCMC. Insurance must be in force during the entire period that the student is enrolled.
8. F-1 students may work less than 20 hours per week on campus after the first year of attendance. International students may not work off campus unless approved by the US Federal Government. Unauthorized off campus work can jeopardize a student's ability to remain in the US on an F-1 visa. Permission to work on campus will not be granted during the first academic year. On-campus employment opportunities for F-1 students are extremely limited. International students should not plan on employment in the U.S. to meet the first-year financial obligation.
9. International students must live on campus in campus housing for at least the first year of study. Off-campus living will be considered on a case-by-case basis after the first year of on-campus living. All international athletes must live on campus in campus housing during their time at NCMC.

Service Member Appeals

If a student receives orders to perform a period of service and cannot attend school, the student has the following options:

1. Withdraw from coursework. In this case, NCMC will refund all tuition and fees paid for the term and prorate any housing fees accordingly:
    a. Tuition/fees paid by student will be refunded to the student
    b. Tuition/fees paid by VA will be refunded to the VA

c. Tuition and fees paid by a third entity will be refunded in whatever way the institution and third party deem appropriate.

2. Request an incomplete. In this case, NCMC will readmit the student at the same academic status they had at the time of their last attendance. The student must not have received a dishonorable or bad conduct discharge, general court-martial, or federal or state prison sentence to be eligible for readmission as a service member.
3. If 80% of the coursework is completed with at least a C grade average, the student may make a request for early completion of the course. With the approval of the instructor and student, a plan would be constructed so that the coursework is completed and a grade received by the student prior to the date to report for service.

Definitions:

A "period of service" for the purpose of this guideline, includes:

- Active duty
- Inactive duty training
- State service

"Service members" include members of the U.S. Armed Forces, including reserve components

The student must notify the Vice President of Student Affairs of the student's military service as far in advance as is reasonable under the circumstances. The student may, alternatively, submit an attestation of military service at the time of readmission. No notice is required if precluded by military necessity.

The student must also notify the Vice President of Student Affairs of their intent to return to NCMC within three years after the completion of the period of service and provide appropriate documentation. If a student is injured due to service, the student will be given a two-year extension from the end of the recovery period to provide notification.

Documentation of service should establish eligibility and may include:

- DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service
- Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation

At the time of readmission, the student will be admitted at the same academic status into the next program class, unless a later date is requested. NCMC reserves the right to readmit at a later date to extenuating circumstances. If the program is no longer offered, admittance will be offered into a similar program.

If NCMC determines that the student is not prepared to resume the program, NCMC will make reasonable efforts to assist the student to become prepared. However, NCMC will not readmit a student if it is determined that there are no reasonable efforts available to prepare the student to resume the program at the same point or enable them to complete, or that the student is not prepared after reasonable efforts are made.

For the first academic year, a student readmitted to the same program will be charged tuition and fee charges they would have been assessed for the academic year during which they left the school. However, if veteran education benefits or other service member education benefits will pay the higher tuition and fee charges for the year, the school may assess those charges to the student as well.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted. Please see the military/veteran advisor for possible exclusions.

Classification of Students

NCMC students are classified in a variety of ways for reporting purposes. These classifications are not mutually exclusive and may change as a student's goals change.

Freshman: Completed less than 30 semester credit hours.

Sophomore: Completed 30 or more 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: Student taking a class without the benefit of a grade or credit, usually for self-enrichment and academic exploration. Attendance requirements and mandated exam standards do not apply. Intention to audit must be declared prior to the end of the published Add/Drop period for the term and is contingent on space availability and instructor permission.

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

Transfer Student: Students who have previously attended other colleges or universities after high school

Visiting Student: A student enrolled at another college/university taking limited coursework from NCMC, usually for a summer term or one semester only with

intentions of returning to the home college

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

Continuing Education Student: Students who are taking courses, usually for personal interest, enrichment, and/or professional development. Students are not taking the class as part of a degree or certificate requirement.

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

Residency

Classification as a resident, for tuition purposes, is determined by Missouri law. The initial classification is made at the time of admission or first-time enrollment. **Students are classified according to the location of their true, fixed and permanent home and place of habitation, or the domicile where they intend to remain and to which they expect to return.** It is the duty and responsibility of each student seeking admission to the College to apply and register under the proper residence and to pay the proper amount of fees. It is the further duty of each student, if there is any possibility that the nonresident rate of the tuition is applicable, or that the student is subject to restrictive admission or other nonresident regulations of the College under these rules to raise the question with the Office of Admissions prior to registration.

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

"Missouri Resident" students are those whose permanent home is not within the boundaries of the NCMC District, but is within the State of Missouri.

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

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

See the Registrar's Office for complete details on residency qualifications.

Public Law 114-315, as amended 38 U.S.C. 3679(c), targets educational assistance through insuring in-state tuition rates to uniformed services veterans and qualified dependents.

Public Law 115-251, as amended 38 U.S.C. 3679(c), pertains to individuals using educational assistance under chapter 31, Vocational Rehabilitation and Employment (effective March 1, 2019).

Public Law 116-315, as amended 38 U.S.C. 3679(c). Section 1005 of the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 removes the requirement for covered individuals to enroll in a course at a public institution of higher learning within three years of being discharged to receive in-state tuition. (Effective August 1, 2021)

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A participant using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program), chapter 31 (Vocational Rehabilitation and Employment), or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under chapter 30, chapter 31, or chapter 33, of title 38, United States Code.

Public Law 117-68, as amended 38 U.S.C. 3679(c)(2)(A), adds Chapter 35 recipients to the definitions of covered individuals to be charged in-state tuition (effective August 1, 2022).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

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

Advising

Orientation, Advising & Registration (OAR)

Once accepted to North Central Missouri College, the next step is to make a reservation to attend an Orientation, Advising, and Registration (OAR) session. Advisors will assist students with class choices, registration and give instruction on the use of services at NCMC. OAR is offered in-person on the Trenton and Savannah campuses, as well as in an online format through Brightspace.

Advising Services

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

Career planning: Academic advisors provide individual career exploration opportunities. A variety of tools are available to help students evaluate interests, values and abilities.

Academic advising: NCMC requires all degree-seeking students to meet with an academic advisor prior to their first semester of college. With the help of an advisor, students can clarify educational goals and plan an appropriate program of study to meet their career objectives. Academic advising helps students understand the full range of programs and services offered by NCMC. Some anticipated majors, such as engineering, art and music, should be thoroughly discussed with an advisor to gain understanding of the unique conditions regarding these programs at four-year schools.

NCMC cooperates on a one-to-one basis with other institutions to ease the transition for students. Articulation agreements and partner schools are listed by institution on the NCMC website.

Personal counseling: NCMC works with a local agency to provide counseling services to students. Students experiencing a situational problem, immediate crisis or have a longstanding mental health concern are encouraged to contact the Vice President of Student Affairs or a staff member for assistance and referral.

Counseling referrals are confidential with the following exceptions:

- when self or other harm is possible
- when a student has given written permission
- when child or vulnerable adult abuse is indicated
- when specifically ordered by a court of law

Testing

Placement testing: All students seeking a degree or certificate, or students who plan to take courses with placement score pre-requisites, are required to have valid placement scores on file at NCMC. The scores are used by NCMC to determine placement in selected general education courses. Placement scores in math are valid for three years. There is no expiration for placement scores in reading or English. Test score pre-requisites for individual courses are listed with the course descriptions in this catalog. The Testing Center is located in the Geyer Hall Library. To arrange placement testing services, contact the Testing Center at campus extension 1335.

To file an appeal regarding your test scores, complete an Appeal Form, located in the Student Portal under "Records/Registration", and return to the Dean of Instruction. 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 appeal processes, please see the "Appeals Section".

Students disagreeing with placement testing for math courses may complete a "math challenge exam" to demonstrate appropriate placement. Appeals may be filed with the Dean of Instruction to schedule the "math challenge exam".

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

- American College Test (ACT)
- ATI TEAS
- Accuplacer placement test
- Missouri Connections Career Assessment
- SAT

For more information or to schedule a test, visit the NCMC testing page.

Tuition & Fees

Costs & Financial Aid

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

Tuition, Fees, Payments & Refunds

Tuition

Tuition is charged on a credit hour basis, according to the number of credit hours a student is enrolled in per semester. Visit the "Tuition and Cost Calculator" on the NCMC website for information about tuition and fees or request an NCMC Cost Sheet from the Admissions Office (phone 660-359-3948, ext. 1410 or e-mail Admissions@mail.ncmissouri.edu).

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

Fees

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

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

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

Health fee is required for all students, ages 18 and older, except those enrolled in dual credit courses exclusively. This fee covers the cost of Teladoc for each semester the student is enrolled.

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.

Technology fee is required for all students except those only in dual credit courses taught in high schools. See a current NCMC Cost Sheet (available online) for specific amount.

Testing fees must be paid prior to the administration of tests. This would include such tests as nursing and placement exams. Registration and payment for testing is completed at Register blast.

A **transcript fee** is charged for all official transcripts. Visit the Transcript Request page on the NCMC website for current fee amounts.

Payment of Tuition & Fees

Once class registration is complete, students must pay their balance in full or set up a payment plan prior to the payment deadline for the semester. Failure to pay may result in dropped courses.

In addition to cash and checks, the College accepts money orders and major credit cards. Any account past due will incur a late fee. Unpaid balances will be sent to collections, with students responsible for any attorney's fees, court costs, and other collection fees incurred in the collection of debt. Enrollment in future terms will not allowed if any financial obligations are outstanding to the College. Statements will be issued from the Student Accounts office.

Students receiving tuition funds from Chapter 31 and Chapter 33 of the GI Bill will not have any penalty imposed, including assessment of late fees, denial of access to classes, libraries or other institutional facilities, or a requirement to borrow additional funds to cover the financial obligations to the institution, due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Pirate Gold Student ID Card

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

- NCMC Student ID Card
- Library checkouts
- Ketcham Community Center access
- NCMC Campus Store–charging textbooks to excess Financial Aid funds
- Residence halls and meal plan access

There is a $25 replacement fee for a lost card.

Using Your Cards

Printing/Copying Credit: Students receive a print credit of $10.00 provided each semester by the IT Services department. This credit is non-refundable, non-transferable, and does not carry over to the following semester.

Adding Additional Printing Funds: Students may add additional printing funds to their Pirate account once their print credit has been exhausted by visiting their online account at the print deposit website. These printing funds (excluding print credit provided by NCMC) that remain unused by the last day of spring semester finals will be applied to the student's billing account. If a balance is due on the account, the remaining printing funds will be used as payment towards that balance. If no balance is due, the remaining printing funds will be refunded to the student using their selected refund preference (direct deposit or paper check by mail).

Report a Lost or Stolen Card: In the event a Pirate Gold card has been lost or stolen, report it immediately to the Business Office at 660-359-3948, ext. 1411. There is a $25 replacement fee for lost cards.

Refund Options

NCMC offers both EFT/direct deposit and paper check disbursement options for receiving student refunds. Excess funds from scholarships, state programs, and federal Title IV programs will be disbursed to students via direct deposit to an existing bank account, if students choose to provide that information on myCOMPASS. Students who do not wish to provide direct deposit information will be issued a paper check that will be mailed to their current address. The chosen refund option will be valid for the entire period of enrollment at NCMC, including multiple academic years. If a student would like to change their refund preference, they can do so in the ~~profile~~ Finances section of myCOMPASS. All changes must be submitted two business days prior to the publicized refund date. Students can also visit the Cost and Refunds webpage for more information regarding the disbursement of refunds. Please note, any credit balance created by a PLUS Loan that is to be refunded to the borrower will be issued via paper check.

100% Refund: A 100% refund will be made when students officially drop courses during the published Add/Drop period. Add/drop deadlines are available on the NCMC website, in the College Catalog, or by contacting the Registrar's Office. No refunds will be made for student withdrawals after the Add/Drop period.

Medical: In the event a student becomes seriously ill or is critically injured and unable to attend any/all classes, a refund may be given. A written appeal to the Vice President of Student Affairs requesting special consideration must be made at the time the student officially withdraws from all classes. Medical documentation is required and a determination is made on a case-by-case basis. Requests received after the semester has ended will not be considered unless the event occurred at the end of the semester and injuries/illness prevented the student from appealing by the deadline.

Military: See also "Service Member Appeals" Students called up for military duty in the United States Armed Forces, including reserve components, during a school term should present a copy of their orders to perform a period of service to the Vice President of Student Affairs. The student has the option to choose a refund to the appropriate parties, or additional options as outlined under "Service Member Appeals" in the catalog.

Financial Aid

North Central Missouri College is committed to an equal educational opportunity for all students. Our staff is available to students and families with financial aid counseling, general information, FAFSA procedures and other related issues. For 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 awards are based on financial need, while others are based on merit/achievement or have specific requirements.

Institutional Financial Aid Programs

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

A comprehensive application form for all NCMC scholarships can be found on the Foundation website. The NCMC Scholarship Application must be submitted ONLINE by 4:30 p.m. on April 1st. If April 1st falls on a weekend, all applications must be received by 4:30 p.m. on the Friday prior to April 1st. Applicants that complete the NCMC admissions process, as well as the Federal Application for Federal Student Aid (FAFSA), will receive full consideration for the following fall term.

The Scholarship Selection Committee reviews all scholarship applications and determines who will receive a scholarship(s). Most scholarship recipients are notified within the first week of May in order to receive recognition at appropriate high school awards ceremonies. NCMC considers scholarships as awards provided to students and recipient information may be released.

Board of Trustees Scholarships

This academic scholarship is 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 GPA and ACT superscore. *Students must meet the following criteria to be considered:

1. Have a minimum cumulative high school GPA of 3.75 and/or have an ACT superscore of 24 or better.
2. Be a first-time entering college student. (College credit earned while in high school does not affect initial eligibility.)
3. Enroll as a full-time student at NCMC.

A scholarship award could be up to $600 per semester, renewable for three additional semesters with continuous, full-time enrollment and a minimum GPA of 3.25. Award considerations are based on the information available to the institution at the time of scholarship determinations. This award can be applied to any educational expense.

**If multiple ACT scores exist, the best score from each section (sub-score) is utilized to calculate a new composite score.*

Missouri Boys State and Missouri Girls State Scholarships

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

NCMC Athletic Scholarships

Athletic scholarships are available to outstanding athletes in the areas of softball, baseball, basketball, golf, and esports. 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 resident who is at least 65 years of age on or before August first of a school year may enroll in an available credit-bearing course on a not-for-credit (audit) basis. Persons may begin enrolling in a course for which a waiver is requested no earlier than one business day prior to the first day of the scheduled term. Audit declarations must be made with the Registrar. Persons seeking a waiver pursuant to this section shall provide documentation of age and shall satisfy all other necessary entrance requirements in order to be eligible to receive a waiver. Other charges such as fees (e.g., application, activity, facility, course, and lab), books, supplies, housing, fines, etc., will not be waived, with the exception of the health fee. Standard registration policies and procedures apply.

Foundation and/or Private Scholarships

NCMC Foundation Scholarships

Scholarship Funds are provided through the generosity of NCMC alumni and supporters of the College through the North Central Missouri College Foundation. They have

been endowed through the NCMC Foundation's Gifts in Action Scholarship Campaign.
Awards are per semester and most are renewable for an additional semester with continuous, full-time enrollment and a minimum GPA of 2.5. Scholarship recipients must maintain full-time enrollment status. All full-time first and second year students are encouraged to apply for Foundation Scholarships. For a complete listing of available Foundation scholarships and their respective eligibility requirements visit the scholarship website.

Private Awards

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

Federal Financial Aid Programs

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

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

The FAFSA, or the Free Application for Federal Student Aid, must be completed to determine eligibility for federal financial aid. Students should file a FAFSA before February 1 for optimal federal and state aid. NCMC Financial Aid Priority Deadline is July 1 for fall semester, November 1 for spring semester and April 1 for summer semester. These deadlines must be met to avoid having scheduled courses dropped due to non-payment, as well as delay in financial aid refunds.

Grants

Federal Pell Grant

The most widely known grant is the Federal Pell Grant, or Pell. Pell, like other grants, is a form of financial aid that does not have to be repaid. For many students, Pell provides a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. The U.S. Department of Education provides funds to each participating college to pay all eligible students. Eligibility and award amount for Pell is determined by a formula passed into law by Congress and dependent upon a student's Student Aid Index (SAI), cost of attendance, and enrollment status.

Federal Supplemental Educational Opportunity Grant (SEOG)

The SEOG is also "federal gift aid" awarded by the College to undergraduate students for college-related expenses. The amount awarded through this grant depends upon available funding, SAI and financial need.

Policy for Return of Title IV Funds

Students who have been paid Title IV funds are required to earn these funds by attending classes through at least 60% of the period of enrollment. Students who fail to meet this guideline will be required to repay all or a portion of their Title IV financial aid.
This policy applies to students who withdraw from or stop attending all classes. For more information or to view the full policy, please visit the college website.

State Financial Aid Programs

Missouri A+ Scholarship Program

The Missouri A+ Scholarship Program, often referred to as simply "A+," currently covers the cost of eligible tuition and general fees at North Central Missouri College (NCMC). Students must graduate from an A+ designated high school and meet certain criteria to qualify.
For current information and additional A+ guidelines, please see the Department of Elementary & Secondary Education (DESE), Missouri Department of Higher Education and Workforce Development (MDHEWD), and A+ Scholarship webpage.

Access Missouri Student Financial Assistance Program

The Missouri Access Program 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 SAI as calculated through the Free Application for Federal Student Aid (FAFSA).
For further information on this program please visit the MDHE website.

Bright Flight Program

The Bright Flight Program is a merit based program that encourages top-ranked high school seniors to attend approved Missouri post-secondary schools.
For further information on this program please visit the MDHEWD website.

Fast Track Workforce Incentive Grant

The Fast Track Workforce Incentive Grant is a new financial aid program for adults beginning with the 2019-20 academic year. The grant addresses workforce needs by helping adults pursue a certificate, degree, or industry-recognized credential in an area designated as high need. Grant recipients must maintain Missouri residency and work in Missouri for three years after graduation to prevent the grant from becoming a loan that must be repaid with interest. For further

information on this program please visit the MDHEWD website.

Kids' Chance Scholarship Program

This scholarship is available to children of workers who were seriously injured or died in a work-related accident covered and compensated by workers' compensation. A serious injury is one that led to a paid settlement or judicial award and is verified with information from the Missouri Division of Workers' Compensation.

For further information on this program please visit the MDHEWD website.

Minority and Underrepresented Environmental Literacy Program is a scholarship designed to assist academically talented minority and underrepresented individuals pursuing a bachelor's or master's degree in an environmental course of study that will lead to employment in a field that is clearly environmentally related. Recipients are selected by the Minority Environmental Literacy Advisory Committee.

For further information on this program please visit the MDHEWD website.

Public Safety Officer or Employee's Child Survivor Grant

This program provides tuition assistance to certain public employees and their families if the employee is killed or permanently and totally disabled in the line of duty. Public safety officers include firefighters, police officers, capitol police officers, parole officers, probation officers, state correctional employees, water safety officers, conservation officers, park rangers, or highway patrolmen employed by Missouri or a political subdivision of the state.

A permanent and total disability is a disability that renders the person unable to engage in any gainful work. If you are a dependent child, you will remain eligible through the semester in which you turn 24, unless you have already received your first bachelor's degree by that time.

For further information on this program please visit the MDHEWD website.

Wartime Veteran's Survivor's Grant

This grant is available annually to children and spouses of Veterans whose deaths or injuries were: a result of combat action or were attributed to an illness that was contracted while serving in combat action, or who became 80% disabled as a result of injuries or accidents sustained in combat action since September 11, 2001. The total number of veterans that may receive a grant in any year is limited by statute to 25. The veteran must have been a Missouri resident when first entering the military service or at the time of death or injury. The Missouri Veteran's Commission determines whether the veteran meets the program's requirements.

For further information on this program please visit the MDHEWD website.

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 are under 20 hours per week and earn minimum wage. Work-study pay will be disbursed to the working student on the 16th and the last day of each month via their preferred refund option selected at the time of application. Visit the work study website for more information.

Loan Assistance

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

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

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

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

For instruction on how to receive a student or parent loan, please visit the NCMC financial aid website.

Financial Aid General Eligibility Requirements

- Be a citizen of the United States or an eligible noncitizen.
- Provide proof of high school diploma, GED, or homeschool completion credential.
- Prove financial need as defined by current federal aid regulations.
- Enroll as a regular student in a degree or certificate program. Maintain satisfactory academic progress toward a degree or certificate program. Have no default status on a Title IV student loan.
- Have paid any refunds to either ED or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.
- 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 expense related to college attendance.
- Have a valid Social Security number.
- No property subject to a judgment lien for a debt owed to the United States, or if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder.
- Sign an antidrug abuse certification statement, contained as part of the FAFSA that you will not engage in the manufacture, distribution, possession or use of a controlled substance when receiving federal financial assistance.
- Be a postsecondary student only (not enrolled in an elementary or secondary school).

Application Procedures

1. Apply for an FSA ID and password at FSA ID for your electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at *fafsa.ed.gov*. Students should provide NCMC's Federal School Code Number of 002514 when completing the application. Applications are accepted each year beginning in October. Students must apply every year. Students should receive a FAFSA Submission Summary (FSS) outlining financial aid eligibility and should keep a copy for their records.
3. Students should apply and be accepted for admission through the NCMC Admissions Office. This includes submission of all required materials.
4. If requested by the Financial Aid Office, students will need to submit verification documents.

Other Financial Assistance Programs

State Vocational Rehabilitation Assistance is available for students with disabilities. Information is available in the Vocational Rehabilitation Office, where the student permanently resides.

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

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

1. Veterans must declare an educational objective (degree or certificate pursued) at the time of enrollment and enroll in classes on their declared education objective program plan. The veteran must notify the Financial Aid Office after they have enrolled each semester in order to get certified.
2. 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, the veteran may be required by the VA to return the overpayment.
3. 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 VA.
4. Unusual or extenuating circumstances may exist that could affect decisions relating to numbers two and three above. It is the veteran's responsibility to provide evidence of such circumstances to the Financial Aid Office.

The VA has a toll-free number for more information: 888-442-4551 (888-GIBILL1). Veterans should contact the Financial Aid Office at 660-359-3948 ext. 1406 to inquire about 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 no minimum (or as little as $1 through payroll deduction). MO$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 website at Missouri Most.

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

Additional Student Financial Aid Resources:

finaid.org fastweb.com

Satisfactory Academic Progress Policy

Students must be in good standing under the Satisfactory Academic Progress Policy (SAP) to maintain eligibility for financial aid. In order to be in good standing, students must meet the following standards:

- Cumulative grade point average of 2.0,
- Credit hour completion ratio of 67%, and
- Maximum timeframe of less than 150%.

Please visit the NCMC website to review the full SAP policy.

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

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

Disbursement of Funds

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

Acts of Fraud and Abuse

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

Family Education Rights and Privacy Act (FERPA)

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

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

A student shall be defined by North Central Missouri College, for the purpose of administering FERPA regulations, as an individual who is enrolled in a course for college credit and whose attendance has been confirmed. Information relating to the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office and on the NCMC website.

Questions concerning the Family Educational Rights and Privacy Act of 1974 should be directed to the Registrar's Office or the Vice President of Student Affairs.

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

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

*North Central Missouri College does not define email addresses in bulk as Directory Information. Listings of multiple student email addresses are not produced for any purpose.

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

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. The non-disclosure request will remain in effect until the student rescinds the request in writing.

Release of Student Lists

North Central Missouri College does not release student lists to outside individuals or organizations, with the following exceptions:

- A person or company with whom the College has contracted institutional services
- U.S. or Missouri Department of Education for research purposes
- A recruiter for the United States Armed Services, as required in the Solomon Act

The College president may authorize the release of a student list when a legitimate educational interest exists.

Registration & Records

Course Delivery Options

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

Dual Credit: College credit courses offered at the high school by the high school instructor. Students receive both high school and college credit.

Online Dual Enrollment: College credit courses offered online and taught by NCMC faculty. These courses are strictly reserved for high school students to ensure availability. Students typically do not receive high school credit for these courses.

Early College: College credit courses offered to high school students where they are enrolled in traditional college courses taught by NCMC faculty. Students will be enrolled alongside college students. Students do not receive high school credit for these courses.

Hybrid: Hybrid courses combine online content delivery with a limited number of on-campus meetings.

Online: NCMC delivers online classes that students can take from the convenience of their homes. Some online courses may require on-site labs or proctored exams. NCMC Online Policies and Procedures are available on the NCMC website.

On-Campus: Courses are offered on-ground, in the classroom, at one of the NCMC locations. Both day and evening classes are available.

Outreach: Courses offered at off-campus sites provide students the opportunity to pursue a college education close to home. The courses are taught by an on-site instructor.

Course Registration

Registration dates and procedures, course offerings, costs, payment deadlines, academic programs and more can be found on the NCMC website.

To register for classes, complete the following steps:

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

Returning students who have been absent for one or more semesters are required to complete a Returning Student Entry Form prior to the start of a term. Students who have graduated from a program at NCMC or last attended three or more years ago are required to re-apply prior to class enrollment. Contact the Admissions Office or Registrar's Office for more information.

NCMC degree-seeking students will be assigned an academic advisor during their first enrolled semester. Continuing education and visiting students may request an advisor or self-advise. All students are responsible for knowing and abiding by all established NCMC academic guidelines and consequent changes.

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

Degree and Program Changes

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

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

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

Class Schedule Changes

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

Add/Drop

Classes may be added or dropped from a student's schedule only during the Add/Drop period established for each semester. There is no financial obligation and a 100 percent refund will be given when schedule changes are made during the Add/Drop period. Add/drop deadlines are published on the NCMC website and Academic Calendar located in the college catalog.

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

Administrative Drop Policy

An "administrative drop" is when the student is removed from a course(s) as a result of one or more of the incidents outlined below. Any classes left on a student's schedule will be charged at the full tuition rate.
Administrative drops occur when:

On-Ground Classes

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

Online Classes

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

Course Withdrawal

Courses dropped after the Add/Drop deadline are considered withdrawals and students are financially obligated to pay for all associated tuition and fees. A grade will not be earned and a "W" will be recorded on the permanent record. Requests to withdraw are not rescindable. Notifying an instructor, advisor or simply not attending class is not sufficient to withdraw. Students may withdraw by completing the Request to Withdraw electronic form, in myCOMPASS, by the final withdrawal deadline. The final withdrawal deadline is published in the academic calendar on the NCMC website and in the student planner. For off-schedule classes, contact the Registrar for withdrawal deadlines Registrar@mail.ncmissouri.edu.
A verified withdrawal, prior to the published withdrawal deadline, is always the student's responsibility.
Withdrawals may be verified by viewing the transcript, available through the student's myCOMPASS portal.

Course Load

Each course offered for college credit is assigned a specific credit hour value. The normal load for a full-time student is 15 to 18 credit hours in a regular semester.
Enrollment in a minimum of 6 credit hours per semester is considered half-time, 9 credit hours is three-quarter time, and 12 credit hours is full-time.
Student enrollment may not exceed the credit hour cap for each semester:

Fall and Spring	20 credit hours
Summer	12 credit hours

Intersession should be limited to no more than 8 credits within the total for the term. Requests to override limits should be addressed to the assigned academic advisor.

International students must maintain enrollment in a minimum of 12 credit hours each semester. Any decrease, through drops or withdrawals, must be approved by the Primary Designated SEVIS Officer, jcunningham@mail.ncmissouri.edu.

Class Attendance

Each instructor may set his or her own standards relative to attendance as it pertains to the grade received.
Students are encouraged to attend all class sessions of the courses in which they are enrolled and respond to all online class assignments. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully.
Students who stop attending, with unexcused absences, will be reported to the Financial Aid Office. Federal financial aid awards may be adversely affected by non-attendance.
Federal government regulations require that international students attend a minimum percentage of class sessions for all enrolled classes. VISA status may be negatively affected by failure to attend.
Students participating in NCMC athletic events or attending college-sponsored events, as required by faculty, are excused from class and should not be counted absent. In this case, it is the student's responsibility to inform their instructor as to when they will miss class in advance of the event (1 week in advance, whenever possible). If an assignment is due, the student must submit the work prior to the absence. If there is a quiz or test on the day of the absence, the student must make arrangements with the instructor to complete the work before the absence or at a time designated by the instructor.

Academic Conduct

Standards of academic and non-academic conduct are included in this catalog. 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 policies and guidelines outlined in this catalog.
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.

Appeal Procedures

If a student chooses to appeal a policy or decision, they should submit their appeal to the respective Appeals Officer, as referenced on the NCMC website under Consumer information - "Student Complaints/Appeals". An appeal form can be obtained online, through the Student Portal, or through the Student Affairs Coordinator located in Alexander Hall. Unless otherwise noted under a specific process, appeals must be received by the end of the following semester from the time the business under appeal was conducted. Any issue cited in an appeal must demonstrate that it significantly altered the student's ability to complete their responsibilities, could not have been anticipated, and involved something outside of the student's control. Documentation should be provided. Lack of knowledge regarding deadlines or policy and/or disagreement with institutional policy are not circumstances under which an appeal may be granted.

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 Point Average

Grade point average (GPA) is the standard term used to describe a student's overall academic level. Only letter grades of A, B, C, D, and F factor into the grade point average noted on the NCMC transcript. However, P and X grades are factored into the GPA used for financial aid eligibility. To compute the GPA, use the following formula and grade quality points: A=4, B=3, C=2, D=1, and F=0.

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

Transferred credit is not used to calculate the NCMC grade point average. Athletic eligibility is calculated using NJCAA guidelines and with an assigned grade point value of 2.00 for any grade of "P". Graduation requirements for the Associate in Arts in Teaching Degree include a minimum GPA calculated on all college credit, regardless of originating institution.
Grades are available approximately one week after the end of the academic term. Students may access grades through the myCOMPASS portal, accessible from the NCMC website. Academic transcripts will not be released for students with outstanding financial obligations to the College.

Incomplete Grades

Under extreme circumstances, a student may request an incomplete grade prior to the final week of a term. An incomplete grade may be given, at the discretion of the instructor, 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. The application for an incomplete grade begins with the course instructor and is reviewed by the Dean of Instruction.

Pass/Fail Grading

Developmental and some college skills 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, with the exception of athletic eligibility and satisfactory academic progress for financial aid.

Repeated Courses

Students may receive credit value for a repeated course only once, unless the published course description notes otherwise. Repetition of coursework may have a negative impact on financial aid eligibility.

- Courses used to meet requirements for a previously conferred degree or certificate, at any institution, may not be repeated.
- 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 a pre-requisite.
- Recorded grades will not be removed from the student transcript, but only the last grade earned will be used when computing the cumulative grade point average.
- Nursing coursework in the PN and ADN programs must be repeated, regardless of the first grade earned, when the last enrollment in the course was at least three years prior to the repeat term, and the student has not used the credit to meet requirements for a previously conferred degree or certificate.

Courses with recorded grades of "A" or "B" may be repeated, for informational purposes only, by declaring an audit at the time of enrollment. In the case of an audit, the student does not receive credit or a grade for the course. The first grade earned in the class remains in the grade point calculation.

Auditing a Class

A class auditor is a student registered for a course for informational instruction only, 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 for those taken for credit. A grade of "AU" - Audit will be placed on the student's transcript. Financial aid is not available for audited classes. Auditing students are expected to attend the class, but are not required to take examinations or do assignments required of regularly enrolled students.

Grade Disputes and Appeal Process

Grade Disputes During a Semester

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally as soon as possible. A student who believes a grading issue has not been satisfactorily resolved should speak with the Dean or Program Director about the matter. The Dean or Program Director will work with both the student and the instructor to address the issue.

Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended, and a final course grade has been assigned. The formal process may be used only for grading issues that impact the final course grade.

Disputes Regarding Final Course Grades

A student who is dissatisfied with a grading decision must attempt to resolve the matter by contacting the instructor immediately. If the instructor is unavailable, the student may wish to contact the Dean or Program Director 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 in which the student believes was contrary to procedures, as specified in the course syllabus, or based on computational or clerical error.
- A student's grade should reflect the student's mastery of the course subject matter.
- Students are entitled to a fair and impartial evaluation of their coursework.
- 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 assigned grades are an accurate reflection of the student's performance within their course.
- Both students and faculty members have rights and responsibilities in the grading process.
- Students wishing to appeal a final grade are responsible for demonstrating the grade received was contrary to procedures, as specified in the course syllabus, or based on computational or clerical error.
- Faculty members have a responsibility to provide enrolled students with a course syllabus clearly explaining the basis on which student grades will be assigned.
- Faculty members are responsible for providing enrolled students with timely feedback relating to tests, written assignments, 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 based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade appeals resolved in a timely fashion (as prescribed in the timeline given in this document).
- Both faculty members and students have a responsibility to attempt to resolve grade disputes informally.

Grounds for a Formal Final Course Grade Appeal

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

- The student has made legitimate attempts to resolve the dispute informally by discussing the issue with the instructor.
- The grading issue at stake impacts the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned contrary to procedures, as specified in the course syllabus, or based on computational or clerical error.

Grade Appeals

Students wanting to appeal a grade must contact their instructor within ten (10) business days after the end of the semester for which the grade was given using their Pirate email account.

The deadline for the final ruling of the grade appeal cannot exceed the term following the completion of the course for which the grade is being considered. 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 grade appeals process. If resolution is not achieved after meeting with the instructor, move to step #2.
2. File a formal grade appeal with the Dean or Program Director within ten (10) business days of contacting the instructor regarding a concern or issue. To access the Appeal Form, navigate this path within myCOMPASS: Student Resources > Forms & Policies > Appeal Form (found in the Records/Registration section). Receipt of the formal grade appeal form and supporting documentation will result in initiation of an investigative process by the appropriate Dean or Director. The appropriate Dean/Program Director will respond to the student within ten (10) business days of receipt of the submitted grade appeal. If resolution is not achieved through the Dean/Program Director, move to step #3.
3. A formal grade appeal may be made by the student to the Vice President of Academic Affairs within ten (10) business days of receiving the Dean/Program Director's decision. To access the Appeal Form, navigate this path within myCOMPASS: Student Resources > Forms & Policies > Appeal Form (found in the Records/Registration section). Upon receipt of the formal appeal, the Vice President will initiate an investigative process which will result in a decision provided to the student within ten (10) business days of receipt of the formal appeal. If resolution is not achieved, move to step #4.
4. If not satisfied with the Vice President's decision, the student may challenge the grade appeal by submitting a formal grade appeal within ten (10) business days of the Vice President's decision, to move to the next step. To access the Appeal Form, navigate this path within myCOMPASS: Student Resources > Forms & Policies > Appeal Form (found in the Records/Registration section). At this time a Faculty Grade Appeal Panel will be formed to review the appeal. 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 Academic Affairs and the appropriate Dean/Program Director. In all cases, the decision of the President is final.

Administrative Final Course Grade Appeal Procedure

A. Informal Resolution

Upon receipt of a student's submitted final course grade Appeal Form, the Dean or Program Director 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/Program Director 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 approve the Grade Change 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 submit a formal grade appeal to the appropriate Dean/Program Director expressing the desire to continue the appeal process. The Dean/Program Director 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.
- Any other documents the instructor believes are relevant to the resolution of the course grade appeal.
- The Dean/Program Director should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The Dean/Program Director may share the instructor's response with the student in hopes of finding common ground between the two. The Dean/Program Director 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/Program Director 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/Program Director's decision, the student may advance the grade appeal to the Vice President of Academic Affairs, within ten (10) business days of the Dean's decision, requesting the grade appeal be forwarded to the Vice President of Academic Affairs.

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

D. The Faculty Grade Appeal Panel
The Vice President of Academic Affairs 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 Vice President of Academic Affairs and/or the Dean. 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs. If the Panel determines that the student's grade shall be changed, the Faculty Grade Appeal Panel will prepare a Grade Change Form and submit it to the Vice President of Academic Affairs 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 approve 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 following NCMC policies, or questions of a student's academic integrity. At the Faculty Grade Appeal Panel's discretion, they may prepare a supplementary report addressing those issues and present it to the Vice President of Academic Affairs.

E. Appealing the Panel's Decision
Either party involved in the grade appeal process has a right to appeal to the President of the college within ten (10) business days of receiving the panel's decision. The President will review the appeal and conduct whatever investigation he or she deems appropriate.

Academic Forgiveness

Occasionally, due to overwhelming or unavoidable circumstances, a student earns grades that are not representative of his/her true abilities. Students returning to North Central Missouri College after an absence of at least 3 consecutive years may be eligible for academic forgiveness for one semester, completed prior to their absence, for the purpose of raising the cumulative grade point average at NCMC.

Academic forgiveness is granted only once and for one semester only and will include all courses in that semester, regardless of the grade earned. Once granted, it cannot be undone and students cannot apply again.

Academic forgiveness does not erase the record. Grades received for the applied semester will be removed from the grade point average at NCMC. The original grades received will remain on the transcript with a notation indicating forgiveness.

Eligibility:

To be eligible for academic forgiveness consideration, a student must meet these requirements:

- The student must have been absent from NCMC for 3 or more consecutive years.
- The cumulative NCMC grade point average before the absence is less than 2.00.
- The student cannot have earned a degree or certificate from NCMC or from another institution of higher education.
- The student must be currently enrolled at NCMC.
- Upon re-enrolling at NCMC, the student must complete all course work and earn at least twelve credit hours, with a minimum grade point average of 2.00.

Conditions:

- All grades earned since the student's return (after a minimum of 3 years) will be averaged to determine eligibility at the time application for forgiveness is made. Pass/Fail classes cannot be included in the credit hours considered for academic forgiveness eligibility.
- Academic forgiveness cannot be used to obtain athletic or financial aid eligibility.
- An applicant for academic forgiveness must be in good financial standing with NCMC, with no outstanding balance. Academic forgiveness does not erase any financial obligation to pay for all classes taken at NCMC.
- Credit hours selected for academic forgiveness cannot be used to meet academic requirements (graduation, certification, prerequisites, etc.).

Process:

- Meet with an academic advisor prior to submitting the application for academic forgiveness for a recommendation on the semester to choose.
- Submit the completed, Academic Forgiveness Appeal electronic form.
- The Registrar will verify eligibility for academic forgiveness, and notify student of the results.
- The notation for forgiven grades will be placed on the academic transcript.

All grades, whether forgiven at NCMC or not, may apply when transferring to another institution. Policies at the receiving institution apply.

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 students who have earned at least 6 credit hours and achieved a grade point average of 4.00 for the semester. The Dean's Honor Roll lists students who have earned at least 6 credit hours and achieved a grade point average of 3.50 for the semester.

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

Academic Probation

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

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

A student falling below these standards may be placed on academic probation for a period of one semester. At the end of the probationary period, the student will be subject to extended probation or academic suspension. Students placed on academic suspension have the right to appeal the suspension. Academic suspension appeals should be directed to the Vice President of Student Affairs.
The guidelines for academic good standing differ from those for financial aid eligibility. See the Satisfactory Academic Progress Policy in the "Financial Aid" section.

General Transfer Policy

NCMC considers the "transferability" between colleges and universities as a matter of considerable importance and practice. NCMC also believes the relationship between and among academic disciplines and between levels of coursework must be clear. NCMC strives to assist students in making progress toward their educational objectives without unnecessary disruption or duplication of coursework.
An articulation agreement is a formal arrangement for transfer of a defined set of academic credits between an academic program at NCMC and a program at another college or university. Transfer guidelines facilitate cooperation between colleges and universities for the purpose of accommodating the needs and interests of students who earn credit at one institution and choose to transfer to another. Successful transfer minimizes loss of time and duplication for students and optimizes the use of institutional resources. NCMC transfer policies recognize that each college and university has a separate and distinct mission and that each has the responsibility to establish and maintain academic quality within that mission. Underlying the policy is an attitude of mutual respect and cooperation among the institutions and recognition that the primary objective of articulation agreements is to benefit students.
North Central Missouri College maintains a list of established articulation agreements with other institutions for the transfer of the Associate in Arts, Associate in Arts in Teaching, and Associate in Applied Science degrees, available on the NCMC website.
For further information on articulation and transfer policies between institutions contact: Transfer and Articulation Officer - 660-359-3948 Ext. 1405 or advising@mail.ncmissouri.edu or view the transfer information on the NCMC website.

Transferring Credit to NCMC

The Missouri Higher Education Core Transfer Curriculum is a recommended lower-division core curriculum of forty-two semester credit hours intended to facilitate student transfer among Missouri's public institutions of higher education. All public colleges and universities have adopted the Core Transfer Curriculum, which is commonly known as *CORE 42*.
CORE 42 is comprised of dozens of courses distributed across five knowledge areas. These courses are designated with a Missouri Transfer (**MOTR**) course number and icon, which guarantees the one-to-one transfer of these courses among all Missouri public institutions of higher education.

NCMC accepts credit earned from institutions accredited by agencies recognized by the U.S. Secretary of Education. All courses designated as MOTR courses by sending institutions will be accepted in transfer. Courses outside the designated Missouri Transfer Core Curriculum will be accepted in transfer when the courses are:

- Lower division, credit-bearing courses equal in content to current NCMC coursework.
- Lower division, credit-bearing courses with a grade of "D" or higher.

Lower division, credit-bearing courses with content that does not equal NCMC coursework will be transcripted as a block of lower division coursework.
Coursework from institutions on a quarter hour system will be converted to semester hours using a two-thirds conversion factor for transfer to NCMC.
Credit may be accepted from institutions accredited by other agencies recognized by the Council for Higher Education Accreditation when course content, rigor, and learning outcomes are equivalent to NCMC courses.
Transferred-in credit is not used to calculate a student's grade point average for academic standing at NCMC. All grades, including any received from other higher education institutions, will be considered for athletic eligibility and used to calculate the cumulative grade point average required for graduates in the Associate in Arts in Teaching program.

Foreign College and University Credit

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

Transfer Appeal Procedure

Transfer students have the right to appeal institutional decisions on the acceptance of transfer credit toward graduation requirements at NCMC. Students may complete the Transfer Credit Re-evaluation Appeal form available in myCOMPASS. The decision on transferability will rest with the academic department chairperson.
A student, whose appeal is denied, may file a request for review with the Dean of Instruction. If the issue is not resolved to the student's satisfaction, the Vice President of Academic Affairs will make a final decision.

If NCMC does not accept credit from a Missouri public institution for courses designated as **MOTR** courses, a written notice will be sent to the student and the sending institution within ten business days of the denial of credit. When the transfer dispute involves any designated **MOTR** course, and the dispute is not resolved to the satisfaction of the student or sending institution, NCMC will notify the commissioner of higher education within 45 business days after the written notice of denial.

Review by the commissioner of higher education is initiated after all other remedies have been exhausted, without resolution to the satisfaction of the student and sending institution. The commissioner of higher education will make the final determination about a dispute concerning **MOTR** course transfer and give written notice of determination.

For more information, call (660)359-3948, ext.1205 or email registrar@mail.ncmissouri.edu.

Credit for Prior Learning (CPL)

North Central Missouri College believes that learning is a lifelong process and recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, non-collegiate training programs, advanced high school courses, and self-development. NCMC awards credit for measurable college-level learning which includes knowledge, skills and competencies that students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning that can be documented and is equal to learning outcomes of NCMC regular credit course offerings. Application for credit for prior learning (CPL) must be approved prior to course enrollment, regardless of method or type of prior learning. Credit will not be granted when students have previously attempted, or are currently enrolled in, the course(s) they are seeking CPL for. All mandatory institutional requirements for certificates and degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as an NCMC student. Missouri state law limits the number of credits that can be awarded for prior learning to a total of 30 credit hours. A maximum of 50% of courses required in a certificate or degree program will be awarded for prior learning, institutional or national examinations, and articulated credit. Please note that there may be financial aid implications as it relates to credit for prior learning. Please visit with the Financial Aid Office for further details. Credit granted through one of the CPL options may be used to fulfill NCMC program requirements, however transferability to other institutions is at the discretion of the receiving institution. The Credit for Prior Learning policy and applicable fees may be found on the NCMC website.

Non-Collegiate Programs

Credit may be granted for training programs that have been successfully completed at non-collegiate organizations such as government agencies, and corporations and businesses, when applicable to students' declared programs of study at NCMC and approved by the NCMC instructional department and dean. Non-collegiate courses will be evaluated in accordance with the American Council on Education (ACE) recommendations and with The National College Recommendation Service (formerly known as PONSI, the National Program of Non-Collegiate Sponsored Instruction) recommendations, as well as in accordance with the college's articulation agreements with nontraditional organizations and agencies. Non-collegiate programs must be approved prior to NCMC course enrollment when students believe they have mastery of course skills and objectives. An approved application for Credit for Prior Learning and payment of fee is required to award credit. Credit for non-collegiate programs will not be granted when students have previously attempted, or are currently enrolled in, the course(s) they are seeking CPL for. Students may not enroll in courses they have previously received credit for, through the Credit for Prior Learning program. Students must be enrolled at the college prior to receiving credit. Official transcripts or certificates must be submitted to the registrar's office. Information on availability can be sought through division chairs or the appropriate academic dean. Missouri state policy requires industrial certification, used for credit for prior learning, must have been awarded within the last five years.

Military Education and Training

Credit may be granted for military education and training, based on recommendations made by the American Council on Education. Credit will be awarded in disciplines substantially similar to courses and programs offered by NCMC. Official military transcripts, including Community College of the Air Force (CCAF), AARTS, SMART, or other military transcripts, must be submitted to the registrar's office for evaluation. There is no fee charged to transcript credit for training in the armed services.

Portfolio Assessment

Credit for prior learning acquired through employment, self-study, volunteer, civic, or other activities may be awarded through the portfolio assessment option. Students must demonstrate that prior learning and experience have resulted in the acquisition of college-level competencies and skills directly related to courses in their learning programs. Portfolio assessments can be attempted only once per course and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to attempting portfolio assessment. Students must complete the application process for credit for prior learning and receive prior approval for portfolio

assessment by the dean and appropriate academic department chairperson. Upon approval, the student must pay the required CPL fee and complete the portfolio process within thirty days. The appropriate department chair will assess the portfolio to ensure the student has met or exceeds the learning objectives of the course.

Missouri Seal of Biliteracy

North Central Missouri College endorses the Missouri Seal of Biliteracy, a designation recognizing students who have studied and attained proficiency in two or more languages by high school graduation. Based on the demonstrated proficiency of the language examination completed at qualifying high schools, students may receive credit for prior learning on their college transcript. Participating high schools may be found on the Missouri DESE website on the "Missouri Seal of Biliteracy" webpage.

Licensures & Certifications

North Central Missouri College may award credit for some licensures and certifications, when applicable to a career and technical program at NCMC. The certification must be current, documented and approved by the academic department chairperson and dean. Credit is given when the training and experience required for the certification is equivalent to learning outcomes in courses offered at North Central Missouri College.

National Examinations

The national examination programs for which the college awards credit are:

Advanced Placement (AP) Exams

Credit may be awarded for subject-matter exams sponsored by the College Board, and generally administered through high schools at the culmination of advanced placement (AP) course offerings. Further information can be obtained by contacting high school guidance offices or the College Board website. The college generally awards credit for scores of 3, 4, or 5, when the AP course content is consistent with NCMC course content

College-Level Examination Program (CLEP)

CLEP is a national credit-by-examination program providing individuals of all ages and backgrounds the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. CLEP test centers may be located on the CLEP website. Official test scores must be submitted to the office of the Registrar.

DSST (formerly known as the DANTES Subject Standardized Tests)

Students participating in the DSST program have the opportunity to earn college credit for learning that has occurred outside the traditional classroom. Students may earn up to three credits for each examination based upon their scores and the American Council of Education's (ACE) score recommendations. Additional information can be obtained on the DSST website.

Excelsior College Exams

Students may complete subject-based exams developed and offered through Excelsior College and Pearson VUE. Students must receive a grade of "C" or higher for examinations to be considered for college credit at NCMC. Official transcripts must be submitted to the registrar's office for evaluation.

Institutional Proficiency Examinations

Institutional proficiency examinations are offered for some, but not all, NCMC credit classes. An application for credit for prior learning through an institutional exam must be approved by the appropriate dean and academic department chairperson. Upon approval and payment of the required CPL fee, students contact the appropriate faculty member to arrange to take the proficiency exam within 30 days.

Proficiency exams cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to taking proficiency exams. Proficiency exams must be taken within thirty calendar days after fee payment. The appropriate department chair will evaluate the exam to ensure the student has met or exceeds the learning objectives of the course.

Articulated Credit

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

Graduation Requirements

Graduation requirements for each degree and certificate program are outlined in the Programs of Study section of this catalog. The catalog in force at the time a student begins a program will be used to establish graduation requirements, provided the student maintains continuous enrollment in the declared program. 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 in the program of study. Students who do not maintain continuous enrollment in the program of study will lose the right to use the original catalog requirements and must use the catalog in force at the time of re- enrollment, program change, or application for degree completion.

Students who are fulfilling military service obligations may be exempt from continuous enrollment requirements. These students may also have additional courses they are asked to complete due to specific military programs in which they participate.

Candidates for graduation also have the option of

selecting the current catalog (in force at the time an application for graduation is submitted) in order to fulfill program requirements.

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

- Continuous enrollment is maintained in a program of study
- A minimum of 25% of the total credit hours required for the program have been earned when the program is inactivated
- Career and technical coursework can be made available by arrangement
- All degree requirements are met within six semesters of program elimination

Graduation requirements can be met through a combination of NCMC courses, transfer credit and credit obtained through nontraditional means, however a minimum of 25% of the credit hours required in the certificate or degree must be earned through traditional means at North Central Missouri College. A maximum of 50% of the required credit hours may be earned through non-traditional means (refer to Credit for Prior Learning section). Students who are planning to transfer credit back to NCMC to complete degree requirements should complete the Application of Transfer Credit for Degree Completion form, available in the myCOMPASS portal, and on the college website, during the 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. Some programs of study have additional graduation requirements.

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

Application for Graduation

Students may earn multiple degrees or certificates from North Central Missouri College. An application for graduation is required for each award sought. A minimum of an additional 6 credit hours, beyond the first award, must be earned from NCMC for each subsequent certificate and 12 credit hours earned from NCMC for a subsequent associate's degree beyond the previous award. Certificates cannot be earned when all required courses were completed within a previously awarded associate degree. Students are encouraged to apply for graduation upon enrolling for their final semester at NCMC to allow time for a degree audit. The responsibility for enrolling in courses that fulfill graduation requirements remains with the student.

Application submission dates are:

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

The application is available on the myCOMPASS portal. Applications must be approved by the academic advisor before submission to the Registrar's Office.

Commencement

Attendance at commencement is highly encouraged and an important part of reaching this significant milestone. Students who are unable to attend commencement must notify the Vice President of Student Affairs 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. Students may only participate in the ceremony in the academic year in which they file an application for graduation. Failure to meet all graduation requirements does not prevent participation in the graduation ceremony. Students who do not complete degree requirements in the year the graduation application is filed, must re-apply and pay a fee in order to participate in the commencement ceremony in a future year.

Graduate Recognition

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

After NCMC

Transfer Assistance

NCMC provides assistance to those students who wish to transfer to other colleges or universities. Most students who have completed the Associate in Arts degree at NCMC and transfer to a Missouri public four-year institution are granted junior class standing with the lower level general education requirements met. Students at North Central Missouri College have the option of completing a general education block consisting of 42 credit hours which will meet the general education requirements at most Missouri public institutions. Contact the Registrar's Office for information and assistance.

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

Missouri Reverse Transfer

Reverse transfer provides students who have not completed their degree with NCMC with the opportunity to earn a degree or certificate. Reverse transfer is available to students who have completed at least 15 credit hours at NCMC before transferring to a four-year institution. Students combine the credits earned at NCMC with the credits earned at a transfer school to complete their degree. Contact the Missouri Reverse Transfer Coordinator at the baccalaureate-granting institution for more information. Students who opt-in to the program and meet degree requirements will be notified when they have earned a degree from NCMC.

Alumni

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

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

All former students are invited to remain involved with NCMC for a lifetime. All alumni are encouraged to keep current addresses on file in the Development Office by calling 660-359-3948, ext. 1415 or through the alumni webpage; NCMC keeps alumni posted on what's happening with regular email and webpage updates. Alumni are encouraged and welcomed 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.

Foundation Board members serve three year terms with a maximum of 24 members from the college's taxing district, 17-county service region and north Missouri. Among the specific duties of the Foundation Board is to administer the endowed scholarships, host special events, raise capital funds for campus development and encourage annual giving to the Voyage Fund. The NCMC Foundation maintains an office on the campus known as the Office of Development and has a staff responsible for directing the efforts of the Foundation.

Campus Services

North Central Missouri College offers a variety of services for students. Whether you need wireless internet access, helpful tutors in the Tutoring Center, convenient supplies in the Campus Store, dining in the Selby Dining Hall and Cross Hall Coffee Shop, or great athletic events, you'll find the total college experience at NCMC.

NCMC Learning Commons

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

Tutoring Center

The Tutoring Center 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. The Tutoring Center provides a comfortable study environment accessible to all students; computers, equipment and software; friendly, well-qualified personnel; one-to-one and group study sessions for selected courses; a variety of learning materials; and sufficient hours of availability to meet the needs of students and faculty.

Students are encouraged to come in to meet with writing tutors or submit drafts from their Pirate email accounts to the online writing lab (owl@pirates.ncmissouri.edu). The math tutors support all levels of mathematics. Tutoring is available both on campus in the Tutoring Center, and online. Students may access the Tutoring Center webpage to locate math, writing, and student success materials and resources. Tutoring Center

Location: Geyer Hall.

Library and Testing Center

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

The library is automated with an online catalog system, online periodical databases, and Internet access. This allows for both on-campus and remote access to materials 24 hours a day. North Central Missouri College is a member of MOBIUS (Missouri Bibliographic Information User System), and as a member of this consortium, NCMC students may borrow books online, at no cost, from the Missouri State Library and over 80 academic libraries in Missouri, Iowa, Colorado, Oklahoma and Texas.

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

The Testing Center, located in the Library on the first floor of Geyer Hall, offers MoGEA, HiSET, and Accuplacer proctored exams on scheduled dates. The Testing Center is also a certified Pearson Testing Center, where Pearson tests are proctored regularly. The Testing Center is also utilized by our students to make up tests, online tests, etc. as requested by instructors while also accommodating students from other colleges who require proctored tests. The Testing Center hours of operation are the same as the library.

TRIO–Student Support Services

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

1. Tutoring: One-on-one or group
2. Counseling: Academic, career, and personal advising
3. Workshops: Covering a variety of academic and personal enrichment topics
4. Campus Visits: To area colleges and universities to assist students with transfer choices (at least two each year)
5. Equipment Loans: Laptop computers may be checked out for three days or a semester and calculators may be checked out for a semester at a time
6. Cultural & Social Activities: Two cultural or social activities are planned each year
7. Academic Advising: A degree plan is created for each participant to assist in mapping educational goals and ensure timely progress toward a degree
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. Fit into one or more of the following categories:
   A. 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

For more information on the program, contact the SSS office located in Geyer Hall 103.

Resource Center

Located on the Savannah Campus in Room 164, the Resource Center provides tutoring, library, and testing center services. See the description of services provided in the "Tutoring Center" and "Library and Testing Center"

sections on the previous page. The Resource Center provides a comfortable study environment accessible to all students, while connecting students with academic services to encourage success. For more information on the Resource Center, please email savannahresourcecenter@mail.ncmissouri.edu.

Computer Labs

Computers with instructional software and internet access are available to students in Geyer Hall Library, Hoffman Hall 107, Geyer Hall 221, Cross Hall 203, and Savannah Campus 139. An open lab is maintained for students to complete academic coursework or for general use. Geyer Hall Library is available for evening use. Visit the NCMC Library webpage for operational hours.

Accessibility Services

North Central Missouri College provides assistance to students with documented disabilities who require reasonable accommodations. Each student's circumstance is unique and reasonable accommodations will be determined on a case-by-case basis. Students must submit an electronic application, found on the Resources and Forms page of myCOMPASS, for services each semester and provide appropriate documentation within four weeks prior to the start of a semester to assure services are in place before starting classes. Some accommodations, by their very nature, will require more time to set-up, and students are encouraged to notify NCMC's Accessibility Services Office as soon as possible. Visit the Accessibility Services webpage or contact the Accessibility Services Coordinator at ext. 1801 for more information.

Website

The College's website, www.ncmissouri.edu includes up-to-date information on upcoming events, course schedules, faculty and staff, news releases, alumni activities and much more. The website is maintained by the Departments of Information Technology and Marketing.

Campus Store

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

The textbook buy-back (sell your books back) period is held each semester during finals week. Students can bring books to the Campus Store, along with their student ID card, to see if their books have any cash value. There may be a limited number of books bought back, based on expected future enrollment. Books will be bought back on a first-come basis.

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

1. The book is complete and in good resalable condition.
2. The book will be used the next term that the class is offered.
3. The instructor allows the use of used books.

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

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

Cashier & Student Accounts Office

All monetary transactions are handled by the Cashier's Office located on the upper level of Alexander Hall. Tuition, fees, housing payments, and parking fines should all be paid to a cashier. Payments may be mailed to the Student Accounts Office or students may pay online with a Discover, MasterCard or VISA credit card.

The Student Accounts Office also distributes financial aid refunds to students, via their selected refund preference (direct deposit or paper check by mail).

Campus Food Service

A full-service dining hall is available for all NCMC students, staff and the public in the lower level of Selby Hall. Residence hall students have a weekly meal plan required as a part of their room and board. Commuter students, faculty and staff are also welcome to eat in the dining hall. Delicious entrees, plus a soup and salad bar are provided daily.

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

Counseling Services

North Central Missouri College recognizes that college can be challenging time for students. Mental health and wellness is a priority and we have a full-time counselor on staff to assist you. We offer an open, safe, and confidential environment to support you and help you work through issues that may interfere with your academic and personal success. Stop by the office located on 1st floor Geyer Hall to talk and get connected to on and off campus resources.

Ketcham Community Center

Home to the NCMC Pirates and Lady Pirates sports teams, the

Ketcham Community Center can accommodate athletic, student, or community events.
This multipurpose facility features a collegiate-size basketball court, seating for 2,000, a fitness center, and indoor track. The Ketcham Community Center offers a variety of activities for students and the community including sporting events, cultural and civic activities, and commencement ceremonies. A valid student ID or community center membership is required to participate in fitness activities in the Center. The Center provides a great place to go for fun, education, fitness and entertainment.

IT Services Helpdesk

The IT Services Helpdesk provides technical support to students, faculty, and staff for NCMC-related services and applications. To request help, log a support request by sending an email to NCMCITHelpdesk@mail.ncmissouri.edu. Alternatively, call 660.359.3948 ext. 1214 for support during business hours.

myCOMPASS

The student portal, myCOMPASS, is a centralized location for information meaningful to the current student. myCOMPASS is user-friendly, allowing students to easily navigate their personal information and notices relevant to their success at NCMC. It provides a cohesive look and single sign-on for students to access such items as: financial information, grades, Pirate email account, Brightspace, and progress towards completion.

Parking

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

Student Life & Activities

Residence Life

Living on campus opens up a new world of opportunities for fun, personal growth and leadership development. NCMC offers on-campus living facilities for both men (Ellsworth Hall) and women (Selby Hall), as well as apartment-style living in Anchor I and Anchor II (Pirate Plaza). Meal plans are a part of the housing agreement. Students' rooms in Selby and Ellsworth feature bunk beds, wardrobe, sink, mirror, dresser and desk. High speed wireless Internet access is also provided in each room. In the common areas of Selby and Ellsworth, there are 24-hour computer labs, a laundry area, TV in the lobby, mailboxes, vending machines and easy access to parking.

In each apartment, there are 8 individual bedrooms, two bathrooms with four sinks, 2 washers/dryers, and a shared kitchen and furnished living room.

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

NCMC's housing facilities are supervised by the Director of Residence Life, Residence Hall Coordinators and Resident Assistants (RAs). RAs are students who live in the residence halls and assist with community building and management of the halls. For more information on RA positions, contact the Director of Residence Life.

Oversight, policies, and activities are planned to meet the general needs of the traditional college-age student. As a result, applicants beyond the range of 17-23 are encouraged to carefully consider "fit" before living in on-campus housing.

Housing is assigned on a first-come, first-served basis, and early confirmation of arrangements is encouraged. Priority for placement in Pirate Plaza will be given to returning residential students. A housing application form accompanied by the required deposit should be submitted to the Office of Residence Life.

Students under the age of 18 must meet with the Vice President of Student Affairs prior to placement in college housing. Parent(s) or legal guardian must be in attendance unless the student is an emancipated minor.

Students living on-campus are required to abide by college rules and the Student Code of Conduct. See the Residence Life Contract Terms and Conditions for additional guidelines. Visit the NCMC website for current room and board rates, an application form, vaccination guidelines and more information on housing, or contact Student Affairs at 660-359-3948 ext. 1418 or 1412.

Student Activities

NCMC believes that college should not only help students acquire knowledge and skills, but also guide them in developing character equipped to meet the challenges of tomorrow. At North Central Missouri College, our small size makes it easy for students to make a difference by getting involved in student government, organizations and campus activities and events. Students should enrich their classroom education by taking part in the student activities at NCMC! As part of our recreation and activities, NCMC offers collegiate intramural tournaments. Some of the tournaments recently offered include; basketball, kickball, volleyball, and dodge ball. Intramural and other activities can be a lot of fun for students. See the Campus Activities Coordinator and/or Director of Residence Life to see how you can get involved or if you are interested in starting a new organization or intramural event.

Student Government

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

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, men's and women's basketball, and men's and women's golf.

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

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

Clubs and Organizations

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

Business Club – The organization is devoted to the development of competencies needed for careers in marketing, distribution, merchandising and management.

Criminal Justice Club – This club includes students interested in pursuing a degree in criminal justice or have a general interest in the field.

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.

First Generation Club – Also known as First Gen, was established to provide peer support for first generation students, whose parent(s) have not attained a 4-year college degree. These students may have limited knowledge about traditions and patterns of college life and academia. First Gen is dedicated to develop ways to support NCMC first generation students adjust to a new environment, lifestyle, and academic traditions. In addition, First Gen is devoted to be a support group and resource for first generation students to help them understand and utilize their academic and community resources.

GSA – Gay Straight Alliance – This club is dedicated to creating an accepting environment and a positive outlet for LGBTQ+ students and their supporters. This organization is a casual space where students plan fun activities such as video game and movie nights, barbeques, and field trips as well as activities which support state-wide initiatives that further the education and the equality of the LGBTQ+ community.

International Student Association – This club is dedicated to promoting and supporting academic, athletic, cultural, and social activities to stimulate the participation and interaction between international students, the students at NCMC, staff and the community.

Media Club – The Media Club provides students the opportunity to get involved with the marketing efforts of NCMC through social media platforms, as well as the website. The organization works to create campaigns that encourage student engagement with the college on these various platforms. Excellent opportunity for those students looking to build a portfolio of work.

Nerds Guild – The Nerds Guild is an organization that is devoted, but not limited to, exploring games, books, field trips, gaming competitions, and other activities related to comic books, anime, board games, movies, music, and science fiction. The purpose of this club or organization shall be to engage NCMC students, faculty, employees, the broader community, and any interested parties in gaming and general nerd activities.

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

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

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

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.

Shakespeare Troupe – Open to any and all students interested in the production, performance, and/or celebrating the life of Williams Shakespeare. The Shakespeare Troupe is a co-curricular organization designed to enhance student learning in the fine arts as well as humanities and communication. Troupe activities and travel will enhance students' understanding of Shakespeare and his world while enabling them to reflect on their own world and placement within it.

Shooting Sports Club – NCMC's club formed in 2017 to offer students the opportunity to enjoy firearm shooting sports. Initially focusing on clay target shooting, many of the events take place at the Trenton Trap & Skeet Range. As a student-led organization, participants can benefit from leadership opportunities while practicing organizational and interpersonal skills.

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

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

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

Student Conduct

NCMC recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition and right of due process that all citizens enjoy.

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

If conduct expectations are neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Any student who gives wrong or misleading information in the application, enrollment or financial aid process or is involved in any type of misconduct may be subject to disciplinary action including probation, suspension or dismissal or other sanction deemed appropriate.

Students are responsible for complying with and knowledge of all NCMC policies, rules, regulations, and standards of conduct, as well as maintaining compliance with all federal, state, and local laws and regulations. Enrollment is considered acceptance of the standards specified herein. Paper copies are available upon request from the President's Office.

Right to Revise & Student Responsibility

NCMC reserves the right to make such changes as deemed necessary in its policies, procedures, rules, standards, and regulations. The most current policy will be available on the College's website. Each student is responsible for all information contained in the catalog. Failure to read the catalog will not be considered a valid reason for noncompliance.

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 Student Code of Conduct and the student conduct process apply to the conduct of individual students and student organizations regardless of where or when the conduct may take place, including off-campus or outside of school when the administration determines in its discretion that the off-campus or outside-of-college conduct affects a substantial college interest. The conduct of students, both on campus and off campus, is ordinarily of College concern when:

- Conduct interferes with the College's responsibility for ensuring members full and equal opportunity to obtain their educational objectives and/or disrupts the academic environment; or
- Conduct interferes with the College's responsibility to protect the health, safety and general welfare of persons in the college community, to protect the rights of others, to protect property, to maintain the ordinary rules of good conduct and to sponsor non-classroom activities; or
- Conduct could constitute a criminal offense as defined by federal or state law. This includes, but is not limited to, allegations of single or repeat violations of any local, state, or federal law in the municipality where the College is located; or
- Conduct that may present a danger or threat to the health or safety of others; or

The Vice President of Academic Affairs, Vice President of Student Affairs, 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", as it applies to the Student Code of Conduct, includes all persons taking courses at North Central Missouri College, both full-time and less than full-time, for continuing education, personal development, adult basic education or professional development, whether or not pursuing any degree or program offered by North Central Missouri College.

II. Prohibited Offenses

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

A. Academic Misconduct (Vice President of Academic Affairs' Office/Dean of Instruction's Office)
B. Conduct violating expectations outlined in individual programs.
C. Conduct involving academic matters that is fraudulent, dishonest, or deceptive is strictly prohibited.

1. Cheating includes, but is not limited to: copying from another student for assignment or assessment; using unauthorized material or aids for any assignment or assessment; possessing unauthorized material or aids in an examination, assessment activity, or course assignment; allowing another person to take an examination or assessment in one's place; altering or falsifying academic records in any way; submitting falsified records or documentation required by the college; improperly obtaining examination materials prior to the scheduled examination; aiding or abetting anyone in a cheating offense; giving or receiving unauthorized assistance in taking quizzes or examinations; and, obtaining or distributing tests or other academic information without permission.
2. Plagiarism includes, but is not limited to: using by direct quotation or paraphrases the words or material of another person without properly crediting the author; presenting ideas or creations of another as one's own without consent or appropriate attribution; copying and submitting, in whole or in part, the work of another for any assignment or examination as one's own work; and, failing to accurately document information, wording, or visual images obtained online.
3. Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.
4. Violating federal copyright laws including unauthorized duplication of copyrighted materials.

B. Non-Academic Misconduct (Vice President of Student Affairs' Office)
1. Misuse of documents or identification. Any forgery, alteration or misuse of documents or records; knowingly furnishing false information, written or spoken, to the College and its staff members; or withholding of necessary information in connection with a student's record or status.
2. Intentionally, recklessly, or negligently causing physical harm to any person on College property or at College-sponsored functions. This includes engaging in any form of fighting.
3. Creating an unsafe condition or environment which could cause harm to others or acting in a manner that endangers or reasonably could endanger the health, safety, or welfare of others.
4. Intimidation, harassment or threat of physical violence. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, sexual harassment, stalking, intimidation, threats, bullying/cyber bullying, or other conduct electronic or otherwise, which threatens or endangers that person's emotional, mental, or physical well-being.
5. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.
   For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation of admission into a registered College organization shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.
   College registered student organizations are prohibited from hazing in any form both on and off campus.
6. Sexual misconduct, including but not limited to, sex-based harassment, sexual assault, and discrimination based on sex stereotypes, sex characteristic, sexual orientation, and gender identity. Sexual misconduct can also include 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. Sexual contact without that person's consent is prohibited. See NCMC's Sexual Misconduct Policy for additional and separate guidelines.
7. Domestic violence, dating violence, and stalking, as defined in the Sexual Misconduct policy located on the NCMC website.
8. Theft, burglary, robbery of any College property or material or that of any person on the campus.
9. Knowingly possessing stolen property.

10. Willful destruction, damage, hindering use, impairment or misuse of any College property, service or material or that of any person on the campus, to include alteration of computer or other electronic services offered by or owned by the College.
11. Disruptive/disorderly conduct. Disruptive, disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College owned or controlled property or at College-sponsored functions. Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order.
12. Possession, use, manufacture, sale, purchase, dispensing, or distribution of alcohol, marijuana, illegal drugs and/or controlled substances on all college property and college-sponsored activities.
13. Possession of alcoholic beverage containers and/or drug paraphernalia, which includes objects used or primarily intended for use or designed for use in ingesting, inhaling, otherwise introducing illegal drugs and/or controlled substances into the human body, including but not limited to pipes, water pipes, bongs, roach clips, vials, and hypodermic instruments.
14. Public intoxication or being in a drugged condition, whether from alcohol, drugs, or other substances, on all College property or at any college-sponsored activity.
15. Possession, storage, and/or use of firearms, fireworks, explosives, explosive devices, other weapons or dangerous chemicals. Exception: Temporary possession, while transporting weapon between sanctioned campus storage and vehicle, for use in sanctioned practices and/or tournaments and matches. Prior approval must be obtained from the NCMC Shooting Club advisor. Weapon storage must be off-campus or in sanctioned campus storage.
16. Use of tobacco products while on College property. See Tobacco Policy
17. Unauthorized possession, duplication or use of keys, fobs, or cards to any College facility or unauthorized use of or entry into any College facility.
18. Destruction, misuse, or intentionally and/or recklessly disabling, or causing false activation of life safety equipment, including, but not limited to exit door alarms, fire safety equipment, closed circuit television systems and cameras, emergency notification systems, and identification card and door access systems. Blocking or otherwise preventing the use of a fire exit; failing to immediately exit any College facility or building when an alarm has been activated; or setting any fire on College property.
19. Intentional dishonesty before any decision-making individual or body of the College, including knowingly making false allegations against any student or student group.
20. Violations of federal and state law, respective county and city ordinances and all College and Board of Trustees rules and regulations.
21. Failure to heed an administrative summons.
22. 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.
23. Formally charged with, convicted of, or found guilty of a crime such that the student's continued presence on the College campus poses a substantial threat to the ability of others to continue their normal College functions and activities.
24. Retaliation, defined by acts or words taken against an individual, because of the individual's participation in a protected activity, involvement in a College process, or reporting violations of College policy or law, that would discourage a reasonable person from engaging in such protected activity, involvement, or reporting.
25. Assisting anyone in the commission of any acts in this section.

For residential students – Please see Residence Hall Conduct Code for additional rules while living on-campus.

III. Sanctions
   A. Warning or Reprimand –A written or oral notice, which cautions the student that further behavior of the same or similar type shall be cause for disciplinary action by the College.
   B. Probation–A written reprimand for violation of specified regulations. Probation is for a specific period of time and includes the probability of additional and more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   C. Restriction–The withdrawal of specified privileges for a definite period of time. Restrictions may include, but are not limited to, campus housing, dining services, computer labs, recreational facilities, college events or

activities, parking areas, etc.

D. Restitution–A payment for financial injury in cases involving theft, destruction of property or deception.
E. Fines/Fees–A payment for violation of campus policies or other offenses such as excessive or persistent noise, littering, violation of residence hall visitation hours or other regulations.
F. Educational or Discretionary Sanctions–Work assignments, behavioral contracts, administrative referrals, community service, attendance at drug and alcohol education classes and/or other related discretionary assignments.
G. Grade Reduction–In academic misconduct cases, faculty may reduce class grades for tests or assignments as part of the imposed sanctions.
H. Suspension–The President or designee may at any time suspend or deny readmission to a student when the President or designee believes that the presence of that student on campus poses a danger to the health, safety or welfare of any member of the College community, or that the student poses a danger of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities, including classroom instruction. Temporary suspensions, pending a formal hearing, may also occur at the discretion of the President or designee.
I. Expulsion–The involuntary and permanent separation of the student from the College.

IV. Disciplinary Administration

A. Academic Misconduct (Vice President of Academic Affairs/Dean of Instruction Offices). The Vice President of Academic Affairs, Dean of Instruction are the primary officers for academic misconduct cases. The process for appeal is as follows:
   - Student meets with their instructor;
   - Student appeals to appropriate dean (Dean of Instruction);
   - Student appeals to Vice President of Academic Affairs;
   - Student makes final appeal to College President.

   The Dean of Instruction 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 within ten (10) business days. Copies of this action shall be sent to the Dean of Instruction.
   2. Submit an Appeal Form to the Dean of Instruction 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 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 (VP of Student Affairs' Office). The Vice President of Student Affairs, or designee, is the primary officer for non-academic misconduct cases. The process is as follows:
   - Vice President of Student Affairs, or designee conducts hearing;
   - Student may appeal to Vice President of Academic Affairs;
   - Student may make final appeal to College President
   - The Vice President of Student Affairs, 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 Vice President of Student Affairs, 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. All hearings shall be closed, however, 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 Vice President of Student Affairs, 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. The standard of proof for the College shall be "preponderance of evidence."
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 college catalog.
4. Hearings by Mail–The Vice President of Student Affairs or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the VP 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 Vice President of Student Affairs, 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 Vice President of Student Affairs, or designee, 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 Academic Affairs–The student may appeal the initial hearing officer's decision to the Vice President of Academic Affairs by filing a written notice of appeal with the Vice President of Academic Affairs within ten (10) business days after the date of issuance of the decision by the hearing officer. The student should cite specific reasons for the appeal. The Vice President of Academic Affairs shall review the record of the case, the appeal documents and other documentation and may affirm, reverse or modify the hearing decision. The Vice President, at his/her discretion, may meet with the student, faculty and/or initial judicial officer to discuss the appeal. A written decision shall be provided to the student and the appropriate judicial officer within ten (10) business days of the date the decision is rendered.
    2. Appeal of the Vice President's Decision–The student may appeal the Vice President's decision to the College President by filing a

written notice of appeal with the President within ten (10) business days after the date of the Vice President's decision has been rendered. The President, at his/her discretion, may meet with the student to discuss the appeal. A written decision shall be provided to the student and the appropriate judicial officer within ten (10) business days of the date the decision is rendered. Please see the NCMC Board Policy Manual, Section 2.2.130 for any additional instructions.

3. Failure to Attend Hearing–If at any point during the process a student fails to attend any scheduled hearing without prior approval from the hearing officer, the student loses their right to appeal the decision.
4. Status During Appeal–The student's enrollment status shall remain unchanged pending the final decision in the matter, except in cases of emergency where the President or designee determines that the safety, health or general welfare of the student or other College parties are involved.

D. Records. The Office of the Vice President of Student Affairs is the official custodian of all educational records involving nonacademic misconduct. The Office of the Vice President of Academic Affairs is the official custodian of all educational records involving academic misconduct.
   1. Academic Misconduct Records: Student files containing record of an offense of such gravity to result in separation from the institution shall be permanent. Student files containing records of offenses that do not result in separation from the institution shall be destroyed after three years.
   2. Nonacademic Misconduct Records: Student files must be kept for three years following the publication of the last annual campus security report to which they apply, typically seven years. Student files containing an offense(s) of such gravity to result in separation from the institution shall be permanent.

Student Organization Conduct

All student organizations that are affiliated with, recognized by or which use the facilities under the jurisdiction of the College, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

Any such student organization, which through its officers, agents or responsible members knowingly permits, authorizes or condones violations of student conduct or state or federal laws at any affair, function or activity of such student organization, social or otherwise, is hereby declared to be in violation of the College regulations and may have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, may be barred from campus for an indefinite period. Student organization violation determinations will be made by the Vice President of Student Affairs. Organizational discipline does not preclude disciplinary sanctions that may be imposed on an individual.

Policy – Alcohol and Other Drugs

In accordance with federal law, and as described in more detail below, NCMC has adopted and implemented a program and policies to prevent the unlawful possession, use, or distribution of illicit drugs, marijuana, and alcohol by students and employees. NCMC will impose disciplinary sanctions for violations of this policy and any additional policies noted in official college publications.

Students

Students are expected to comply with local and state laws pertaining to alcoholic beverages, marijuana, controlled substances, and illegal drugs. The possession, use, manufacture, sale, purchase, dispensing, or distribution of alcohol, marijuana, illegal drugs and/or controlled substances is strictly prohibited on all College property and college-sponsored activities.

Possession of alcoholic beverage containers and/or drug paraphernalia, which includes objects used or primarily intended for use or designed for use in ingesting, inhaling, otherwise introducing illegal drugs and/or controlled substances into the human body, including but not limited to pipes, water pipes, bongs, roach clips, vials, and hypodermic instruments are also prohibited. Determination will be made by considering all relevant facts.

In addition, public intoxication, or being in a drugged condition, whether from alcohol, drugs, or other substances, is also prohibited. This condition may be evidenced by disorderly, obscene, or indecent conduct or appearance.

NCMC will impose sanctions, consistent with local, State, and Federal law, for violations of this policy and the Student Code of Conduct. Enforcement will be through judicial referrals and/or reporting incidents to law enforcement. Sanctions may include work assignments, behavioral contracts, verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the halls and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or

referral to local law enforcement for prosecution. If the student is an employee, the student may face termination from their position. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. In addition, a student convicted for the possession or sale of illegal drugs may have financial aid eligibility suspended if the offense occurred while the student was receiving federal student aid.

Employees

The unlawful possession, use, manufacture, sale, purchase, dispensing, or distribution of alcohol, marijuana, and illegal drugs by employees on college property and college-sponsored activities is prohibited. Violations of NCMC alcohol and drug policies, as stated in college policies or employee handbooks/manuals, may result in disciplinary action including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Failure to disclose previous convictions on a job application is grounds for termination.

If an employee is convicted for a violation of a criminal drug statute occurring in the workplace, the employee shall notify the HR office no more than five calendar days after such conviction. After receiving such notice, NCMC will notify the Department of Education in writing within 10 calendar days after receiving notice from an employee of such conviction. The notice will include the employee's position title. Within 30 days of receiving such notification, NCMC will take appropriate personnel action against such employee up to and including termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

For the complete Alcohol and Illegal Drugs Policy, including potential legal sanctions, alcohol and drug abuse information and programs, health risks, treatment programs, NCMC's Biennial Review, see the NCMC website: Drug-Alcohol Abuse Prevention Program

Policy – Tobacco

Tobacco usage is prohibited on campus including the residence halls and parking lots. Prohibited use includes all tobacco products, including: cigarettes, electronic cigarettes/vapes, cigars, hookah- smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks and cigarillos.

Enforcement of Tobacco Usage Policy

1. The monitoring and enforcement of tobacco usage regulations are the responsibility of every employee, faculty member and student. It will be the responsibility of every employee, faculty member and student to politely bring this tobacco usage policy to the attention of persons observed violating the regulations.
2. Faculty, staff and students refusing to abide by these policies should be reported to their Dean/VP or immediate supervisor for appropriate action. Anyone violating this policy shall be subject to the applicable disciplinary. Visitors in violation of this policy should be politely informed of this fact; if they persist, they may be reported to an appropriate official.

Policy – Firearms

Except for licensed/accredited police officers, no person shall possess or carry any firearm, visible or concealed, on College property (including college buildings, grounds, leased or owned by the College, College athletic fields, and parking lots, or in any College van or vehicle, or at College-sponsored activities. Firearms for use in artistic expression, academic endeavors, ceremonial purposes, or other purposes related to the College's mission may be allowed with prior approval by the College President.

Title IX Sexual Misconduct Policy

NCMC prohibits sex discrimination and is committed to fostering a learning environment that is safe, inclusive, and fosters academic success. NCMC considers sex discrimination in all its forms to be a serious offense and a violation of this policy. Sex discrimination involves differential treatment or adverse action based on a person's real or perceived sex, gender identity and/or gender expression. Sex discrimination includes discrimination on the basis of pregnancy, sexual orientation, gender identity, and failure to conform to stereotypical notions of femininity and masculinity, as well as same gender harassment. Sexual harassment is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. "Sexual misconduct", as used in the policy, is an umbrella term that collectively refers to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

NCMC is committed to taking appropriate action against those who violate this policy. NCMC employees are required to report any violations of the Sexual Misconduct Policy. Students or staff who have experienced sexual misconduct are encouraged to make a report with the Title IX Coordinator: Dr. Kristen Alley,

12 Alexander Hall, 1204 Main Street, Trenton, MO. 660-357-6400, kalley@mail.ncmissouri.edu.
Title IX also protects students who are pregnant or have a pregnancy-related condition. The Title IX Coordinator can assist with reasonable accommodations and prevent discrimination to ensure equal access. Lactation space is also available for students who are breast feeding. To view the complete Title IX policy, see NCMC website Title IX Board Policy. Paper copies are available from the President's Office, Business Office, from the Vice President of Student Affairs, the Vice President of Academic Affairs, or the Dean of Instruction.

Annual Security Report

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 full report, including information related to campus security and crime statistics for the most recent three-year period, is sent to all students and employees through the college email system. The report is also provided to prospective students and employees and can be accessed by the general public on the NCMC website at Clery Security Report. A paper copy is available upon request by contacting the Vice President of Academic Affairs, 1301 Main Street, Trenton, MO 660-359-3948 X1300.
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 Vice President or Vice President, in cooperation with the Chief Information Officer, is responsible for issuing a timely warning when a crime is reported to or brought to the attention of college authorities and that crime represents a serious or ongoing threat to the safety of member of the college community. Information for timely warnings may also come from other law enforcement agencies. Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints.
Anyone with information warranting a timely warning should report the circumstances to the Vice President of Academic Affairs by phone or in person.
In the event that a situation arises either on or off campus that, in the judgment of the Vice Presidents Vice President of Student Affairs in consultation with the 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 Brightspace and myCOMPASS
2. Bulletin boards
3. NCMC alert text messaging
4. Email
5. News release
6. NCMC website

Emergency and Evacuation

In the event of a tornado, fire or other emergency, students should follow the emergency procedures outlined in the crisis management plan and those that may be specific for each building. The procedures are prominently posted in each College facility. It is the obligation of each student to be familiar with these procedures.

Involuntary Administrative Withdrawal

A student may be subject to involuntary administrative withdrawal from the College or from College housing if it is determined that the student:

a. Engages in or threatens to engage in behavior that poses a danger of causing physical harm to others, or
b. Engages in or threatens to engage in behavior that interferes with the welfare of other members of the College, the educational process, or the academic environment
c. Engages or threatens to engage in behavior that would cause significant property damage or directly and substantially impedes the lawful activity of others engaged in pursuits relating to the mission of the institution.

These standards do not preclude removal from College housing in accordance with the residence hall occupancy agreement or other College rules and regulations.
In order to determine if an involuntary administrative withdrawal is warranted, the Vice President of Student Affairs 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 Student Affairs within two (2) business days of receipt of notification of involuntary administrative withdrawal.
An immediate involuntary 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 an involuntary administrative withdrawal has been issued, a student must submit a letter of appeal of the Vice President of Student Affairs to gain re-admission. The

Vice President of Student Affairs 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 ACHA.org. We also advise that you check with your current health care provider or local public Health Department for their specific recommendations. Students living on-campus are required by Missouri State Law to receive the meningococcal vaccine or submit a doctor's release or a signed statement for religious exemption. In addition, Missouri State Law requires a tuberculosis screening for all on-campus students and faculty. Any individual referred for TB testing must demonstrate a non-contagious status for active tuberculosis to continue enrollment and/or employment.

Electronic Information Systems Use Policy

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

Network Definition

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

Criminal or Illegal Acts

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

Copyright Law

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

Secure Data Elements

Although commonly stored, these data elements are protected and must not be made available except to the extent that FERPA authorizes disclosure without consent. This information should not be released verbally, and electronic or paper reports containing this data must be approved before release. This information includes first name (or first initial) and last name in combination with any other data element. Examples of additional data elements include but are not limited to: social security number; driver's license number; passport number, or any other unique identification number issued by the government; financial account, credit card, or debit card number; unique electronic Identifier or routing code in combination with any required security code, access code, or password that would permit access to an individual's financial account; health insurance information; medical information; address information; personal characteristics, including: photographic image, fingerprints, handwriting, or other biometric data; date or place of birth; mother's maiden name; PINs or passwords; national or ethnic origin; religious affiliation(s); employment information; financial information including account balances or histories; and information contained in educational records that are not listed as directory information.

Additionally, do not store the following data elements electronically or on paper: full credit card numbers (the last four digits are acceptable); credit card validation codes (three to four digit code on front or back of card used to verify card not present transactions); credit card PIN numbers.

Email

Secure data elements should not be sent via email. Instead of email, transmit information securely using NCMC-approved services (for example: Softdocs and Parchment). Users must comply with the CAN-SPAM Act that deals with sending bulk/commercial messages that are unsolicited. Contact the helpdesk before sending messages to recipients with which you do not have a prior working relationship.

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.
- Use of computing or network resources to send malicious software or malicious content.
- Use of computing or network resources for social engineering, phishing, or other activities designed to fraudulently obtain information from College end users.
- Use of all peer to peer file sharing sites such as uTorrent, Bittorrent, qBittorrent, Transmission, Bitport.io, FrostWire, Deluge, Folx, Webtorrent.io, Shareaza, eMule, and many more peer to peer file sharing sites.

User Responsibility and Account Ownership

Users may not allow other individuals to use their College-assigned network, email, or other College-based account. 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 College-managed network and cloud storage locations 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. However, the College will not request end users to send password or sensitive information via email.

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 policies, procedures, and security measures, visit them online at https://www.more.net.

User Conduct and Sanctions

Abuse of the College's electronic information system or violation of any local, state, or federal telecommunication law or regulation, or College policy, is not allowed and may subject the individual to criminal, civil, and institutional penalties and liabilities

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

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

Parking Regulations

The College has several parking lots for students, faculty and staff. Space available in the College parking lots is limited and is provided on a first-come, first-served basis. In order to operate efficiently, these regulations are observed and enforced:

1. Only vehicles displaying special handicapped status license plates or tags may be parked in areas reserved for handicapped persons.
2. Do not park in driveways or turn rows.
3. Illegally parked vehicles on public property are subject to ticketing and towing.

On campus, vehicles found improperly parked or abandoned are subject to towing and restriction from campus, if repeated offenses occur. Parking tickets are to be paid in the Cashier Office in Alexander Hall.

Student-Faculty Public Expression & Assembly on Campus

The freedoms of speech and assembly guaranteed by the United States and Missouri Constitutions shall be enjoyed by the students and faculty of North Central Missouri College, which respects the opportunity to exercise public expression and assembly. However, such expressions and assemblies cannot interfere with the lawful and academic missions of North Central Missouri College. Questions regarding assembly and expression on the NCMC campus should be directed to the President's office (Ext 1203).

Posting Policy

NCMC is committed to creating a campus which supports the educational mission of the College, provides a campus culture conducive to learning, and is free from obscene materials and hostile environments. Members of the College community are allowed to publicize their events in designated areas, with prior permission from the President's Office or Vice President of Student Affairs Office. The form and content of the publicity will be restricted if it is libelous, obscene, incites riot or other unlawful action. Postings should follow relevant procedures and contain the name of the organization or department, and if applicable event date, time, and location. Postings should also conform to local, state, and federal laws. For specific procedures and guidelines related to posting, visit the Board Manual on the NCMC website.

Selling, Advertising & Soliciting

Only registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the President's Office, in accordance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the President a description of the proposed project including purpose and schedule of events.
2. The student organization must keep accurate financial records and provide to the College, upon request, a full and complete accounting.
3. Fund-raising projects must be conducted in a lawful manner and in compliance with College regulations. State law prohibits raffles and lotteries. Non-college personnel shall not engage in selling, advertising or soliciting on campus unless approved by the President.

Chemicals

Chemicals are used throughout the campus environment, including in particular coursework. As a result, there is exposure to volatile and toxic substances/chemicals and noxious fumes. For students participating in clinicals, possible exposure to bacterial diseases, viral diseases and radioactivity may also exist. If any student has an existing or pre-existing condition, including pregnancy, and is concerned about the risk of possible exposure, it is the student's responsibility to notify the instructor and work with the Accessibility Services Office to determine what alternative arrangements can be made

Higher Education Act Student Consumer Information

Consumer education disclosures as required by the Higher Education Re-authorization Act are available on the North Central Missouri College website.

Information is included pertaining to:

- Student financial assistance.
- General institutional information.
- Health and safety.
- Student outcomes.
- Intercollegiate athletic programs.
- Voter registration.
- Other college policies and procedures.

Academic Programs

General Education Program

General education imparts broad knowledge and intellectual concepts to students, developing skills and attitudes that the institution believes every college-educated person should possess. It is the curricular foundation for all degrees awarded by North Central Missouri College, introducing students to the traditional disciplines of the arts and sciences and the connections between them. It provides the means to come to terms, intelligently and humanely, with the diversity of the world and helps students to acquire appropriate investigative, interpretative, and communicative competencies. General education 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.

General Education Policy

The Missouri Department of Higher Education and Workforce Development has developed a statewide Core 42 general education framework intended to ensure the portability of general education credit among Missouri's colleges and universities. State-level curricular goals for general education fall into two categories: academic skills (Communicating, Higher Order Thinking, Managing Information, and Valuing) and knowledge areas (Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, and Life and Physical Sciences). The Associate in Arts degree and general education outcomes for North Central Missouri College align with the state framework and goals. The four general education outcomes are:

1. Communicating: Students will be able to read and listen critically, and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.
2. Engaging: Students will be able to interact effectively with others in classrooms, communities, and across the world to accomplish goals.
3. Managing Information: Students will be able to access, organize, evaluate, and present information in various formats.
4. Problem Solving: Students will be able to analyze information or evidence and apply it to draw conclusions, formulate a position or hypothesis, and solve problems.

Missouri Core 42

MDHEWD has also worked with Missouri institutions of higher education to identify a common core of highly transferable coursework known as the Missouri Core 42. This state-wide common core was designed in accordance with MDHEWD philosophy and the eight goals referenced above, to improve transferability among Missouri public institutions of higher education. The Core 42 mandates certain distribution requirements, and includes a catalog of approved state equivalencies for the most common general education courses. Courses approved for inclusion in the Core 42 are labelled as Missouri Transfer (MOTR) courses, denoted by a special logo in the course information section of this catalog. Students who complete the Core 42 program designated by the state will have this recorded on their academic transcripts.

Degrees and Certificates Offered

Whether your goal is to complete a bachelor's degree or prepare for employment with occupational training, North Central Missouri College offers a program designed to meet your individual needs. NCMC awards five types of degrees as well as career and technical certificates.

Students wishing to earn a second degree must complete a minimum of 12 additional credit hours applicable to that degree beyond the previous award. Students wishing to earn an additional certificate must complete at least 6 hours applicable to the certificate beyond the previous award.

Associate in Arts (AA)

The Associate in Arts degree is the traditional university transfer program, and includes the entire Missouri Core 42 general education program. Students awarded AA degrees are assured transfer to Missouri public universities through the Missouri Articulation Agreement and the Missouri Core 42 program, and are accepted with junior standing at most Missouri public institutions, having fulfilled freshman and sophomore requirements with a solid foundation for upper class study. Credits earned in this program are accepted at state colleges and universities and many private institutions. Students receive individualized advisement in the selection of courses in order to meet the requirements of the transfer institutions in the college majors selected. Articulation guides for specific course transfer are available from advisors and the NCMC website.

Associate in Arts in Teaching (AAT)

The Associate in Arts in Teaching degree is designed for students wishing to transfer to a four-year college or university to complete a teaching degree. Students awarded AAT degrees are assured transfer to certain Missouri universities through the Missouri Statewide AAT Articulation Agreement.

Associate in General Studies (AGS)

The Associate in General Studies degree is designed to provide flexibility for students whose educational plans do not fit within the other degrees offered.

Associate in Science (AS)

The Associate in Science degree is designed for students intending to transfer into certain four-year programs in mathematics, science, engineering, computer science, or agriculture. Students receive individualized advisement in the selection of courses in order to meet the requirements of the transfer institutions in the college majors selected.

Associate in Applied Science

The Associate in Applied Science degree is designed to prepare students for employment in a specific occupational area. For most majors, the AAS is not designed as a transfer degree; however, agreements are in place with several colleges and universities to facilitate transfer of certain AAS degrees into four-year programs. Contact an NCMC Student Affairs advisor or your faculty advisor for more information.

Career and Technical Certificates

NCMC offers career certificate programs designed to be completed in one year or less. These programs help graduates gain job skills for immediate employment. Students who wish to continue their education may do so. In most cases, coursework in a certificate program will fulfill requirements in an Associate in Applied Science degree.

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Associate in Arts (AA)

Students who hold an Associate in Arts Degree from NCMC or have met the Missouri 42-hour General Education Core requirements are considered to have fulfilled all General Education requirements at public Missouri institutions of higher education, except where specific additional general education classes are required by the baccalaureate major. 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.

WRITTEN COMMUNICATIONS			**6 hours**
Course Name	**Course Number**	**Hours**	
English I	EN101	3	
English II	EN102	3	

Workshop versions of these courses may be substituted, but the additional workshop credit hours will not apply toward the general education 42 credit minimum and 60 credit degree minimum.

VERBAL COMMUNICATIONS			**3 hours**
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

CIVICS			**3 hours**
American History to 1877 or American History Since 1877	HI103 or HI104	3	
or National Government	or PL216		

Students must pass the Missouri Higher Education Civics Achievement Examination

MATHEMATICAL SCIENCES			**3 hours**
Contemporary Math	MT119	3	
Math Concepts	MT121	3	
College Algebra	MT122	3	
Elementary Statistics	MT125	3	
Trigonometry or higher	MT132 or higher	3	

Workshop versions of these courses may be substituted, but the additional workshop credit hours will not apply toward the general education 42 credit minimum and 60 credit degree minimum.

HUMANITIES AND FINE ARTS			**9 hours**
Choose courses from at least two disciplines:			
ART:			
Art Appreciation	AR104	3	
Drawing I	AR106	3	
LITERATURE:			
Creative Writing	EN110	3	
Introduction to Literature (formerly EN280)	EN180	3	
English Literature I	EN230	3	
English Literature II	EN240	3	
Introduction to Shakespeare	EN242	3	
World Literature: Beginning to the Renaissance	EN251	3	
World Literature: Enlightenment to the Present	EN252	3	
American Literature Before 1865	EN261	3	
American Literature After 1865	EN262	3	
Introduction to Short Stories	EN282	3	
FOREIGN LANGUAGE:			
Elementary Spanish I	FL100	3	
Elementary Spanish II	FL101	3	
Elementary French	FL120	3	
Elementary French II	FL122	3	

CIVILIZATION:			
Western Civilization to 1700	HI101	3	
Western Civilization since 1700	HI102	3	
Introduction to Humanities II	HU111	3	
MUSIC:			
Chorus I	MU103	1	
Music Appreciation	MU109	3	
PHILOSOPHY:			
Introduction to Ethics	PH101	3	
Introduction to Philosophy	PH102	3	
RELIGION:			
Introduction to Religion	RL101	3	
THEATRE:			
Introduction to Theatre	TH111	3	

NATURAL SCIENCES			**7 hours**
Choose from at least two disciplines, including at least one course with lab:			
ASTRONOMY:			
Introduction to Astronomy (no lab)	PS120	3	
BIOLOGY:			
General Biology	BI100	5	
General Botany	BI101	5	
General Zoology	BI103	5	
Ecology	BI110	5	
CHEMISTRY:			
Introduction to Chemistry	CH107	4	
General Chemistry I	CH110	5	
LIFE SCIENCES:			
Human Anatomy	BI240	4	
Human Physiology	BI242	4	
PHYSICAL SCIENCES:			
Introduction to Physical Science	PS101	4	
PHYSICS:			
Introduction to Physics	PS108	4	
College Physics I	PS185	4	
General Physics I	PS210	5	

SOCIAL AND BEHAVIORAL SCIENCES			**6 hours**
Choose courses not already used to satisfy the civics requirement:			
Introduction to Criminal Justice	CJ126	3	
Criminology	CJ218	3	
Microeconomics	EC252	3	
Macroeconomics	EC253	3	
Introduction to World Geography	GE106	3	
American History to 1877	HI103	3	
American History since 1877	HI104	3	
World History I	HI203	3	
World History II	HI204	3	
Introduction to Comparative Politics	PL202	3	
National Government	PL216	3	
General Psychology	PY121	3	
Human Growth and Development	PY233	3	
General Sociology	SO107	3	
People & Cultures of the World	SO230	3	

MISSOURI TRANSFER (MOTR) ELECTIVES**			**5 hours**
Select additional MOTR courses as needed to complete the state 42 credit hour general education core			
TOTAL GENERAL EDUCATION CORE			**42 hours**
MANAGING INFORMATION			**3 hours**
Microcomputer Applications I	BT160	3	
COLLEGE SEMINAR	CS102		**1 hour**
OPEN ELECTIVES*			**14 hours**
TOTAL AA DEGREE REQUIREMENTS			**60 hours**

NOTES:
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 60 credit hours are required for completion of the AA degree.
Developmental Studies classes do not apply toward any degree or certificate requirements in any program.
A maximum of 3 credits in performance coursework may be counted toward the required 9 credits in Humanities and Fine Arts.
**A maximum of six hours in religion courses will be applied toward a degree.*
**A maximum of two hours of physical education activities will be applied toward any degree. Elective courses should be chosen from those required and accepted for the anticipated major at the transfer university. Student should work closely with their advisor to plan electives that transfer.*
The Missouri Higher Education Core Transfer Curriculum is a recommended lower-division core curriculum of forty-two semester credit hours intended to facilitate student transfer among Missouri's public institutions of higher education. All public colleges and universities have adopted the Core Transfer Curriculum, which is commonly known as *CORE 42*. *CORE 42* is comprised of dozens of courses distributed across five knowledge areas. These courses are designated with a Missouri Transfer (MOTR**) course number and icon, which guarantees the one-to-one transfer of these courses among all Missouri public institutions of higher education. Look for the MOTR icon in the course description section of the catalog.

To enhance your AA degree with transferable course work in specific areas of study, please refer to the transfer guides on the NCMC website and/or consult with your academic 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
Social Work
Speech & Theatre
Wildlife & Conservation

Associate in Arts in Teaching (AAT)

The Associates in Arts in Teaching degree (AAT) is a pre-licensure program that prepares students to transfer to a four-year college or university offering a Bachelor's Degree in Teacher Education. The AAT is a state-wide approved program and, when completed in its entirety, meets the first 2 years of course requirements for individuals pursuing either an early childhood, elementary or secondary education degree. To be licensed by the State of Missouri as a teacher, the student will need to complete additional education or alternate certification.

Program Outcomes

- Demonstrate an understanding of the central concepts, structures, and tools of inquiry of the discipline(s) and work to create learning experiences that make aspects of subject matter meaningful and engaging for students;
- Demonstrate an understanding of how students learn, develop, and differ in their approaches to learning, while effectively creating learning opportunities that are adapted to diverse learners to support the intellectual, social, and personal development of all students;
- Demonstrate an awareness of the importance of long-range planning and curriculum development to further equip them in developing, implementing, and evaluating curriculum based upon student, district, and state standards data;
- Demonstrate both awareness and quality use varied instructional strategies and resources to encourage students' critical thinking, problem solving, and performance skills;
- Demonstrate an understanding of individual/group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction, and self-motivation;
- Demonstrate effective verbal, nonverbal, and media communication techniques with students, colleagues, and families to foster active inquiry, collaboration, and supportive interaction in the classroom;
- Demonstrate an understanding of the importance of assessment through both formative and summative assessment strategies to assess the learner's progress to further devise instruction enabling students to grow and develop;
- Demonstrate critical reflection as a practitioner who continually assesses the effects of choices and actions on others, while seeking out opportunities to grow professionally in order to improve learning for all students; and,
- Demonstrate an understanding of effective working relationships with all members of the learning community and engages appropriately with students, parents, school colleagues, and community members.

WRITTEN COMMUNICATIONS			**6 hours**
Course Name	**Course Number**	**Hours**	
English I	EN101	3	
English II	EN102	3	

Workshop versions of these courses may be substituted, but the additional workshop credit hours will not apply toward the general education 42 credit minimum and 60 credit degree minimum.

VERBAL COMMUNICATIONS			**3 hours**
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

HUMANITIES			**9 hours**
(Select one course each from three of the four categories.)			
FINE ARTS: (a selection from this category is required)			
Art Appreciation	AR104	3	
Music Appreciation	MU109	3	
Introduction to Theatre	TH111	3	
LITERATURE: (except Lit. for Children, Preschool Lit. or Young Adult Lit.)			
Introduction to Literature (formerly EN280)	EN180	3	
English Literature I	EN230	3	
English Literature II	EN240	3	
Introduction to Shakespeare	EN242	3	
World Literature: Beginning to the Renaissance	EN251	3	
World Literature: Enlightenment to the Present	EN252	3	
American Literature Before 1865	EN261	3	
American Literature After 1865	EN262	3	

Introduction to Short Stories	EN282	3	
HUMANITIES/CULTURAL STUDIES:			
Multicultural Education (recommended course)	ED265	3	
Western Civilization I	HI101	3	
Western Civilization II	HI102	3	
Introduction to Humanities I	HU110	3	
Introduction to Humanities II	HU111	3	
PHILOSOPHY/FOREIGN LANGUAGE			
Elementary Spanish I	FL100	3	
Elementary German	FL110	3	
Elementary French	FL120	3	
Introduction to Ethics	PH101	3	
Introduction to Philosophy	PH102	3	
Introduction to Religion	RL101	3	
MANAGING INFORMATION			**3 hours**
Microcomputer Applications I	BT160	3	
COLLEGE SEMINAR	CS102	1	**1 hour**
MATHEMATICS			**3 hours**
Math Concepts	MT121	3	
College Algebra*	MT122	3	
Elementary Statistics	MT125	3	
NATURAL SCIENCE			**9 hours**
(Must have one course with lab from each area)			
LIFE SCIENCE			
General Biology	BI100	5	
General Botany	BI101	5	
General Zoology	BI103	5	
PHYSICAL SCIENCE			
Introduction to Chemistry	CH107	4	
Chemistry I	CH110	5	
Introduction to Physical Science	PS101	4	
College Physics I	PS185	4	
SOCIAL SCIENCE			**9 hours**
American History to 1877 or American History Since 1877	HI103 or HI104	3	
National Government	PL216	3	
General Psychology	PY121	3	
Students must pass the Missouri Higher Education Civics Examination.			
TOTAL GENERAL EDUCATION CORE **Refer to transfer school degree requirements*			**42 hours**
***REQUIRED TEACHER EDUCATION CORE COURSES**			**12 hours**
Foundations of Education in Diverse Society	ED200	3	
Teaching Profession with Field Experience	ED201	3	
Educational Psychology	ED270	3	
Educational Technology	ED275	3	
**Must receive a C or higher upon completion of any ED course.*			
REQUIRED NCMC TEACHER EDUCATION			**1 hour**
Education Capstone	ED295	1	
ELECTIVES*			**7 hours**
TOTAL AAT DEGREE REQUIREMENTS			**63 hours**

NOTES:
General education credits should be carefully selected with the help of an advisor whenever possible to meet degree requirements, pre-requisites and planned level and area of teacher preparation.
A minimum cumulative GPA of 2.75 is required for graduation. (Includes grades in transferred-in credits).
Developmental Studies classes do not apply toward any degree requirements in any program. A maximum of six hours in religion courses will be applied toward a degree.
A maximum of two hours in physical education activity credit will be applied toward a degree.
Candidates must successfully complete one of the following: Composite/Superscore of 20 or higher on the ACT exam, or passing scores on Math, Reading, and Writing sections of the Missouri General Education Assessment (MoGEA), or passing score on the Paraprofessional Assessment (Pearson), or passing score on the ParaPro Assessment (ETS) prior to graduation.
A minimum cumulative GPA of 3.00 in professional education coursework is required upon the exit or completion date of the candidate's program.
For all ED coursework candidate must receive a "C" or higher upon course completion. Consult transfer school when selecting AAT electives.
**Electives may be selected from courses in education and/or content areas. They should be carefully selected with the help of an advisor to meet degree requirements, pre- requisites, and considering area of teacher preparation.*

Associate in Science (AS)

The Associate in Science program is intended for students who plan to transfer into a science intensive field at a college or university. The degree is comprised of coursework typically taken during the first two years of a baccalaureate degree.

Program Outcomes

Upon Completion of the Associate in Science degree, graduates will be able to:

- Transfer to a four-year college or university to major in biological, engineering, mathematical, chemical, or physical science.
- Explain and apply scientific and mathematical principles;
- Develop and test hypotheses with appropriate laboratory and/or mathematical techniques;
- Analyze data to draw defensible conclusions; and,
- Evaluate scientific and mathematical evidence and argument.

WRITTEN COMMUNICATIONS			**6 hours**
Course Name	**Course Number**	**Hours**	
English I	EN101	3	
English II	EN102	3	

Workshop versions of these courses may be substituted, but the additional workshop credit hours will not apply toward the general education 42 credit minimum and 60 credit degree minimum.

VERBAL COMMUNICATIONS			**3 hours**
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

CIVICS			**3 hours**
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

MATHEMATICAL SCIENCES			**3 hours**
College Algebra	MT122	3	
Elementary Statistics	MT125	3	
Pre-Calculus	MT148	5	

Workshop versions of these courses may be substituted, but the additional workshop credit hours will not apply toward the general education 42 credit minimum and 60 credit degree minimum.

HUMANITIES AND FINE ARTS			**3 hours**
Choose course from:			
Art Appreciation	AR104	3	
Drawing I	AR106	3	
Introduction to Literature (formerly EN280)	EN180	3	
English Literature I	EN230	3	
English Literature II	EN240	3	
Introduction to Shakespeare	EN242	3	
World Literature: Beginning to the Renaissance	EN251	3	
World Literature: Enlightenment to the Present	EN252	3	
American Literature Before 1865	EN261	3	
American Literature After 1865	EN262	3	
Introduction to Short Stories	EN282	3	
Elementary Spanish I	FL100	3	
Elementary Spanish II	FL101	3	
Elementary French	FL120	3	
Western Civilization to 1700	HI101	3	
Western Civilization since 1700	HI102	3	
Introduction to Humanities	HU111	3	
Music Appreciation	MU109	3	
Introduction to Ethics	PH101	3	
Introduction to Philosophy	PH102	3	
Introduction to Religion	RL101	3	
Introduction to Theatre	TH111	3	

SOCIAL AND BEHAVIORAL SCIENCES			**3 hours**
Choose course not already used to satisfy the civics requirement:			
Introduction to Criminal Justice	CJ126	3	
Microeconomics	EC252	3	
Macroeconomics	EC253	3	
Introduction to World Geography	GE106	3	
American History to 1877	HI103	3	
American History since 1877	HI104	3	
World History I	HI203	3	
World History II	HI204	3	
Introduction to Comparative Politics	PL202	3	
National Government	PL216	3	
General Psychology	PY121	3	
Human Growth and Development	PY233	3	
General Sociology	SO107	3	
People & Cultures of the World	SO230	3	

COLLEGE SEMINAR CS102	**1 hour**

PROGRAM ELECTIVES **30 hours**

Select from the following courses based on intended receiving institution's degree requirements:

Soils and Fertilizer	AG103	3
Soils and Fertilizer Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
General Biology	BI100	5
General Botany	BI101	5
General Zoology	BI103	5
Ecology	BI110	5
Human Anatomy	BI240	4
Human Physiology	BI242	4
General Chemistry I	CH110	5
General Chemistry II	CH112	5
Elementary Statistics	MT125	3
Pre-Calculus	MT148	5
Geometry and Calculus I	MT150	5
Geometry and Calculus II	MT250	5
Geometry and Calculus III	MT260	5
College Physics I	PS185	4
College Physics II	PS186	4
General Physics I	PS210	5
General Physics II	PS212	5

OPEN ELECTIVES **8 hours**

Select any courses that have not been used in categories above, except developmental skills coursework (DS). Developmental skills classes do not fulfill any degree requirements.

TOTAL AS DEGREE REQUIREMENTS **60 hours**

NOTES:

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 60 credit hours are required for completion of the AS degree.

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

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

**A maximum of two hours of physical education activities will be applied toward any degree. Elective courses should be chosen from those required and accepted for the anticipated major at the transfer university. Student should work closely with their advisor to plan electives that transfer.*

To enhance your AS degree with transferable course work in specific areas of study, please refer to the transfer guides on the NCMC website and/or consult with your academic advisor. Course work in specific areas of study will vary with each individual university.

Associate in General Studies (AGS)

The Associate in General Studies degree is for students who wish to further their education, but who choose not to meet the requirements of either the AA degree, AS, or the AAS degree. Courses required for this degree may transfer, but will not necessarily fulfill the general education requirements at a four-year college or university.

Program Outcomes

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

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

COMMUNICATIONS			**6 hours**
English I	EN101	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	
SOCIAL SCIENCE			**6 hours**
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
General Psychology	PY121	3	
Students must pass the Missouri Higher Education Civics Achievement Examination.			
MATHEMATICS			**3 hours**
Intermediate Algebra or above is recommended.	MT110 or higher		
HUMANITIES			**3 hours**
ELECTIVES			**42 hours**
TOTAL AGS DEGREE REQUIREMENTS			**60 hours**

NOTES:

A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.
Developmental Studies classes do not apply toward any degree requirements in any program. A maximum of six hours in religion courses will be applied toward a degree.
A maximum of two hours in physical education activity credit will be applied toward a degree.

Associate in Applied Science (AAS)

The Associate in Applied Science degree is designed to prepare a student for employment in a specific occupational area. For most majors, the AAS is not designed as a transfer degree, but agreements are in place with several colleges and universities to facilitate transfer of some AAS degrees into four year programs. Contact an NCMC Student Affairs advisor or your faculty advisor for more information.

Associate in Applied Science degrees comprise 15-18 credit hours of general education courses and a minimum of 45 (up to 58) credit hours of courses most appropriate to address the intended outcome of the career program.

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

COMMUNICATIONS			**6 hours**
English I	EN101	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	
SOCIAL SCIENCE			**3 hours**
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
Students must pass the Missouri Higher Education Civics Achievement Examination.			
MATHEMATICS			**3 hours**
Department Requirement		3	
HUMANITIES OR GENERAL ELECTIVE			**3 hours**
CAREER & TECHNICAL CURRICULUM			**45-58 hours**

NOTES:
In order to earn a second degree, a student must complete a minimum of 12 credit hours in addition to those required for the first degree.
Developmental Studies classes do not apply toward any degree or certificate requirements in any program.
A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.
A maximum of two hours in physical education activity credit will be applied toward a degree.

Career Certificate Programs

NCMC offers career certificate programs designed to be completed in one year or less. These programs help graduates gain job skills for immediate employment.
Students who wish to continue their education may do so. In most cases, coursework in a certificate program will fulfill requirements in an Associate in Applied Science degree.
A minimum final cumulative grade point of 2.0 is required for graduation.
NOTES:
Developmental Studies classes do not apply toward any certificate requirements in any program.
Students should take all developmental courses early in order to focus on career courses in later semesters.

Career and Salary Information

Most jobs require some education or training beyond a high school diploma. Some jobs require short-term training and industry-recognized credentials, while others require traditional educational programs like associate's and bachelor's degrees. Apprenticeships may also be an option.
Lifelong learning is also necessary to stay current in your career. Additional training to continue along a career pathway will be important for on-going job success.
Choosing a training program is an important decision. In addition to job interests, you should know what work outcomes to expect from training. Customizable wage and employment reports can help you learn about the Top Paying programs and Most Popular programs in Missouri. See All Program Work Outcomes to explore more options and outcomes. If you know your school already see Program Work Outcomes by School.

Agriculture & Natural Resources AAS

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

Opportunities after NCMC

Agribusiness
Agronomy Sales, Equine Management, Swine Management, Grain Elevator Management
Ag Mechanics
Equipment Repairmen/Mechanics, Inventory Controller, Plants Salesman
Horticulture
Own Business (Install, Turf Mgt., Arborist), Sales & Retail for Landscapers, Consultant
Natural Resources
Soil Technician, Water Quality Technician, Fish Hatchery Worker
Ag Science
Crop Production, Livestock Production, Crop Scout, Operational Management, Research Technicians

Program Outcomes

Upon completion of the Agriculture and Natural Resources AAS degree, the graduate will be able to:

- Demonstrate competence in application of leadership, personal growth and career success skills necessary for a chosen profession while effectively contributing to society.
- Demonstrate competence in the application of scientific principles and practices to the production and management of animals.
- Demonstrate competence in the application of scientific principles and practices to the production and management of plants.
- Demonstrate competence in the application of principles and management of agribusiness systems.
- Demonstrate competence in the application of principles and techniques for the development and management of power, structural, and technical systems.

General Education			**20 hours**
Course Name	**Course Number**	**Hours**	
Ag Math or MT1*	AG117	3	
Ecology	BI110	5	
Microcomputer Applications I	BT160	3	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**40 hours**
Course Name	**Course Number**	**Hours**	
Intro to Agribusiness	AG100	3	
College Seminar in Agriculture	CS102	1	
Soils & Fertilizers	AG103	3	
Soils & Fertilizers Lab	AG104	1	
Plant Science	AG105	3	
Plant Science Lab	AG106	1	
Animal Science	AG107	3	
Animal Science Lab	AG108	1	
Farm & Environmental Safety	AG130	2	
Agriculture Mechanics	AG132	4	
Agriculture Sales	AG148	3	
Ag Credit & Finance	AG163	3	
Farm Management & Records Analysis	AG270	3	
AGNR Internship	AG215	6	
Business Communications	BT130	3	

Electives			**3 hours**
Choose one of the following:			
Pork Production & Management	AG109	3	
Beef Production & Management	AG112	3	
Crop Science	AG114	3	
Light Horse Production	AG125	3	
Principles of Light Horse Training	AG224	2	
Horseback Riding I	PE123	1	
Ag Economics	AG223	3	
Feeds and Feeding	AG227	3	
Introduction to Precision Agriculture	AG205	3	
Livestock Evaluation I	AG212	3	
Total Degree Requirements			**63 hours**

Agricultural Business Certificate

The Agricultural Business certificate focuses on the general planning, economics and management of labor and capital to operate an agriculture business. Classroom and leadership experiences are included in the program. The Agricultural Business Certificate provides skills in the areas of agriculture and business. Most courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes

Upon completion of the Agricultural Business certificate, the completing student will be able to:

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

Program Requirements

Course Name	Course Number	Hours
Agriculture Credit & Finance	AG163	3
Agriculture Economics	AG223	3
Farm Management & Records Analysis	AG270	3
Elementary Accounting I	AC136	3
Elementary Accounting II	AG137	3
Business Communications	BT130	3
Total Certificate Requirements		**18 hours**

Agriculture Operations Technology Certificate

The Agriculture Operations Technology certificate focuses on the scientific principles and applied learning practices related to the production, management, technology, and mechanical operations in the livestock, crop, and agribusiness industry. Most courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes

Upon completion of the certificate, the completing student will be able to:

- Demonstrate competence in the application of scientific principles and applied learning practices in the areas of livestock, crop, agriculture technology, and mechanics.

Program Requirements

Course Name	Course Number	Hours
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Farm & Environmental Safety	AG130	2
Agriculture Mechanics	AG132	4
Introduction to Precision Agriculture	AG205	3
Industrial Mechanics	MF170	3
Total Certificate Requirements		**24 hours**

Crop Production Certificate

The Crop Production certificate focuses on the general planning, economics and use of natural resources, equipment, labor and capital to produce agricultural crops. Classroom, laboratory, and leadership experiences are included in the program. All courses in this certificate program apply toward an AAS in Agriculture and Natural Resources.

Program Outcomes

Upon completion of the Crop Production certificate, the completing student will be able to:

- Demonstrate competence in the application of scientific principles and practices to the production and management of agricultural crops.

Program Requirements

Course Name	Course Number	Hours
College Seminar in Agriculture	CS102	1
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Crop Science	AG114	3
Farm & Environmental Safety	AG130	2
Farm Management & Records Analysis	AG270	3
Total Certificate Requirements		**17 hours**

Equine Management Certificate

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

Program Outcomes

Upon completion of the Equine Management certificate, the completing student will be able to:

- Demonstrate competence in the application of scientific principles and practices to the production, training, and management of horses.

Program Requirements

Course Name	Course Number	Hours
College Seminar in Agriculture	CS102	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Light Horse Production	AG125	3
Farm & Environmental Safety	AG130	2
Principles Light Horse Training	AG224	2
Farm Management & Records Analysis	AG270	3
Horseback Riding I	PE123	1
Total Certificate Requirements		**16 hours**

Livestock Management Certificate

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

Program Outcomes

Upon completion of the Livestock Management certificate, the completing student will be able to:

- Demonstrate competence in the application of scientific principles and practices to the production and management of livestock.

Program Requirements

Course Name	Course Number	Hours
College Seminar in Agriculture	CS102	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Pork Production & Management	AG109	3
Beef Production & Management	AG112	3
Farm Management & Records Analysis	AG270	3
Feeds & Feeding	AG227 or	3
Live Animal Evaluation	AG212	

Total Certificate Requirements **17 hours**

Applied Technology AAS 1+1 Program

North Central Missouri College has formal articulation agreements with many area career and technical schools. Students completing an articulated technical program at an area technical school or career center will be awarded 30 hours of college credit after completing the remaining NCMC degree requirements for the AAS in Applied Technology. Students can enroll in NCMC classes on-campus, at an outreach location in a surrounding community, or online.
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.

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

1. Enroll at NCMC within 15 months of high school graduation or completion of the technical school/career center program.
2. Present an official articulated credit certificate and your technical school/career center transcript to NCMC Admissions Office.
3. Complete a minimum of 31 credit hours at NCMC which shall include 15 credits of general education courses, Employment Strategies or College Seminar, and 15 credits of approved electives.
4. Complete NCMC requirements with an overall GPA of at least 2.0.

Apply with the Registrar's Office to have the articulated 30 credit hours recorded on the student transcript.

Program Outcomes

Upon completion of the Applied Technology AAS program, the completing student will be able to:

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

NOTE Transferability of the vocational component and electives of the program are at the discretion of the transfer institution.

General Education **16 hours**

Course Name	Course Number	Hours
Microcomputer Applications	BT160	3
Employment Strategies	BT240	
or *College Seminar in AGNR	or CS102	1
English I	EN101	3
American History to 1877 or American History Since 1877	HI103 or HI104	3
or National Government	or PL216	
Speech Communications or Interpersonal Communications	SP175 or SP220	3
Math Requirement	**	3

Students must pass the Missouri Higher Education Civics Achievement Examination.

Electives Choose from the lists below:** **15 hours**

Common Career and Technical Education Electives:

Course Name	Course Number	Hours
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Entrepreneurship	BA269	3
Principles of Safety	MF150	3
Programmable Logic Controllers	MF141	3
Industrial Robotics	MF235	3
Internship	MF271	3

Agriculture Emphasis Electives:

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

Course Name	Course Number	Hours
Soils & Fertilizers	AG103	3
Soils & Fertilizers Lab	AG104	1
Plant Science	AG105	3
Plant Science Lab	AG106	1
Animal Science	AG107	3
Animal Science Lab	AG108	1
Agricultural Math	AG117	3
Farm & Environmental Safety	AG130	2
Agriculture Mechanics	AG132	4

Career and Technical Articulated Credit **30 hours**

View Articulated Credit or a list of technical school training programs that NCMC will award credit for.

Total Degree Requirements **61 hours**

NOTES:

**CS102 may be substituted for Applied Tech students with an emphasis on Agriculture.*

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

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

Behavioral Health Support AAS

The Behavioral Health Support Associate of Applied Science degree is a two-year program of study that prepares students to enter the workforce in entry-level positions working in a variety of professions aimed at helping people, society, and the communities in which we live. Graduates will be able to incorporate the skills and attributes to collaborate with mental health professionals and interact with clients with behavioral and mental health diagnoses.

Opportunities after NCMC

The Behavioral Health Support program will include hands-on practicum experiences in community settings and is intended to prepare students to immediately enter the workforce after degree completion. Employment options upon completion of this degree include but are not limited to: Entry level positions in state, county, and local human service agencies, substance abuse counseling, positions in private or public treatment and rehabilitation centers, half-way houses, correction facilities, parole and probation, drug court, retirement facilities, schools and other human service agencies. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director. While the jobs of Community Support Specialists have traditionally been held by Bachelor's-level graduates, the Missouri Department of Mental Health has approved students with this AAS degree from NCMC as eligible to be hired for these positions, allowing immediate entry in the field.

Program Outcomes

- Introduce students to the field of mental health and human services.
- Know the risk factors to develop a behavioral health disorder.
- Have knowledge of, and the ability to use, behavior modification procedures.
- Be able to prepare reports using health care documentation.
- Be aware of the techniques and theory behind crisis intervention.
- Understand the fundamental concepts and approaches of motivational interviewing in order to elicit behavior change.
- Have knowledge of legal and ethical issues as they relate to targeted populations.
- Have the ability to appraise the symptoms and overall health impact of mental illness.

General Education			**21 hours**
Course Name	**Course Number**	**Hours**	
Business Communications	BT130	3	
Microcomputer Applications I	BT160	3	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
Business Math, Intermediate Algebra, or higher	BT110, MT110, or higher	3	
General Psychology	PY121	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**41 hours**
Course Name	**Course Number**	**Hours**	
Intro to Behavioral Health Support	BH201	3	
Ethical and Legal Issues in Behavioral Health	BH211	3	
Systems of Care and Support	BH230	3	
Integrated Behavioral Health	BH231	3	
Substance Use Disorders	BH241	3	
Evidence Based Treatments	BH250	4	
Family and Youth Issues	BH251	3	
BHS Clinical Practicum I	BH280	4	
Clinical Encounters I	BH285	3	
BHS Clinical Practicum II	BH290	4	
Clinical Encounters II	BH295	3	
Abnormal Psychology	PY230	3	
Human Growth and Development	PY233	3	
Total Degree Requirements			**63 hours**

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

Behavioral Health Support Certificate

The Behavioral Health Support (BHS) Certificate prepares students for entry-level work in a residential facility supporting individuals with behavioral disorders. As a BHS certificate student you will learn to support clients and residents through all phases of treatment while aiding to provide a safe and therapeutic environment. Additionally, students will gain important communication and documentation skills crucial for resident success. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

- Introduce students to the field of mental health and human services.
- Have knowledge of, and the ability to use, behavior modification procedures.
- Understand fundamental concepts and approaches of motivational interviewing in order to elicit behavior change.
- Have knowledge of legal and ethical issues as they relate to targeted populations.

Course Name	Course Number	Hours
Intro Behavioral Health Support	BH201	3
Motivational Interviewing	BH210	3
Legal and Ethical Issues	BH211	3
Systems of Care	BH230	3
Integrated Behavioral Health	BH231	3
Substance Use Disorders	BH241	3
Evidence Based Treatments	BH250	4
Family and Youth	BH251	3
General Psychology	PY121	3
Human Growth and Development	PY233	3
Total Certificate Requirements		**31 hours**

Business AAS

Opportunities after NCMC

Accounting/Payroll Clerk, Finance, Compliance Officer, Customer Success Specialist, Entrepreneurship, Event Planning, Hospitality Management, Human Resources, Leadership, Management, Marketing, Digital Marketing, Sport Management, Sport Marketing, Sales Manager Program Outcomes

- Apply knowledge of organizational roles and systems to improve performance;
- Apply leadership and teamwork skills to collaborate and accomplish objectives;
- Explain the importance of professional ethics and legal responsibilities;
- Demonstrate employability skills to create and accomplish career goals; and,
- Apply business knowledge and skills to work-related situations.

General Education			**18 hours**
Course Name	**Course Number**	**Hours**	
Microcomputer Applications I	BT160	3	
Macroeconomics	EC253	3	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
Psychology or Sociology	PY121 or SO107	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**20 hours**
Course Name	**Course Number**	**Hours**	
Elementary Accounting I	AC136	3	
Elementary Accounting II	AC137	3	
Introduction to Business	BA101	3	
Business Management Internship	BA176	4	
Business Communications	BT130	3	
Business Math **or** higher	BT110 or MT1*	3	
Employment Strategies	BT240	1	

Choose an emphasis

Emphasis: Business Management

27 hours

Course Name	**Course Number**	**Hours**
Current Issues in Business	BA110	3
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Human Resource Management	BA161	3
Credit and Finance	BA204	3
Business Law	BA221	3
Entrepreneurship	BA269	3
Web Page Design	BT210	3
Microeconomics	EC252	3
Total Degree Requirements		**65 hours**

Emphasis: Digital Media & Marketing

27 hours

Course Name	Course Number	Hours
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Business Law	BA221	3
Marketing with Social Media	BA225	3
Internet Marketing	BA252	3
Business Ethics	BA285	3
Introduction to Audio Visual Production	BT112	3
Multimedia Production	BT122	3
Web Page Design	BT210	3
Total Degree Requirements		**65 hours**

Emphasis: Food and Beverage Management

27 hours

Course Name	Course Number	Hours
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Human Resource Management	BA161	3
Nutrition for Wellness and Performance	PE133	3
Professional Cooking I	FB101	3
Professional Cooking II	FB102	3
Dining Room Service	FB123	3
Beverage Service	FB125	3
Purchasing and Menu Planning	FB130	3
Total Degree Requirements		**65 hours**

Emphasis: Sport Management

27 hours

Course Name	Course Number	Hours
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Intro to Sport Management	BA160	3
Sports Media & Communication	BT225	3
Structure & Governance of Sport	BA220	3
Business Law	BA221	3
Current Issues in Business	BA110	3
Business Ethics	BA285	3
Microeconomics	EC252	3
Total Degree Requirements		**65 hours**

Accounting Certificate

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

Program Outcomes

- Apply leadership and teamwork skills to collaborate and accomplish objectives;
- Explain the importance of professional ethics and legal responsibilities;
- Demonstrate employability skills to create and accomplish career goals; and,
- Apply knowledge, skills, and technology from accounting to work-related situations.

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Elementary Accounting II	AC137	3
Payroll Accounting	AC186	3
Computer Accounting	AC206	3
Business Communications	BT130	3
Microcomputer Applications I	BT160	3
Credit and Finance	BA204	3
Spreadsheet Applications	BT190	3
Employment Strategies	BT240	1
Total Certificate Requirements		**25 hours**

Business Management Certificate

The Business Management Certificate is a stackable certificate designed to provide applicable skills in the area of business management for today's competitive job market. All courses in this certificate stack toward an AAS in Business.

Program Outcomes

- Apply knowledge of organizational roles and systems to improve performance;
- Apply leadership and teamwork skills to collaborate and accomplish objectives;
- Explain the importance of professional ethics and legal responsibilities; and,
- Demonstrate employability skills to create and accomplish career goals.

Course Name	Course Number	Hours
Introduction to Business	BA101	3
Current Issues in Business	BA110	3
Principles of Management	BA150	3
Business Law	BA221	3
Business Communications	BT130	3
Employment Strategies	BT240	1
Total Certificate Requirements		**16 hours**

Entrepreneurship Certificate

The Entrepreneurship Certificate is a stackable certificate designed to provide applicable skills in the area of entrepreneurship for today's competitive job market. All courses in this certificate stack toward an AAS in Business.

Program Outcomes

- Apply knowledge of organizational roles and systems to improve performance.
- Apply leadership and teamwork skills to collaborate and accomplish objectives.
- Apply knowledge and skills relating to entrepreneurship to work-related situations.

Course Name	Course Number	Hours
Principles of Marketing	BA154	3
Business Law	BA221	3
Entrepreneurship	BA269	3
Business Math	BT110	3
Business Communications	BT130	3
Employment Strategies	BT240	1
Total Certificate Requirements		**16 hours**

Financial Management Certificate

The Financial Management Certificate is a stackable certificate designed to provide applicable skills in the areas of banking, business, and finance for today's competitive job market. All courses in this certificate stack toward an AAS in Business.

Program Outcomes

- Explain the importance of professional ethics and legal responsibilities;
- Demonstrate employability skills to create and accomplish career goals; and,
- Apply knowledge and skills from accounting, finance, and economics to work-related situations in financial management.

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Elementary Accounting II	AC137	3
Credit & Finance	BA204	3
Employment Strategies	BT240	1
Microeconomics	EC252	3
Macroeconomics	EC253	3
Total Certificate Requirements		**16 hours**

Sport Management Certificate

The Sport Management Certificate is a stackable certificate designed to provide applicable skills in the area of sport management. Courses in this certificate stack toward an AA or an AAS in Business.

Program Outcomes

- Apply knowledge of organizational roles and systems to improve performance;
- Apply leadership and teamwork skills to collaborate and accomplish objectives; and,
- Apply business knowledge and skills from sport management to work-related situations.

Course Name	Course Number	Hours
Elementary Accounting I	AC136	3
Principles of Management	BA150	3
Principles of Marketing	BA154	3
Intro to Sport Management	BA160	3
Structure and Governance of Sport	BA220	3
Sports Media and Communications	BT225	3
Total Certificate Requirements		**18 hours**

Computer Science & Information Systems AAS

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

Program Outcomes

The graduate with an Associate in Applied Science in Computer Science & Information Systems will use the knowledge and skills obtained in the program to:

1. Analyze computer and technology related problems and design solutions by applying appropriate use of tools, methodologies and/or processes.
2. Design, develop, and maintain application software, on various devices.
3. Apply appropriate techniques to manage and maintain computers, information systems, and networks of different scales.
4. Design, develop and maintain databases and database systems using current techniques and software.
5. Effectively use common office and productivity software.
6. Communicate effectively in the workplace, in all forms, and be able to participate in discussion and group activity. Demonstrate professional and ethical behavior in the workplace.

General Education **15 hours**

Course Name	Course Number	Hours
Microcomputer Applications	BT160	3
English I	EN101	3
American History to 1877 or American History Since 1877 or National Government PL216	HI103 or HI104	3
Math requirement (MT110 or higher)	MT1*	3
Speech Communications or Interpersonal Communications	SP175 or SP220	3

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements **38 hours**

Course Name	Course Number	Hours
Business Ethics	BA285	3
Web Page Design I	BT210	3
Employment Strategies	BT240	1
Fundamentals of Information Technology	IT110	3
Introduction to Packet Tracer	IT122	1
Introduction to Networks	IT123	3
System Administration and IT Infrastructure	IT235	3
Advanced Database Management	IT260	3
Computer Operating Systems	IT266	3
Unix/Linux	IT268	3
Computer Science & Information Systems Internship	IT270	4
Computer Hardware	IT280	3
Introduction to Cybersecurity	IT285	3
Elective – Any course from BT, BA, MF, or any IT course from IT120 or higher.		3

Emphasis: Programming

10 hours

Course Name	Course Number	Hours
Python Programming	IT185	3
Programming I	IT234	3
Programming II	IT244	3

Total Degree Requirements **63 hours**

Emphasis: Cybersecurity

7 hours

Course Name	Course Number	Hours
Cybersecurity Essentials	IT286	3
Cloud Security	IT287	3
Total Degree Requirements		**60 hours**

Emphasis: Networking

7 hours

Course Name	Course Number	Hours
Switching, Routing, and Wireless Essential	IT222	3
Enterprise Networking, Security, and Automation	IT223	3
Total Degree Requirements		**60 hours**

Information Technology Technician Certificate

As an Information Technology Technician Certificate student you will build an entry-level foundation in Information Technology. This foundation will prepare you to begin a career or stack toward the IT Specialist Certificate as well as an AA or AAS degree.

Course Name	Course Number	Hours
Microcomputer Applications	BT160	3
Fundamentals of Information Technology	IT110	3
Computer Hardware	IT280	3
Computer Operating Systems	IT266	3
Business Communications	BT130	3
Employment Strategies	BT240	1
Total Certificate Requirements		**16 hours**

Information Technology Specialist Certificate

As an Information Technology Technician Certificate student, you will build a foundation in Information Technology that includes installing, managing, and using computer systems and related hardware, software and networking devices. This foundation will prepare you to begin a career or stack toward an AA or AAS degree.

Course Name	Course Number	Hours
System Administration and IT Infrastructure	IT235	3
Microcomputer Applications	BT160	3
Computer Hardware	IT280	3
Fundamentals of Information Technology	IT110	3
Computer Operating Systems	IT266	3
Introduction to Packet Tracer	IT122	1
Introduction to Networks	IT123	3
Business Communications	BT130	3
Employment Strategies	BT240	1
Elective – Any course from BT, BA, MF, or any IT course from IT120 or higher.		6
Total Certificate Requirements		**29 hours**

Criminal Justice AAS

To prepare graduates for employment in public service fields related to criminal justice, such as federal, state, and local law enforcement agencies: corrections, both institutional or probation and parole; in juvenile services; or in private industry.

Opportunities after NCMC

Correctional Officers, Probation and Parole, Police & Detectives, Private Detectives & Investigators, Security Guards & Gaming Surveillance Officers

Program Outcomes

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

- Analyze the philosophy, policies, processes, and reforms of the criminal justice system including police, courts, and corrections;
- Evaluate the nature, extent, causation, and prevention of crime;
- Demonstrate an understanding of the basic laws, Constitutional rights of victims and offenders, and the legal procedures of the criminal justice system;
- Produce written reports appropriate for criminal justice fieldwork with proper documentation; and,
- Facilitate civil and respectful conversation and identify legal and moral responsibilities of criminal justice professionals. NOTE: People with felony convictions will have difficulty securing employment in the criminal justice field.

Credit for Corrections or POST Credentials

Students entering the AAS-Criminal Justice program with Department of Corrections or Missouri POST certification may apply for college credit by completing the necessary paperwork and payment of fees:

Missouri Department of Corrections –

CJ226 Introduction to Corrections - 12 months full time employment and Department of Corrections Basic Training Certification.

CJ246 Criminal Justice Communications - 24 months full time employment and Department of Corrections Basic Training Certification

Missouri Peace Officer Standards and Training –

CJ239 Police Organization and Management - 12 months full time employment and Missouri POST certification

CJ246 Criminal Justice Communications - 24 months full time employment and Missouri POST certification

For complete details on how to request course credit, or to speak with an advisor, call 660-357-6327.

General Education			**15 hours**
Course Name	**Course Number**	**Hours**	
Microcomputer Applications I	BT160	3	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
General Psychology	PY121	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**48 hours**
Course Name	**Course Number**	**Hours**	
Business Mathematics	BT110	3	
Procedural Law	CJ118	3	
Criminal Justice Ethics & Liability	CJ125	3	
Introduction to Criminal Justice	CJ126	3	
Criminal Investigations	CJ140	3	
Introduction to Juvenile Law	CJ170	3	
Criminology	CJ218	3	
Criminal Evidence	CJ219	3	
Introduction to Corrections	CJ226	3	
Criminal Law	CJ235	3	
Police Organization & Management	CJ239	3	
Criminal Justice Communications	CJ246	3	
Criminal Justice Practicum	CJ250	3	

Constitutional Aspects of Criminal Justice	CJ260	3	
General Sociology	SO107	3	
Deviant Behavior	CJ298	3	
Total Degree Requirements			**63 hours**

Corrections Certificate

Program Outcomes

Upon completion of the Corrections certificate, the completing student will be able to:

- Analyze the philosophy, policies, processes, and reforms of the criminal justice system including police, courts, and corrections;
- Evaluate the nature, extent, causation, and prevention of crime;
- Produce written reports appropriate for criminal justice fieldwork with proper documentation; and
- Facilitate civil and respectful conversation and identify legal and moral responsibilities of criminal justice professionals.

Program Requirements

Course Name	Course Number	Hours	
Introduction to Criminal Justice	CJ126	3	
Criminal Justice Ethics and Liability	CJ125	3	
Criminology	CJ218	3	
Introduction to Corrections	CJ226	3	
Criminal Law	CJ235	3	
Criminal Justice Communication	CJ246	3	
Total Certificate Requirements			**18 hours**

Criminal Justice Certificate

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

General Education

Course Name	Course Number	Hours	
English I	EN101	3	

Program Requirements

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

Law Enforcement Certificate

Program Outcomes

Upon completion of the Law Enforcement certificate, the completing student will be able to:

- Analyze the philosophy, policies, processes, interdependent components, and reforms of the major institutions of social control;
- Demonstrate an understanding of the basic laws, Constitutional rights of victims and offenders, and the legal procedures of the criminal justice system;
- Produce written reports appropriate for criminal justice fieldwork with proper documentation; and,
- Facilitate civil and respectful conversation and identify legal and moral responsibilities of criminal justice professionals.

Program Requirements

Course Name	Course Number	Hours	
Introduction to Criminal Justice	CJ126	3	
Criminal Justice Ethics and Liability	CJ125	3	
Criminal Investigations	CJ140	3	
Criminal Evidence	CJ219	3	
Police Organization and Management	CJ239	3	
Criminal Justice Communication	CJ246	3	
Total Certificate Requirements			**18 hours**

Diagnostic Medical Sonography AAS – Savannah Campus

The Diagnostic Medical Sonography program is designed for students to earn an AAS degree upon successful completion of the two-year program, once accepted into the core program, consisting of five semesters and full-time enrollment. The curriculum is in alignment with the American Registry for Diagnostic Medical Sonography (ARDMS) requirements and contains didactic and clinical components. Curriculum is competency-based and is designed to develop health care professionals possessing entry-level skills in diagnostic imaging. This program prepares students for certification through the ARDMS and employment as a sonographer. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

Upon completion of the Diagnostic Medical Sonography AAS degree, the graduate will be able to:

- Communicate effectively with all members of the healthcare team.
- Act in a professional and ethical manner while functioning as part of the healthcare team.
- Provide compassionate patient care and education to promote overall well-being.
- Perform a broad range of sonographic examinations.
- Document and present complete and accurate sonographic findings to the interpreting physician in order to facilitate patient diagnosis.
- Illustrate critical thinking skills regarding sonographic procedures in order to provide optimal results.
- Demonstrate a commitment to lifelong learning.
- Apply critical thinking and problem-solving skills in both didactic and clinical settings.
- Justify ethical and professional behavior in support of the profession.

NOTE: A minimum grade of "C" is required for all courses in the degree plan. Contact the Director of Health Science Programs for more information. Program requirements must be taken in sequence.

Program Pre-Entry Requirements			**15 hours**
Course Name	**Course Number**	**Hours**	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
College Physics I	PS185	4	
Basic Medical Terminology	AH160	3	

General Education Requirements			**12 hours**
Course Name	**Course Number**	**Hours**	
Speech or Interpersonal Communications	SP175 or SP220	3	
English I	EN101	3	
College Algebra	MT122	3	
American History to 1877 OR American History Since 1877 OR National Government	HI103 OR HI104 PL216	3	

*Students may complete general education courses prior to acceptance into the DMS program or the student may choose to take these courses in conjunction with the DMS coursework.

Program Requirements			**57 hours**
Course Name	**Course Number**	**Hours**	
Introduction to Ultrasound Physics and Instrumentation I	SG100	3	
Introduction Sonography Diagnostic and Medical Law Ethics	SG110	2	
Abdominal Ultrasound & Small Parts I	SG120	2	
Vascular Technology I	SG130	2	
Scanning Lab I	SG140	3	
Advanced Ultrasound Physics and Instrumentation II	SG150	2	
Vascular Technology II	SG160	2	
Gynecologic & First Trimester Sonography	SG170	2	
Abdominal Ultrasound & Small Parts II	SG180	2	
Scanning Lab II	SG190	2	
Clinical Practice I	SG195	6	
Abdominal Ultrasound & Small Parts III	SG210	1	
Clinical Practice II	SG220	4	
Obstetrical 2nd and 3rd Trimester Sonography	SG230	2	
Scanning Lab III	SG240	1	
Clinical Practice III	SG250	9	
Senior Seminar and Registry Review	SG260	2	
Clinical Practice IV	SG270	10	
Total Degree Requirements			**84 Hours**

Early Childhood Development AAS

The AAS in Early Childhood Development is a two-year program designed to prepare individuals for careers, career changes and career advancement in the early childhood profession. Graduates will be prepared with the skills and techniques necessary to provide high-quality, developmentally appropriate learning environments for young children.
This program provides classroom and practicum experience for effective work with young children in a variety of settings to increase awareness of the sensitivities, vulnerabilities and potential of all children.

Program Outcomes

- Promoting Child Development and Learning
- Building Family and Community Relationships
- Observing, Documenting and Assessing to Support Young Children and Families
- Using Development Effective Approaches to Connect with Children and Families
- Using Content Knowledge to Development Meaningful Curriculum
- Becoming a Professional
- Employability

General Education			**16 hours**
Course Name	**Course Number**	**Hours**	
Business Math **or** higher	BT110 or MT1*	3	
English I	EN101	3	
Microcomputer Applications I	BT160	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	
American History to 1877 or American History Since 1877 or National Government PL216	HI103 or HI104	3	
College Seminar	CS102	1	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**45 hours**
Child Development	CD112*	3	
Org and Admin or E. C. Programs	CD120	3	
Foundations in Early Childhood Ed	CD130*	3	
Creative Expression and Play	CD140	3	
Health, Nutrition and Safety	CD205*	3	

Children with Special Needs	CD207	3
Emergent Language and Literacy	CD220	3
Family, School and Community	CD230	3
Infant/Toddler Curriculum and Field Ex.	CD240	3
Pre-K Curriculum and Field Exp.	CD242	3
Observation and Assessment	CD250	3
Early Childhood Ed. Practicum/Field Ex.	CD260	3
Professionalism in ECE **OR** CD Portfolio	CD280 or CD110*	3
Elective Course	CD, ED, PY, or SO	6

*These 4 courses satisfy the requirements for the Child Development Associate (CDA) credential.

Total Degree Requirements **61 hours**

Early Care and Learning Certificate

The Early Care and Learning certificate is designed to prepare students for employment in a specific occupational area.

Program Requirements

Course Name	Course Number	Hours
Child Development	CD112	3
Foundations in Early Childhood Education	CD130	3
Health, Nutrition and Safety	CD205	3
College Seminar	CS102	1
Family School and Community	CD230	3
Creative Expression and Play	CD140	3
Elective (Choose One)	CD110 or CD120 or CD240 or CD242	3

Total Certificate Requirements **19 hours**

Early Childhood Professional Certificate

The Early Childhood Professional certificate is designed to prepare students for employment in a specific occupational area.

Program Requirements

Course Name	Course Number	Hours
Child Development Portfolio	CD110	3
Child Development	CD112	3
Foundations in Early Childhood Education	CD130	3
Creative Expression and Play	CD140	3
Health, Nutrition and Safety	CD205	3
Children with Special Needs	CD207	3
Family School and Community	CD230	3
Infant & Toddler Curriculum with Field Experience	CD240	3
Pre-K Curriculum and Field Experience	CD242	3
Early Childhood Development Practicum/Field Experience	CD260	3
Professionalism in Early Childhood Education	CD280	3
College Seminar	CS102	1
Elective	*CD	3
Elective	*CD, ED, PY, or SO	3

Total Certificate Requirements **40 hours**

Child Development Associate Credential (CDA) Component

NCMC offers the educational component needed for eligibility to apply for the Child Development Associate Credential (CDA). The CDA candidate is a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional and intellectual growth in a child development framework. This component is designed to provide the 120-hour educational requirement.

Candidates applying for the credential will need to have **480 hours** of experience working in a state licensed facility with the desired age group in which the CDA will be earned (Infant/Toddler, Preschool, Home Provider, or Home Visitor). Candidate must be able to provide documentation for all hours completed. The application process and fees associated with the process are the responsibility of the individual student. Please visit the national website for more information on the CDA process. (cdacouncil.org)

Career and Technical Schools

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

Credit for CDA Credential

Students entering the AAS-Early Childhood Development program with a current CDA credential may apply for college credit by contacting the department advisor and completing the necessary paperwork and fees.

For complete details on how to obtain a CDA, request course credit or speak with an advisor, call 660-357-6331.

Fire Science Technology AAS

This post-licensure program provides credentials to support career advancement for those already employed in the field of fire protection. Eighteen (18) credit hours of college credit is awarded for showing proof of completion for EMT-Basic, Fire Fighter I/II, Hazardous Materials Awareness, and Hazardous Materials Operations. NCMC does not currently offer training for these certifications.

Opportunities after NCMC

Fire Fighter, Fire Inspector, Fire Investigator, Emergency Medical Technician, Emergency Management Director

Program Outcomes

Upon completion of the Fire Science Technology AAS degree, the graduate will be able to:

- Understand how to maintain fire equipment;
- Explain ways to control and extinguish fires;
- Identify proper techniques used when supervising firefighters;
- Analyze how to inspect facilities for fire safety purposes;
- Explain how to conduct fire safety education programs;
- Analyze fire scenes to determine the cause of a fire;
- Understand how to provide instruction on the use of equipment, prepare reports, and maintain records;
- Evaluate the manager's role in managing change and innovation;
- Value the importance of proper communication by professionals and staff; and,
- Recognize and analyze conflict between personal and professional ethics and develop a process for making sound ethical decisions.

NOTE: A minimum grade of "C" is required for all courses in the degree plan. Contact the Director of Health Science Programs for more information.

General Education			**18 hours**
Course Name	**Course Number**	**Hours**	
English I	EN101	3	
Microcomputer Applications	BT160	3	
American History to 1877 or American History Since 1877	HI103 or HI104	3	
or National Government	or PL216		
Math for Allied Health	AH106		
or College Algebra	or MT122		
or Elementary Statistics	or MT125	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	
General Psychology	PY121	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**43 hours**
Basic Medical Terminology	AH169	3	
Introduction to Chemistry	CH107	4	
Medical Law and Ethics	AH211	3	
Accounting I	AC136	3	
Principles of Management	BA150	3	
Fire Protection Systems	FS192	3	
Fire Behavior and Combustion Processes	FS205	3	
Building Construction for Fire Protection	FS209	3	
Emergency Medical Technician – Basic*	FS210	8	
Fire Fighter I and II*	FS215	7	
Hazardous Materials*	FS220	3	
Total Degree Requirements			**61 hours**

* Must supply 5 certifications (which can be obtained through most fire departments). These five certifications will be converted into 18 credit hours called "Credit for Prior Learning."
* "Credit for Prior Learning" fees apply to the 18 credit hours (refer to * course indicated above).
NCMC has articulation agreements with the University of Central Missouri and Park University to continue this degree in to their BS programs.

Industrial Technology AAS

This is a customizable program, preparing students for occupations in the manufacturing sector.

Opportunities after NCMC

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

Program Outcomes

Upon completion of the Industrial Technology AAS degree, the graduate will be able to:

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

General Education			**16 hours**
Course Name	**Course Number**	**Hours**	
Microcomputer Applications I	BT160	3	
College Seminar	CS102	1	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government PL216	HI103 or HI104	3	
Intermediate Algebra or higher or Agricultural Math	MT1* or AG117	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements		**19 hours**
Course Name	**Course Number**	**Hours**
Applied Welding	AT120	1
Applied Hydraulics	AT145	1
Applied Safety for General Industry	AT150	1
Applied Maintenance Basics	AT155	1
Basic Electricity I	MF122	3
Motor Controls	MF128	3
Programmable Logic Controllers	MF141	3
Industrial Mechanics	MF170	3
Industrial Robotics	MF235	3

Program Electives **25 hours**

Working with your faculty advisor, select at least 25 credit hours of technical and management coursework to meet educational and employment goals. Electives can include courses from the suggested list below, and other approved coursework or prior learning in heating and air conditioning, machining, welding, plumbing, diesel mechanics, agriculture, industrial maintenance, business administration, business technology, and computer science and information systems.

Course Name	**Course Number**	**Hours**
Agriculture Mechanics	AG132	4
Farm and Environmental Safety	AG130	2
Employment Strategies	BT240	1
Principles of Management	BA150	3
Business Communications	BT130	3
Industrial Print Reading	MF111	3
Basic Electricity II	MF126	3
Industrial Electronics	MF201	3
Advanced Motor Controls	MF240	3
Maintenance Management	MF260	3
Mfg. Technology Internship	MF271	3
Advanced Robotics and Automation	MF275	3
Total Degree Requirements		**60 hours**

Commercial Power Equipment Skills Certificate

Program Outcomes

Upon completion of the Commercial Power Equipment Skills certificate, the completing student will be able to:

- Exhibit hands-on knowledge of commercial power equipment to identify maintenance needs;
- Identify and diagnose equipment problems in order to effectively repair commercial power equipment; and
- Demonstrate the safe use of tools and methods for maintenance and repair of commercial power equipment.

The Commercial Power Equipment Certificate offers training in the maintenance and repair of off-road commercial equipment such as tractors, mowers, and UTVs. The foundational maintenance, mechanical, and electrical skills apply to all brands, but students and trainees will work on primarily Kubota equipment and use Kubota corporate curriculum. Students will have the opportunity to test for Kubota certifications.

Course Name	**Course Number**	**Hours**
Applied Welding	AT120	1
Applied Hydraulics	AT145	1
Basic Electricity I	MF122	3
Introduction to Commercial Power Equipment	CP110	3
Commercial Power Equipment Maintenance	CP120	3
Commercial Power Equipment Brakes, Steering & Suspension	CP130	3
Electrical Diagnostics for Commercial Power Equipment	CP140	3
Total Certificate Requirements		**17 hours**

Industrial Maintenance Skills Certificate

Program Outcomes

Upon completion of the Industrial Maintenance Skills certificate, the completing student will be able to

- Work safely in a manufacturing environment
- Install and repair common machine elements
- Perform basic maintenance on electrical, mechanical, and hydraulic systems

This program can be customized to meet specific student and employer needs. Working with your faculty advisor, select six hours of technical electives to meet educational and employment goals. These may include courses from the suggested list for the AAS degree, as well as other approved coursework or prior learning in heating and air conditioning, machining, welding, plumbing, diesel mechanics, agriculture, industrial maintenance, business administration, business technology, and computer science and information systems.

Course Name	Course Number	Hours
Applied Welding	AT120	1
Applied Hydraulics	AT145	1
Applied Safety for General Industry	AT150	1
Applied Maintenance Basics	AT155	1
Basic Electricity I	MF122	3
Industrial Mechanics	MF170	3
Electives		6
Total Certificate Requirements		**16 hours**

Robotics Skills Certificate

Program Outcomes

Upon completion of the Robotics Skills Certificate, the graduate will be able to

- Work safely in a manufacturing environment.
- Design PLC programs to perform common manufacturing tasks.
- Execute, create, and modify programming for robotic equipment.
- Operate robots safely in automation and iPendant mode.
- Backup and restore robotic systems.

This program prepares students for a career in advanced manufacturing, with skills training in robotics and related industrial technologies.

Course Name	Course Number	Hours
Applied Safety for General Industry	AT150	1
Basic Electricity I	MF122	3
Motor Controls	MF128	3
Programmable Logic Controllers	MF141	3
Industrial Robotics	MF235	3
Advanced Robotics and Automation	MF275	3
Total Certificate Requirements		**16 hours**

Robotics and Maintenance Certificate

Program Outcomes

Upon completion of the Robotics and Maintenance Certificate, the graduate will be able to

- Work safely in a manufacturing environment.
- Design PLC programs to perform common manufacturing tasks.
- Execute, create, and modify programming for robotic equipment.
- Operate robots safely in automation and iPendant mode.
- Backup and restore robotic systems.
- Install and repair common machine elements.
- Perform basic maintenance tasks on electrical, mechanical, and hydraulic systems.

This program prepares students for a career in advanced manufacturing, with skills training in robotics, industrial maintenance, and related industrial technologies.

Course Name	Course Number	Hours
Applied Welding	AT120	1
Applied Safety for General Industry	AT150	1
Applied Maintenance Basics	AT155	1
Basic Electricity I	MF122	3
Motor Controls	MF128	3
Programmable Logic Controllers	MF141	3
Industrial Mechanics	MF170	3
Industrial Robotics	MF235	3
Advanced Robotics and Automation	MF275	3
Elective		3
Total Certificate Requirements		**24 hours**

Medical Assistant AAS

This program prepares the student to work in a wide variety of health care environments, including hospitals, physicians' offices, clinics, laboratories and state health facilities. The Medical Assistant is an important link between the patient and the health care delivery system and provides essential support in the areas of patient care, medical and lab procedures, records management and office administration. Students will be exposed to practical administrative, interpersonal and clinical skills, which will prepare them with the technical ability and versatility needed to establish careers in the field of allied health services. This program prepares students for certification through the Certified Clinical Medical Assistant (CCMA) examination and employment as a medical assistant. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Opportunities after NCMC

Hospitals, Physicians' Offices, Clinics, Laboratories, State Health Facilities

Program Outcomes

Upon completion of the Medical Assistant AAS degree, the graduate will be able to:

- Recognize the role of patient advocacy for the medical assistant;
- Demonstrate professional and ethical behavior in the workplace;
- Demonstrate effective written and verbal communication skills appropriate for the work environment;
- Apply knowledge of federal and state regulations to maintain patient confidentiality and perform job roles correctly; and,
- Demonstrate proficiency with general office technology and technology specific to the profession.

NOTES: A minimum grade of "C" is required for all courses in the degree plan. Contact Director of Health Sciences for more information.

General Education			**15 hours**
Course Name	**Course Number**	**Hours**	
Microcomputer Applications I	BT160	3	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
General Psychology	PY121	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**46 hours**
Course Name	**Course Number**	**Hours**	
Accounting I	AC136	3	
Human Body: Health & Disease	AH102	3	
Introductory A & P for Allied Health	AH125	4	
Basic Medical Terminology	AH160	3	
Principles of Pharmacology	AH200	3	
Health Insurance Billing	AH202	3	
Medical Assisting: Clinical Procedures	AH210	3	
Medical Law & Ethics	AH211	3	
Medical Assisting Internship*	AH222	3	
First Aid & Emergency Procedures	AH223	2	
Math for Allied Health Sciences or College Algebra or Elementary Statistics	AH106 or MT122 or MT125	3	
Business Communications	BT130	3	
Employment Strategies	BT240	1	
Medical Coding I	HM125	3	
Medical Coding II	HM225	3	
Electronic Health Systems	HM226	3	
Total Degree Requirements			**61 hours**

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

Medical Coding and Billing Certificate

This program prepares students to work in the healthcare field as a liaison between the medical office and insurance companies. Employment opportunities after completing the program may consist of hospitals, physician's office or clinics, and insurance companies. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

Upon completion of the Medical Coding and Billing Certificate, the graduate will be able to:

- Demonstrate effective written and verbal communication skills appropriate for the work environment;
- Apply knowledge of federal and state regulations to maintain patient confidentiality and perform job roles correctly;
- Demonstrate proficiency with general office technology specific to the profession

Notes: A minimum grade of "C" is required for all courses in the degree plan. Contact Director of Health Sciences for more information.

General Education			**6 hours**
Course Name	**Course Number**	**Hours**	
Business Communications	BT130	3	
Microcomputer Applications I	BT160	3	

Program Requirements **19 hours**

Course Name	Course Number	Hours
Basic Medical Terminology	AH160	3
Introductory A & P for Allied Health	AH125	4
Health Insurance Billing	AH202	3
Medical Coding I	HM125	3
Medical Coding II	HM225	3
Electronic Health Systems	HM226	3

Medical Laboratory Technician AAS

The AAS in Medical Laboratory Technician (MLT) is a one-plus-one degree program that is set up within the Missouri Health Professions Consortium (MHPC). NCMC is one of six colleges in the MHPC consortium that offers the MLT program. NCMC offers and enrolls students in the general education coursework during their freshman year. The sophomore level (professional level) coursework is taught by MACC faculty and is broadcast to MLT students utilizing Zoom. This program prepares students for certification through the American Society for Clinical Pathology certification and employment as a medical laboratory technician. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

Upon completion of the Medical Laboratory Technician AAS degree, the graduate will be able to:

- Demonstrate knowledge of laboratory professional practice by providing safe, effective and accurate laboratory test results while maintaining patient confidentiality;
- Utilize established laboratory procedures taking into consideration the application of scientific principles, technical skills for operation and maintenance of laboratory equipment, and relationship of laboratory findings to disease states to ensure appropriate patient diagnosis and treatment;
- Employ professional conduct and communication skills with patients, families, laboratory personnel, healthcare team members, and the community as a medical laboratory technician;
- Participate in professional development activities valuing the importance of continuous learning in laboratory medicine; and,
- Comply with Federal, OSHA, and laboratory safety procedures for the well-being of the patient, healthcare team, self and community.

NOTES*: Cumulative GPA of 2.5 is required in order to be eligible for acceptance into the MLT program. A minimum grade of "C" is required for all courses in the degree plan. Program requirements must be taken in sequence. Contact the Director of Health Sciences r for more information.*

Pre-Entry Requirements **27 hours**

Course Name	Course Number	Hours
English I	EN101	3
College Algebra	MT122	3
Speech or Interpersonal Communications	SP175 or SP220	3
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3
Intro to Chemistry	CH107	4
General Sociology or Ethics	SO107 or PH101	3
Human Anatomy w/Lab	BI240	4
Human Physiology w/Lab	BI242	4

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**35 hours**
Introduction Laboratory Science Methods	ML150	2	
Immunology	ML210	3	
Phlebotomy	ML260	2	
Hematology and Coagulation	ML250	5	
Hematology and Coagulation Practicum	ML291	2	
Clinical Chemistry and Urinalysis	ML220	5	
Clinical Microbiology	ML280	4	
Parasitology, Mycology, and Virology	ML290	1	
Clinical Chemistry and Urinalysis Practicum	ML292	2	
Clinical Microbiology Practicum	ML293	2	
Immunohematology	ML270	5	
Immunohematology Practicum	ML294	2	
Total Degree Requirements			**62 hours**

Occupational Therapy Assistant AAS

The AAS in Occupational Therapy Assistant program is a one-plus hybrid degree program that prepares students to practice as Certified Occupational Therapy Assistants (COTA) after meeting certification and state licensure standards. North Central Missouri College (NCMC) is one of five colleges in Missouri Health Professions Consortium (MHPC) currently offering this program. NCMC offers and enrolls students in the general education coursework: sophomore level (professional level) coursework typically originates from a classroom at any of the five campuses and is conveyed to students via interactive television and internet-based technology. Through the combination of general education and professional level coursework, classroom and laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. The professional year does not run on a traditional NCMC academic cycle. Classes begin in the fall semester and will run until the next fall semester of the following year. Completion of professional course work takes one full year.

This program prepares students for the NBCOT Certification Examination and meets educational requirements for the state of Missouri. Individuals will be a Certified Occupational Therapy Assistant (COTA) upon successful completion of coursework and passing of the national certification exam. In addition, Missouri requires licensure to practice; however, acquisition of a state license is based on the results of the NBCOT Certification Examination. For information on other states, please visit the licensure webpage.

Accreditation

The MHPC Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Following successful completion of coursework and passing of the certification exam, individuals will be a Certified Occupational Therapy Assistant (COTA). Even with successful coursework completion students may be prohibited from sitting for the NBCOT Certification Exam if they have a felony conviction. In Missouri, state licensure is required in order to practice and acquisition of a license is contingent upon passing the NBCOT Certification Exam. For more information regarding accreditation, please contact the American Occupational Therapy Association:

ACOTE
c/o Accreditation Department
American Occupational Therapy Association (AOTA)
7501 Wisconsin Avenue, Suite 510E
Bethesda, MD 20814
(301) 652-6611
accred@aota.org
https://acoteonline.org/

Program Outcomes

Upon completion of the Occupational Therapy Assistant AAS degree, the graduate will be eligible to:

- Sit for the NBCOT certification exam. Upon passing the exam, graduates will be qualified to apply for Missouri licensure to deliver occupation therapy services to a variety of clients across the life span and in a variety of practice settings.
- Graduates of the program will have experience in and be qualified to deliver entry-level occupational therapy services to clients focusing on the application of purposeful and meaningful activities. Skills will include utilization of clinical reasoning appropriate to the OTA role, transmission of the values and beliefs of ethical practice, and competence in order to meet career responsibilities and the client's occupational needs.

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

Pre-Entry Requirements			**32 hours**
Course Name	**Course Number**	**Hours**	
Basic Medical Terminology	AH160	3	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
English I	EN101	3	
Intermediate Algebra or higher	MT1*	3	
General Psychology	PY121	3	
Human Growth & Development	PY233	3	
Speech or Interpersonal Communications	SP175 or SP220	3	
Elective Credit – any 3 credit hour course not already in curriculum		3	
Students must pass the Missouri Higher Education Civics Achievement Examination.			
Program Requirements			**48 hours**
Foundations of Occupational Therapy	OT200	3	
Medical Conditions in Occupational Therapy	OT205	3	
Activity Analysis and Therapeutic Media in OT	OT210	3	
Mental Health & Geriatric Care Practice	OT215	4	
Pediatric & Adolescent Practice	OT220	4	
Functional Kinesiology	OT250	2	
Physical Disabilities Practice	OT255	4	
Community Practice & Emerging Practice in OT	OT260	3	
Ethics, Management, & Leadership	OT265	3	
Professional Skills Capstone	OT270	3	
Level II Fieldwork A	OT290	8	
Level II Fieldwork B	OT295	8	
Total Degree Requirements			**80 hours**

Nursing Career Programs

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

Practical Nursing Certificate

The Practical Nursing (PN) program is an INTENSE, FAST-PACED certificate program that takes three (3) semesters to complete and is designed to prepare individuals for the role of a Licensed Practical Nurse as staff nurses in a variety of health care settings. Clinical experience is acquired at hospitals, extended care facilities, physicians' offices, and community agencies. Upon successful completion of the PN program, 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.

NCMC nursing programs are approved by the Missouri State Board of Nursing and designed to prepare students for the NCLEX examination, which is required for nursing licensure and employment in Missouri, Kansas, Iowa, Nebraska, and other states. To ensure we provide only accurate and current information, NCMC does not actively monitor changes to licensing requirements in states other than Missouri, Kansas, Iowa, and Nebraska. Therefore, we have not made an official determination whether this program meets all current licensure or certification requirements for other states or U.S. territories. Students intending to work in other states should verify licensing and certification requirements with the appropriate state board. For more information on licensing in other states, please see our licensure webpage.

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

Opportunities after NCMC

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

Curriculum Outcomes

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

Patient-Centered Care

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

Teamwork and Collaboration

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

Evidence-Based Practice

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

Quality Improvement

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

Safety

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

Communication

- Use communication skills that promote an effective exchange of information and development of therapeutic relationships.

Leadership

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

Professionalism

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

PN Admission Criteria

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

The following criteria must be met in order to be eligible for acceptance into the North Central Missouri College Practical Nursing Program (Trenton and Savannah):

PN REQUIREMENTS

- Accepted as an NCMC student
- Nursing Application and notarized Waiver Form
- Pre-Entrance Test – ATI TEAS Test taken within the last 2 years
    - Minimum score of 54.6% is required to be considered for acceptance
    - Early acceptance (February) requires minimum score of 58.7%
    - Maximum number of attempts is 3 per calendar year
    - Applicants must wait 30 days between testing dates
        - If a student tests more than one time in a 30-day period, the second test score will be void
- Must have a cumulative grade point average of 2.0 from high school or college
    - All university or college coursework attempted will be considered when determining a student's cumulative grade point average
    - College transcript supersedes high school transcript
- Admission is contingent upon maintaining a 2.0 cumulative grade point average
- Applicant must be in good academic standing with NCMC
- Complete pre-requisite classes with a "C" or greater (must be completed at least by the semester prior to the nursing program starting):
    - Anatomy & Physiology
        - Human Anatomy – 4 credit hours
        - Human Physiology – 4 credit hours
    - Math Requirement - 3 credit hours
        - Math for Allied Health Sciences or
        - College Algebra or
        - Elementary Statistics
- Admission is contingent upon completing a satisfactory background check, negative drug screening and completion of all required immunizations
    - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Practical Nursing Director
    - If an applicant's drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide documentation will result in the student's dismissal from the program

High School students currently in a Health Occupations class through a Vo-Tech School can apply for early acceptance (applicable for 1 year after high school graduation). Admission would be contingent on completing the PN requirements stated above as well as submitting a letter signed by a school official stating that student is currently taking a Health Occupations Class or has completed a Health Occupations Class within one year of application. A minimum TEAS score of 56% is required to be considered for early acceptance.

Meeting the minimum requirements listed does not guarantee acceptance into the program

Three separate file reviews will be conducted for acceptance into each PN program (Trenton and Savannah). Deadlines for the Practical Nursing Program (Trenton and Savannah) are as follows:

All applications must be completed online and received by 4 pm on the deadline date or by 4 pm on the next NCMC business day if deadline falls on a weekend or holiday.

PN DEADLINES FOR TRENTON & SAVANNAH FALL COHORT

- 1ST file review (early acceptance requires Low Proficient TEAS Score) – February 1
- 2nd file review – **May 15**
- 3rd file review – **July** (after summer grades are posted and only if seats are available)

PN DEADLINES FOR SAVANNAH SPRING COHORT

- 1ST file review (early acceptance requires Low Proficient TEAS Score) – **September 1**
- 2nd file review – **October 1**
- 3rd file review – **December** (after Fall grades are posted and only if seats are available)

NOTES*: The application period for Trenton location and Savannah Fall Cohort will begin September 1 each year, for the following program year. The Savannah Spring Cohort application period will begin February 1 each year. Applications received prior to the application period will not be processed.*
A minimum grade of "C" is required for all courses in the degree plan.
Prior to clinical experience, a physical examination, immunization record, criminal background check, EDL screening, drug screen, proof of health insurance or signed waiver, and driving record are required.
Contact a nursing faculty/staff member for more information.

Practical Nursing Curriculum–Trenton & Savannah Fall Cohort

The PN program is offered at NCMC's campuses in Trenton, MO and Savannah, MO.

Program Pre-Entry Requirements			**11 hours**
Course Name	**Course Number**	**Hours**	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
Math Requirement			
Math for Allied Health Sciences	AH106		
Or College Algebra	MT122		
Or Elementary Statistics	MT125	3	
General Education Requirements			**9 hours**
Course Name	**Course Number**	**Hours**	
*Speech or Interpersonal Communications	SP175 or SP220	3	
*General Psychology	PY121	3	
*English I	EN101	3	

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

Nursing Program Requirements			**35 hours**
Course Name	**Course Number**	**Hours**	
Foundations of Nursing	PN100	8	
Introduction to Pharmacology	PN103	4	
Personal Vocational Concepts (online)	PN104	1	
Nursing of Adults I	PN101	8	
Introduction to Mental Health	PN105	2	
Maternal and Child Health Nursing	PN106	4	
Pharmacology I	PN107	1	
Nursing of Adults II	PN102	6	
Pharmacology II	PN108	1	
Total Certificate Requirements			**55 hours**

Practical Nursing Curriculum– Savannah Spring Cohort

Program Pre-Entry Requirements			**11 hours**
Course Name	**Course Number**	**Hours**	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
Math Requirement			
Math for Allied Health Sciences	AH106		
Or College Algebra	MT122		
Or Elementary Statistics	MT125	3	
General Education Requirements			**9 hours**
Course Name	**Course Number**	**Hours**	
*Speech or Interpersonal Communications	SP175 or SP220	3	
*General Psychology	PY121	3	
*English I	EN101	3	

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

Nursing Program Requirements			**35 hours**
Course Name	**Course Number**	**Hours**	
Foundations of Nursing	PN100	8	
Personal Vocational Concepts (online)	PN104	1	
Introduction to Pharmacology	PN103	4	
Nursing of Adults I A	PN109	6	
Introduction to Mental Health	PN105	2	
Pharmacology I	PN107	1	
Maternal and Child Health Nursing	PN106	4	
Nursing of Adults II	PN110	8	
Pharmacology II	PN108	1	
Total Certificate Requirements			**55 hours**

Nursing AAS

NCMC has on-ground and online Associate Degree of Nursing (ADN) options. The ADN program begins each fall and 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. 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. Upon successful completion of the ADN program, the graduate is eligible to apply to take the NCLEX- RN (licensing) Examination for Registered Professional Nurses. It is important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take licensing exams for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

NCMC nursing programs are approved by the Missouri State Board of Nursing and designed to prepare students for the NCLEX examination, which is required for nursing licensure and employment in Missouri, Kansas, Iowa, Nebraska, and other states. To ensure we provide only accurate and current information, NCMC does not actively monitor changes to licensing requirements in states other than Missouri, Kansas, Iowa, and Nebraska. Therefore, we have not made an official determination whether this program meets all current licensure or certification requirements for other states or U.S. territories. Students intending to work in other states should verify licensing and certification requirements with the appropriate state board. For more information on licensing in other states, please see our licensure webpage.

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.

The North Central Missouri College Associate Degree Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington D.C. 20037.

Opportunities after NCMC

Upon successful completion of the ADN program, graduates are prepared to take the NCLEX-RN exam.

Curriculum Outcomes

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

Patient-Centered Care

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

Teamwork and Collaboration

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

Evidence-Based Practice

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

Quality Improvement

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

Safety

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

Communication

- Use communication skills that promote an exchange of information, development of therapeutic relationships, and shared decision-making.

Leadership

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

Professionalism

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

ADN Admission Requirements

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

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

ADN REQUIREMENTS

- Accepted as an NCMC student
- Nursing Application
- Pre-Entrance Test – ATI TEAS Test taken within the last 2 years
    - Minimum score of 58.7% is required to be considered for acceptance for Trenton and Maryville campuses.
    - Minimum score of 67.1% is required to be considered for acceptance for the ADN online program.
    -
    - Maximum number of attempts is 3 per calendar year
    - Applicants must wait 30 days between testing dates
        - If a student tests more than one time in a 30-day period, the second test score will be void
- Unencumbered current license as an LPN with IV certification
    - Students graduating from a PN program after June 1 of the current year have until November 1 of the ADN program to submit proof of an unencumbered LPN license with IV certification
    - If currently licensed at the time of application, applicants must provide proof of licensure and IV certification with their application
- Graduates from a state-approved LPN program
    - Students currently enrolled in a PN program may be accepted contingent upon completion of the PN program by the start of the ADN program
- Must have 2.0 cumulative grade point average
    - Students must have a 2.0 GPA with NCMC and/or a 2.0 GPA including all college coursework
- Admission is contingent upon maintaining a 2.0 cumulative grade point average
- Applicant must be in good academic standing with NCMC
- Complete pre-requisite classes with a "C" or greater (must be completed at least by the semester prior to the nursing program starting):
    - Anatomy & Physiology
        - Human Anatomy – 4 credit hours
        - Human Physiology – 4 credit hours
        - If applicant is transferring in credit from another institution and A&P is not equal to 8 credit hours with lab, a biological science or chemistry course will be required to bring total credits to 8.
    - General Psychology – 3 credit hours
    - Speech Communications – 3 credit hours or Interpersonal Communications – 3 credit hours
    - English I – 3 credit hours
- Admission is contingent upon completing a satisfactory background check, negative drug screening and completion of all required immunizations
    - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Director of the ADN Program
    - If an applicant's drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide documentation will result in the student's dismissal from the program
    - If an applicant has graduated the NCMC PN program within the last year, they will not need to complete the background check for the ADN program, only the drug screening.

Meeting the minimum requirements listed does not guarantee acceptance into the program

- All applications must be completed online and received by 4 pm on the deadline date, or by 4 pm on the next NCMC business day if the deadline falls on a weekend or a holiday.

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

ADN DEADLINES

- 1st File Review (early acceptance requires minimum score of a 12 on AND Admission Score Sheet) – **February 1**
- 2nd File Review – **May 15**
- 3rd File Review – **July 31** (after summer grades are posted and only if seats are available)

**The application period for all locations will begin September 1 each year for the following program year. Any applications received prior to the application period start date will not be processed.*

ADN Curriculum–Trenton, Savannah, or Online

The ADN program is offered on NCMC's Trenton campus, at the Savannah campus, or online.

Program Pre-Entry Requirements			**47 hours**
Course Name	**Course Number**	**Hours**	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
English I	EN101	3	
General Psychology	PY121	3	
Speech or Interpersonal Communications	SP175 or SP220	3	
Current Unencumbered PN license		30	

Note*: *Students from Practical Nursing Programs with less than the required eight (8) credit hours of Anatomy and Physiology, with or without lab, or Body Structure and Function will be required to take additional course work in biology or chemistry to equal a total of 8 credit hours. Transcripts are evaluated on an individual basis. Required pre-entry courses must be successfully completed prior to entry in to the program.*

General Education**			**7 hours**
Course Name	**Course Number**	**Hours**	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
Microbiology w/Lab	BI243	4	

Students must pass the Missouri Higher Education Civics Achievement Examination.

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

Nursing Program Requirements			**21 hours**
Course Name	**Course Number**	**Hours**	
Adult Nursing I	RN201	6	
PN to ADN Transitions	RN204	1	
Pharmacology	RN203	2	
Mental Health Nursing	RN205	2	
Leadership in Nursing	RN200	2	
Adult Nursing II	RN202	4	
Maternal and Child Health Nursing	RN206	4	
Total Hours of ADN Courses		**21**	
Total AAS Requirements			**75 hours**

Pharmacy Technician AAS

This program is designed to provide an opportunity for those who wish to establish a technical career in health care. The program prepares individuals to work in a variety of pharmacy practice settings including community pharmacies, hospitals, military, home health, long term care, mail service facilities, managed health care facilities, and training programs. The nationwide shortage of pharmacists and the growing demand for prescription medication creates an opportunity for pharmacy technicians to broaden their knowledge to allow them to assist and provide support for pharmacists. This program prepares students for employment as a pharmacy technician. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Opportunities after NCMC

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

Program Outcomes

Upon completion of the Pharmacy Technician AAS degree, the graduate will be able to:

- Demonstrate effective written and verbal communication skills appropriate for the work environment;
- Demonstrate professional and ethical behavior in the workplace;
- Apply knowledge of federal and state regulations to maintain patient confidentiality including patient safety and quality assurance;
- Apply knowledge of drug medication classifications and drug interactions to administer all forms;
- Demonstrate correct drug calculations for all types of medications and supplements;
- Practice proper inventory management including storage, handling, recall, and returning expired medications; and,
- Demonstrate proper hygiene and cleaning standards.

NOTE: A minimum grade of "C" is required in all courses in the degree plan. Contact the Director of Health Sciences for more information. The four (4) PM – Pharmacy courses are only offered during the Spring Semester of odd years. Example: Spring 2025, Spring 2027, etc. Students must have "C" or above in all courses and program advisor permission to take the four (4) PM coded courses.

General Education Requirements			**23 hours**
Course Name	**Course Number**	**Hours**	
General Biology w/Lab	BI100	5	
Microcomputer Applications I	BT160	3	
Math for Allied Health Sciences	AH106		
or College Algebra	or MT122		
or Elementary Statistics	or MT125	3	
English I	EN101	3	
American History to 1877 or American History Since 1877	HI103 or HI104	3	
or National Government	or PL216		
General Psychology	PY121	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	
Students must pass the Missouri Higher Education Civics Achievement Examination.			
Program Requirements			**37 hours**
Course Name	**Course Number**	**Hours**	
Basic Medical Terminology	AH160	3	
Medical Law & Ethics	AH211	3	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
Business Communications	BT130	3	
Employment Strategies	BT240	1	
Introduction to Chemistry w/Lab	CH107	4	
Pharmacy Calculations	PM101	3	
Pharmacy Practice I	PM105	4	
Pharmacy Practice II	PM205	4	
Pharmacy Technician Internship	PM220	4	
Total Degree Requirements			**60 hours**

Pharmacy Technician Certificate

This program is designed to provide opportunity for those who wish to establish a technical career in health care. The program prepares individuals to work in a variety of pharmacy practice settings including community pharmacies, hospitals, military, home health, long term care, mail service facilities, managed health care facilities, and training programs. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

Upon completion of the Pharmacy Technician certificate, the completing student will be able to:

- Apply knowledge of federal and state regulations to maintain patient confidentiality including patient safety and quality assurance;
- Apply knowledge of drug medication classifications and drug interactions to administer all forms;
- Demonstrate correct drug calculations for all types of medications and supplements;
- Practice proper inventory management including storage, handling, recall, and returning expired medications; and,
- Demonstrate proper hygiene and cleaning standards.

NOTE: A minimum grade of "C" is required for all courses in the degree plan. Contact the Director of Health Sciences for more information. The four (4) PM – Pharmacy courses are only offered during the Spring Semester of odd years. Example Spring 2025, Spring 2027, etc.

Program Requirements

Course Name	Course Number	Hours
Employment Strategies	BT240	1
Pharmacy Calculations	PM101	3
Pharmacy Practice I	PM105	4
Pharmacy Practice II	PM205	4
Pharmacy Technician Internship	PM220	4
Total Certificate Requirements		**16 hours**

Emergency Medical Technology/Paramedic AAS

This post-licensure degree completion program is designed to meet the needs of Licensed Paramedics (EMT-P) who are currently employed, but wish to pursue further education. The program will provide preparation in either management or health sciences. Paramedics licensed in the state of Missouri will receive advanced placement into the Associate in Applied Science degree in Emergency Medical Technology-Paramedic program. Thirty (30) college credit hours will be awarded for completion of requirements of the paramedic program and the required NCMC coursework.

Program Outcomes

Upon completion of the Emergency Medical Technology/Paramedic AAS degree, the graduate will be able to:

- Utilize appropriate assessment and triage skills in all areas of medical/trauma situations;
- Apply knowledge and skills learned to safe professional practice as and EMT-P.

NOTES: A minimum grade of "C" is required for all courses in the degree plan. Contact the Director of Health Sciences for more information. *Students must pass the Missouri Higher Education Civics Achievement Examination.*

Program Requirement-valid Missouri EMT-P license			**30 hours**
Choose one Track:			
Health Track			**31 hours**
Course Name	**Course Number**	**Hours**	
Math for Allied Health Sciences	AH106 or higher level	3	
Basic Medical Terminology	AH160	3	
Principals of Pharmacology (non-nursing)	AH200	3	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
Microbiology w/Lab	BI243	4	
Employment Strategies	BT240	1	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government PL216	HI103 or HI104	3	
Speech OR Interpersonal Communications	SP175 or SP220	3	
Total Degree Requirements			**61 hours**
Management Track			**36 hours**
Course Name	**Course Number**	**Hours**	
Math for Allied Health Sciences	AH106 **or** higher level	3	
Principles of Management	BA150	3	
Human Resource Management	BA161	3	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
Microcomputer Applications I	BT160	3	
Employment Strategies	BT240	1	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government PL216	HI103 or HI104	3	
General Psychology	PY121	3	
Social Psychology	PY214	3	
Speech OR Interpersonal Communications	SP175 or SP220	3	
Total Degree Requirements			**66 hours**

Radiologic Technology AAS – Savannah Campus

The Radiologic Technology program is designed for students to earn an AAS degree upon successful completion of the two-year program, once accepted into the core program, consisting of six-semesters and full-time enrollment. The program is currently seeking initial accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT). The curriculum is in alignment with the American Registry of Radiologic Technologists (ARRT) requirements and contains didactic and clinical components. Curriculum is competency-based and is designed to develop health care professionals possessing entry-level skills in diagnostic imaging. This program prepares students for certification through the ARRT credential and employment as a radiologic technologist. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

Upon completion of the Radiology Technology AAS degree, the graduate will be able to:

- Communicate effectively with all members of the healthcare team.
- Achieve clinical requirements of the entry-level radiographer, as defined by employers.
- Provide a safe environment for the patient and deliver age appropriate patient care in a variety of clinical situations.
- Utilize appropriate radiation protection techniques for patients and personnel.
- Perform routine and non-routine radiographic imaging procedures.
- Evaluate radiographic images for proper diagnostic quality and take corrective action when needed.
- Implement critical thinking and problem solving.
- Educate the public and members of the healthcare team on the benefits and hazards of diagnostic radiation exposure.
- Demonstrate ethical and professional behavior in support of the profession.
- Appreciate the value of professional development and continuing education.

NOTES: A minimum grade of "C" is required for all courses within the degree plan. Program requirements must be taken in sequence. Contact the Director of Health Sciences for more information.

Pre-Entry Requirements			**23 hours**
Course Name	**Course Number**	**Hours**	
Basic Medical Terminology	AH160	3	
Human Anatomy w/Lab	BI240	4	
Human Physiology w/Lab	BI242	4	
English I	EN101	3	
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3	
College Algebra	MT122	3	
Speech Communications or Interpersonal Communications	SP175 or SP220	3	

Students must pass the Missouri Higher Education Civics Achievement Examination.

Program Requirements			**60 hours**
Course Name	**Course Number**	**Hours**	
Fundamentals of Radiologic Science & Health Care	RT100	3	
Patient Care in Radiologic Science	RT110	3	
Radiographic Procedures I & Lab	RT120	4	
Production & Characteristics of Radiation	RT130	2	
Equipment Operations & Maintenance	RT140	2	
Clinical Practice I	RT150	4	
Radiographic Procedures II & Pharmacology & Lab	RT160	4	
Image Acquisition & Evaluation I	RT170	2	
Image Acquisition & Evaluation II	RT180	2	
Clinical Practice II	RT190	4	
Cross Sectional Anatomy	RT200	2	
Clinical Practice III	RT210	4	
Imaging Modalities	RT220	3	
Radiographic Pathology	RT230	3	

Clinical Practice IV	RT240	6
Radiation Biology & Protection	RT250	3
Clinical Practice V	RT260	6
Final Seminar	RT270	3
Total Degree Requirements		**83 hours**

Surgical Technology AAS – Savannah Campus

The Surgical Technology program is designed for students to earn an AAS degree upon successful completion of the eleven-month program, once accepted into the core program, consisting of three semesters of full-time enrollment. The Surgical Technology program at NCMC has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step is neither a status of accreditation nor a guarantee that accreditation will be granted. The curriculum is in alignment with the Core Curriculum for Surgical Technology, and contains didactic and clinical components. Curriculum is competency-based and is designed to develop health care professionals possessing entry-level skills in surgical technology. This program prepares students for certification through the CST credential and employment as a surgical technologist. The State of Missouri does not issue or require a state license for this profession, but other states and territories may. If your permanent address is in a state other than Missouri, please see our licensure webpage for more information or contact the program director.

Program Outcomes

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge). Psychomotor (skills), and affective (behavior) learning domains to enter the profession.
Upon completion of the Surgical Technology Program, graduates will be able to:

- Demonstrate knowledge of the history of surgery, surgical technology, and the Code of Ethics and Standards of Practice for the Surgical Technologist. **(Cognitive)**
- Utilize knowledge of basic sciences to the practice of Surgical Technology. **(Cognitive)**
- Exhibit professional behavior **(Affective)**
- Perform the role and function of the Surgical Technologist during surgical procedures. **(Psychomotor)**
- Appreciate the value of life-long learning to promote personal and professional growth. **(Affective)**

NOTE: A minimum grade of "C" is required for all courses in the degree plan. Program requirements must be taken in sequence. Contact the Director of Health Sciences for more information.

Pre-Entry Requirements **27 hours**

Course Name	Course Number	Hours
Human Anatomy w/ Lab	BI240	4
Human Physiology w/ Lab	BI242	4
Basic Medical Terminology	AH160	3
Microbiology	BI243	4

General Education Requirements*

Course Name	Course Number	Hours
Speech Communications or Interpersonal Communications	SP175 **or** SP220	3
English I	EN101	3
Math-Allied Health (or higher)	AH106 or higher	3
American History to 1877 or American History Since 1877 or National Government	HI103 or HI104 or PL216	3

Students must pass the Missouri Higher Education Civics Achievement Examination.
**Students may complete general education courses prior to acceptance into the Surgical Technology program or the student may choose to take these courses in conjunction with the Surgical Technology coursework.*

Program Requirements			**38 hours**
Course Name	**Course Number**	**Hours**	
Introduction to Surgical Technology	ST100	2	
*Central Services	ST103	4	
Principles and Practice of Surgical Technology	ST105	2	
Pharmacology for the Surgical Technologist	ST109	3	
Fundamental of Surgical Technology I	ST120	5	
Fundamental of Surgical Technology II	ST121	5	
Procedures I	ST130	5	
Procedures II	ST131	4	
Clinical Experience	ST140	6	
Surgical Technology Capstone	ST150	2	
Total Degree Requirements			**65 hours**

*Students do not have to be accepted into the Surgical Technology program in order to take ST103 Central Services.

Therapeutic Massage AAS – Savannah Campus

The Therapeutic Massage program is designed for students to earn an AAS degree upon successful completion of the two-year program. The program consists of general education courses along with core Therapeutic Massage courses that students will have to be accepted into. This degree covers the topics laid out by the Missouri Board of Therapeutic Massage and prepares students for a national certification examination. It meets educational requirements for licensing in the state of Missouri. For information on other states, please visit the licensure webpage.

Program Outcomes

Upon completion of the Therapeutic Massage AAS degree, the graduate will be able to:

- Assess client goals, health, and pathologies to design an appropriate treatment strategy.
- Demonstrate a variety of appropriate therapeutic massage techniques.
- Apply therapeutic massage techniques in a safe, hygienic and ethical manner.
- Apply standard practices to manage client records and business operations.
- Communicate effectively and professionally with clients.

NOTE: A minimum grade of "C" is required for all courses within the degree plan. Contact the Health Science Program Director for more information. Program Requirements must be taken in sequence.

Pre-Entry Requirements			**5 hours**
Course Name	**Course Number**	**Hours**	
Human Anatomy w/Lab	BI240	4	
Intro to Therapeutic Massage	TM101	1	

General Education Requirements			**18 hours**
Course Title	**Course Number**	**Hours**	
English 1	EN101	3	
Speech or Interpersonal Communications	SP175 or SP220	3	
Am. History to 1877 or Am. History Since 1877 or National Government	HI103 or HI104 or PL216	3	
Math-Allied Health OR Intermediate Algebra Or College Algebra	AH106 or MT110 MT122	3	
General Psychology	PY121	3	
Humanities Elective	Any Humanities	3	

Program Requirements			**39 hours**
Course Name	**Course Number**	**Hours**	
Kinesiology	AH215	4	
Microcomputer Applications I	BT160	3	
Human Physiology w/Lab	BI242	4	
Nutrition for Health and Sport	PE133	3	
First Aid and Emergency	AH223	2	
Medical Law & Ethics	AH211	3	
Entrepreneurship	BA269	3	
Theory and Practice I	TM110	4	
Theory and Practice II	TM120	4	
Advanced Modalities	TM210	3	
Clinical I	TM220	1	
Clinical II	TM230	1	
Business Practices	TM240	3	
Licensure Review	TM250	1	
Total Degree Requirements			62 hours

Other Educational Opportunities

Health Science Partnerships

NCMC offers access to several health science occupational programs through agreements with other institutions. Students can take general education and other pre-requisite courses at NCMC to transfer into health science programs at other Missouri colleges. Contact the Health Sciences Program Coordinator at kcutsinger@mail.ncmissouri.edu for a list of current programs.

Developmental Studies

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

DS049 Pathways to College Mathematics
DS049W Pathways to College Mathematics with Workshop

Developmental Studies classes do not apply toward any degree or certificate requirements in any program.
Students should take all developmental courses early in order to focus on program courses in later semesters.

Articulated Technical Education

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

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

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

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

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

Articulation credit hours vary by program. If you intend to transfer with articulated credit, please check with the transfer institution to determine if articulated credit will be accepted. Contact the program coordinator, ext. 1278, for more information.

Business/Industry Training & Certification

In addition to traditional college credit courses, North Central Missouri College offers specialized training programs for employees of area businesses, industries, and agencies. Such programs can be designed to meet the specific training needs of organizations in an efficient and cost-effective manner. Depending upon the arrangement, employees in such courses may earn college credit, continuing education units (CEUs), or no credit at all. Classes may be taught on-site or on campus. NCMC instructors and consultants who provide the specialized training are professionals actively working in their fields and are skilled at sharing their knowledge with adult students of all ranges of ability. Instructors may provide a single course, a short seminar, or an organized program of classes. The subject matter can be condensed or expanded to fit the time allowed by the participating organization. Courses may be offered during working hours, at lunch breaks, or after work. They can be prepared promptly and offered when needed without regard to the academic calendar of the College. Contact the Director of Corporate and Business Relations at ext. 1278 for additional information.

Community Education

NCMC offers cultural and general information courses to area adults through community education classes. These non-credit courses can help you upgrade occupational skills or learn a new hobby. A variety of community education classes are available including computer classes, arts and crafts, personal improvement and more.

High School Dual Credit

NCMC offers students at participating schools an opportunity to earn college credit while in high school. High school seniors and juniors, and under certain circumstances sophomores and freshmen, may take college credit classes in the high school and receive both

college and high school credit. Students must meet the requirements set forth by the Missouri Department of Higher Education and meet NCMC's prerequisites for entry into specific courses.
Students who enroll in dual credit classes must complete the dual credit admissions process. A copy of the student's high school transcript and approval from a high school official are required for enrollment. Contact the Dual Credit office at ext. 1318 for more information.

Upward Bound

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves a total of 50 high school students each year who are either low-income or first-generation college students from the communities of Brookfield, Chillicothe, Gallatin, Hamilton, Jamesport and Trenton in Missouri. The goal of Upward Bound is to assist students to achieve at a proficient level in 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 post-secondary education completion.

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

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

During the summer component, 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, cultural trips, campus visits and community service projects give the students a well-rounded experience. The Bridge program during the summer component provides Upward Bound seniors who have graduated high school the opportunity to take 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 Geyer Hall 326, ext. 1338.

Course Descriptions

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

On-ground Course Semester Designation

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

Online Course Semester Designation

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

Courses offered at off-campus sites at the discretion of the department.
Some courses may require a minimum placement test score or completion of related course prior to enrollment. This is noted as a PREREQUISITE and appears at the end of the course description.

Missouri Transfer (**MOTR**) course number and icon, which guarantees the one-to-one transfer of courses among all Missouri public institutions of higher education.

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Course Descriptions

Accounting

AC136 Elementary Accounting I **3 credits**
An introductory course in double-entry methods of accounting for service and merchandising enterprises. This includes the complete accounting cycle, special journals, notes and interest, accruals and deferrals, receivable, inventory and plant assets. (F, SP, OF, OSP, OSU)

AC137 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. (OF, SP, OSP, OSU)

AC186 Payroll Accounting **3 credits**
This course covers the basics of payroll preparation and the filling out of forms that must be filed quarterly and annually by most businesses. (OSP)

AC206 Computer Accounting **3 credits**
This course uses computers to apply the basic principles and procedures of accrual accounting with a sophisticated accounting software program. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job cost. (OF)

Agriculture & Natural Resources

AG100 Introduction to Agribusiness Systems **3 credits**
An introduction to the Agribusiness Systems career pathway. Topics covered include an overview of the agribusiness industry, economic principles in agribusiness, and retail agribusiness sales. (SP)

AG103 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)

AG104 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. Credits: 1 lab. (SP)

AG105 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)

AG106 Plant Science Laboratory **1 credit**
Lab activities involving plant and seed identification, seed germination, plant growth and plant nutrition; taken in conjunction with AG105. Credits: 1 lab. (F)

AG107 Animal Science **3 credits**
An introductory course in animal science; areas of study include genetics, reproduction, nutrition, health and management of meat and companion animals. (F, SP)

AG108 Animal Science Laboratory **1 credit**
Laboratory including practical experiences with anatomy and physiology, live animal and meat grading, animal reproduction, and animal health; taken in conjunction with AG107. Credits: 1 lab. (F, SP)

AG109 Pork Production & Management **3 credits**
A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred swine. (SP)

AG112 Beef Production & Management **3 credits**
A study of management decisions related to the breeding, feeding, marketing and management of commercial and purebred beef operations. (SP)

AG114 Crop Science **3 credits**
A study of management decisions related to germination, seed selection, and tillage and seedbed preparation, planting methods, fertility, pest control, harvest and storage, and marketing of grain, oilseed and forage crops. (SP)

AG117 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 DS048. (SP)

AG124 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)

AG125 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. (SP)

AG130 Farm & Environmental Safety **2 credits**
A study of the mechanical, chemical, electrical, livestock structural and environmental hazards in a farm or natural resource environment. Students will demonstrate the safe operation of tractors, implements, lawn mowers, chain saws, ATV, and pickup with livestock trailer. Basic first-aid is also covered. Students earning passing scores will receive a certificate of training from the U. S. Department of Labor. (F, SP)

AG132 Agriculture Mechanics **4 credits**
A study of basic agriculture mechanics including shop safety and operation, tool identification and use, arc and oxyacetylene welding, oxyacetylene and plasma cutting, woodworking, concrete and plumbing, and machinery and engine maintenance. Credits: 3 lecture, 1 lab. (F)

AG148 Agriculture Sales **3 credits**
Students will study how to become effective sales representatives for agribusiness. (SP)

AG163 Agriculture Credit and Finance **3 credits**
A survey of the principles, concepts and functions of credit and finance as related to agriculture. (SP)

AG205 Intro to Precision Agriculture **3 credits**
Overview of precision agriculture technologies and techniques, including soil sampling, global positioning and remote sensing; discussion of environmental, economic and agronomic benefits and limitation of precision technologies and techniques. Hands-on activities will provide initial experience in the use of multiple precision tools used in production agriculture. (SP)

AG212 Live Animal Evaluation **3 credits**
Development of skills in the selection of animals for specific uses; develop ability to explain decisions and describe reasoning. Work will include beef cattle, swine, goats, and sheep. (F)

AG215 Ag & Natural Resources Internship **6 credits**
Applied training in a production agriculture operation, an agriculturally related business, or natural resource management agency following a prearranged training plan arrived at cooperatively by the employer, the student and the College, with experiences appropriate for the student and training enterprise. Periodic visits by instructor for conferences with the student and employer. Credits: 6 internship. PREREQUISITE: Instructor permission. A minimum of 45 credit contact hours is required for every hour of credit. (SP, SU)

AG223 Agriculture Economics **3 credits**
An introduction to the basic concepts and issues of economics as they relate to the food and fiber industry and management of natural resources. Additional projects involving global agricultural trade are included. (F)

AG224 Principles of Light Horse Training **2 credits**
Lectures will pertain to horse behavior and training methods. Students will learn the principles, theory and practical experience of the training of foals up to two years old. (Lab fee) (SP, SU)

AG225 Advanced Light Horse Training **2 credits**
Students will develop further expertise in training, managing, feeding and preparing two-year-old horses. Each student is assigned a horse to take through basic training stages from haltering to riding. (Lab fee) (SP, SU)

AG227 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. (F)

AG230 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)

AG240 Soil & Farm Water Management **3 credits**
A study of planning water management practices for soil productivity, farm surveying, design, layout and maintenance of conservation practices utilized in cropland, pasture/ hay land, woodland and land uses. (DD)

AG270 Farm Mgmt. & Records Analysis **3 credits**
A study of economic principles related to the management and operation of farm businesses; purposes and methods of keeping farm records and analysis of the farm business. (F)

Allied Health

AH102 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. (OF, OSP)

AH106 Math for Allied Health Sciences 3 credits
This course is primarily designed to provide the allied health student with the knowledge needed to calculate safe drug dosages. Specific instruction is given on oral and parenteral drug dosages, intravenous drip flow rates and pediatric formulas. Additionally, emphasis is placed on interpreting physician's orders, reading drug labels and safe medication administration. (F, SP, OF, OSP, OSU)

AH125 Intro. Anatomy & Physiology for Allied Health 4 credits
Introduction to the structure and function of the cells, tissues, organs, and organ systems of the human body. Focus and terminology used is intended for students entering specific allied health programs; does not fulfill nursing program requirement. Credits: 3 lecture, 1 lab. (OSU)

AH160 Basic Medical Terminology 3 credits
A course designed for students who wish to enter the healthcare field or for those presently employed who wish to upgrade current skills of understanding and utilizing medically related terms. Approach is from the general use of roots, prefixes and suffixes of terms most frequently encountered and related to specific body systems. (OF, OSP, OSU)

AH200 Principles of Pharmacology (Non-nursing) 3 credits
This course is the study of the principles of pharmacology and their application to allied health professionals (non-nursing). Mathematics skills are reviewed for the safe administration of medications. The nursing process, critical thinking and therapeutic communication in a community-based health care system are included. Cultural and ethnic variations are discussed. Emphasis is placed on committing to lifelong learning in the continually changing area of health care. Credits: 2 lecture, 1 lab. PREREQUISITE: DS048 or appropriate math placement score within last three years. (Lab fee) (OSP)

AH202 Health Insurance Billing 3 credits
This course is designed to introduce students to major nationwide medical insurance programs, provide students with a basic knowledge of national diagnosis and procedure coding systems, and simplify the process of filing claim forms. (OF)

AH210 Medical Assisting: Clinical Procedures 3 credits
This course teaches the medical assistant student the principles and importance of asepsis and infection control; procedures for specimen collection and processing; clinical office diagnostic testing procedures; principles of patient care; how to take a medical history; how to perform a basic physical examination; and the principles of radiology. This course requires students to travel to campus for four labs throughout the semester. Credits: 2 lecture, 1 lab. PREREQUISITES: AH102, AH200; co-requisite: AH222 (Lab fee) (OSP)

AH211 Medical Law and Ethics 3 credits
This course is designed to expose professional to the dynamic legal and ethical aspects of employment in a health care setting. The various components of medical law and ethics will be explored in a way that is applicable to the healthcare profession. This course will provide insight to help the student gain confidence in dealing with legal and ethical problems that occur as a member of the healthcare system. (OF, OSP, OSU)

AH222 Medical Assistant Internship 3 credits
This internship is designed to place students in a variety of ambulatory care and acute care settings and is available to students who have completed the course requirements for the Medical Assistant AAS program. The student applies principles and skills for filing health insurance, billing, diagnostic and procedural coding, business office skills, as well as records management through virtual simulation training and then through real-life experiences. Students are mentored by the supervisor or designated person at the approved internship site. Students are not paid for the hours spent in the internship by the College nor the internship site. The internship is a total of 90 clinical hours. Credits: 1 lecture, 2 internship. PREREQUISITE: Requires "C" or above in all courses and program advisor's permission. (OSP, OSU)

AH223 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. Credits: 1 lecture, 1 lab. (Lab fee) (OF)

AH215 Kinesiology **4 credits**
Study of human anatomy and its relation to movement. Students will analyze movement and determine specific muscles responsible for particular movement along with the associated joint action, origin and insertion. Learn to contrast movements and exercises to determine their appropriateness and fit for specific and common goals in real world settings. This course teaches concepts which apply in coaching, athletics, rehabilitation and fitness settings. (F, SP) PREREQUISITES: BI240

Applied Technology

AT120 Applied Welding I **1 credit**
Basic welding and cutting safety, blueprint and welding symbol reading. Application of oxy-fuel cutting, carbon arc cutting, plasma arc cutting, shielded metal arc welding, and gas metal arc welding in the maintenance field. Identification of common weld discontinuities and diagnosis of cause. Equipment settings and set-up, proper electrode selection, shielding gas selection, and four basic modes of wire transfer.

AT145 Applied Hydraulic Basics **1 credit**
This course is a study of basic hydraulic power control systems. The course covers fluid power drawings & symbols, operating theory and hydraulic system components & their functions.

AT150 Applied Safety for General Industry **1 credit**
This course will teach students about: their rights as General Industry employees, employer responsibilities, how to file a complaint and how to recognize, abate and prevent job-related hazards. This course will follow the strict OSHA-10 training requirements relative to minimum hours training of: Mandatory, Elective & Optional Topics. Students who complete the full 10-hour General Industry training requirements will receive student course completions cards (OSHA-10 cards).

AT175 Introduction to Drones **3 credit**
An introduction to basic concepts of hobbyist drones including safety, maintenance, payloads, data links, ground support equipment, classes of systems, categories, applications, mission planning, and control and recovery systems. Develop basic drone piloting skills for landing, take off, and drone flight missions.

AT155 Applied Maintenance Basics **1 credit**
This course provides insights of the basic principles of proper maintenance practices. Students will develop a foundational understanding of electrical applications, hydraulics, mechanical drive systems, lubrication principles and maintenance management.

AT240 Industrial Hygiene & Safety **3 credits**
This course outlines real-world illustrations and solutions in safety training that utilize performance-based occupational safety concepts. As well as workplace safety and training, the course covers changing the workplace culture while improving communication. (DD)

AT250 Drone Flight Operations **3 credit**
Practice drone piloting techniques using Federal Aviation Administration's Part 107 guidelines. Interpret flight maps and analyze weather's effect on flight plans. Develop confidence in drone piloting while also learning how to complete a Federal Aviation Administration flight log. PREREQUISITE: AT175 or instructor approval

AT260 Aerial Photography and Video **3 credit**
Discover basic concepts of aerial photography and videography as a hobbyist drone pilot. Investigate strategies to improve photo and video quality. Participate in hands-on training to build confidence as a drone pilot. PREREQUISITE: AT175 or instructor approval

AT299 Special Topics in Applied Technology **1-5 credits**
This course is offered in 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.

Art

AR102 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. (DD)

AR104 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. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR ARTS 100 – ART APPRECIATION

AR105 Design I **3 credits**
An introductory course about two-dimensional design principles and elements and how they relate to the other arts. (DD)

AR106 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.
Credits: 3 lab. (F, SP)
MOTR Equivalent: MOTR PERF 105D – STUDIO ART – INTRODUCTION TO DRAWING

AR109 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. Credits: 3 lab. (DD)

AR111 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. Credits: 3 lab. PREREQUISITE: AR106 or instructor approval. (F, SP)

AR112 Water Color Media **3 credits**
This course provides experience with selected water-based painting media: water color, casein, tempera and acrylics. Credits: 3 lab. (DD)

AR205 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: AR105. (DD)

AR206 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. Credits: 3 lab. PREREQUISITE: AR106. (F, SP)

AR211 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. Credits: 3 lab. PREREQUISITE: AR111. (F, SP)

Behavioral Health Support

BH201 Introduction to Behavioral Health Support **3 credits**
Students become familiar with the many roles and functions of behavioral health support workers. Emphasis will be placed on the following: history of mental health agencies, current practices of the agencies where behavioral support workers are employed, skills and dispositions needed by behavioral health workers, and common clinical encounters facilitated by behavioral health workers. This course is the first in a series designed to train students to become professionals in the behavioral health field. (F, OF, SP, OSP, OSU)

BH210 Motivational Interviewing **3 credits**
Explore the philosophy, principles, and procedures of behavior modification and motivational interviewing and illustrate evidence-based applications of each across a variety of contexts. The applications of these techniques will be discussed in relation to not only the reduction of undesirable behavior, but also the enhancement of desirable behavior. PREREQUISITES: PY230 (DD)

BH211 Ethical and Legal Issues in Behavioral Health **3 credits**
Examine laws and regulations in Missouri related to behavioral health. Explore topics such as ethical standards, personal and professional boundaries, and common legal matters facing individuals with mental health issues. (OF)

BH230 Systems of Care and Support **3 credits**
An introduction to different systems in which clients are involved. Investigate the community support specialist's role in helping the client navigate systems involving family, mental health, medical, social service agencies, and schools. (F, OF, OSU, SE)

BH231 Integrated Behavioral Health **3 credits**
Investigate various kinds of chronic diseases and health care issues experienced by those within behavioral health settings. Identify signs and symptoms along with best practices for managing challenges related to treatment of co-occurring conditions and chronic health issues. Explore topics related to overall client wellness and support worker self-care. (OSP)

BH241 Substance Use Disorders **3 credits**
Explore historical and sociological perspectives on the use, misuse, and dependence of psychoactive drugs through an overview of the physiological processes and impacts on the person including risk factors related to addiction. Develop an understanding of the interdisciplinary approach to treatment and prevention, utilizing tools which are sensitive to age, culture, and gender. Identify the impact of substance abuse in current life situations and the effects of continued use and abuse. (SO, OSP, OSU)

BH250 Evidence-based Treatments **4 credits**
The purpose of this course is to expose future behavioral health support workers to commonly used mental health prevention and intervention approaches. A special emphasis is given to those evidence based treatment approaches most commonly used by community behavioral health agencies and substance abuse facilities. (OSP)

BH251 Family and Youth Issues **3 credits**
Examine family structure and communication patterns with their effect on problem development and intervention. Investigate concepts of family and youth interventions and prevention while also discovering the Community Support role in family intervention. (OSP)

BH280 Behavioral Health Support Clinical Practicum I **4 credits**
Participate with social service agencies in order to gain knowledge about the structure and function of public service agencies, as well as practice with individuals, families, and communities from a behavioral health perspective while under supervision. Provided the opportunity to integrate and apply theory within the practicum experience. Must complete 180 hours of practical work experience. Credits: 4 internship. PREREQUISITES: BH201 (OF)

BH285 Clinical Encounters I **3 credits**
Develop interviewing skills while gaining exposure to various screenings and assessments used with clients. Utilize strategies from assessment to individual treatment planning and also service note completion. PREREQUISITE: BH201 (OF)

BH290 Behavioral Health Support Clinical Practicum II **4 credits**
This course offers continued applied experience in an agency setting. Students will engage in supervised behavioral health activities in a social service agency that serves individuals, families and communities. The practicum experience provides students the opportunity to integrate and apply theory into their practice. Students must complete 180 hours of practical work experience. Credits: 4 internship. PREREQUISITES: BH280 (OSP)

BH295 Clinical Encounters II **3 credits**
Develop strategies related to conflict resolution, crisis intervention, and de-escalation of highly charged situations. Recognize, assess, and respond to a variety of crisis situations including safety planning and documentation of crisis services. PREREQUISITE: BH285 (OSP)

Biological Science

Biological science courses require placement scores that must be less than three years old.

BI100 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. Natural Sciences credit; consult transfer catalog for specific program biology requirements. Credits: 4 lecture, 1 lab. PREREQUISITE: EN101W and DS049 or appropriate placement test scores. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR BIOL 100L – ESSENTIALS IN BIOLOGY WITH LAB

BI101 General Botany **5 credits**
This course focuses on a fundamental study of plant structure, physiology, ecology, economic importance, life histories, and taxonomy. Natural Sciences credit; consult transfer catalog for specific program biology requirements. Credits: 4 lecture, 1 lab. PREREQUISITE: DS049 and EN101W or appropriate placement test scores. (SP)
MOTR Equivalent: MOTR BIOL 150LB – BIOLOGY WITH LAB

BI103 General Zoology **5 credits**
A general study of animal phyla with a focus on structure, ecology, behavior, taxonomy, and defining characteristics. Natural Sciences credit; consult transfer catalog for specific program biology requirements. Credits: 4 lecture, 1 lab. PREREQUISITE: DS049 and EN101W or appropriate placement test scores. (F)
MOTR Equivalent: MOTR BIOL 150LZ – BIOLOGY WITH LAB

BI110 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. Natural Sciences credit; consult transfer catalog for specific program biology requirements. Credits: 4 lecture, 1 lab. (F)
MOTR Equivalent: MOTR BIOL 150LEC – BIOLOGY WITH LAB

BI205 Current Topics in Biology **1 credit**
Articles addressing timely topics in biology are studied in this course. Summarization, verification of information, experimental design, and study of human and environmental impact of the topics will be covered. (DD)

BI210 Special Topics in Life Science **1-3 credits**
A special topics course developed to further studies in Life Science. The subtitle of the course will indicate specific content. Credit varies from one to three hours depending on course design. This course may be repeated if the content changes. (DD)

BI240 Human Anatomy **4 credits**
Systems-based study on the gross anatomy and histology of the human body. Includes identification, detailed features, and basic functions and interrelatedness of the main tissues, organs, and systems of the human body. Large mammal dissection and detailed dissection of organs required. Not open to students who have successfully completed BI238. Credits: 3 lecture, 1 lab. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR LIFS150LA – HUMAN BIOLOGY WITH LAB

BI242 Human Physiology **4 credits**
Systems-based study on the functions and homeostatic mechanisms of the human body's cells, organs, and organ systems. Includes laboratory investigations and an introduction to pathophysiology. Not open to students who have successfully completed BI238. Credits: 3 lecture, 1 lab. PREREQUISITE: BI240 with a minimum grade of "C". (SP, OF, OSP, OSU)
MOTR Equivalent: MOTR LIFS150LP – HUMAN BIOLOGY WITH LAB

BI243 Microbiology **4 credits**
This course is a study of microorganisms emphasizing morphology, reproduction, biochemical activities, culture techniques, pathogenicity and control. Credits: 3 lecture, 1 lab. (F, OF, OSP, OSU)

Business Management

BA101 Introduction to Business **3 credits**
To introduce the student to the characteristics, functions and problems of the business world. (F, OSP, OSU)

BA110 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. (OF, OSU)

BA150 Principles of Management **3 credits**
An introductory course in management principles and functions. This course includes the history of management; the processes of planning, departmental organizing, directing, and controlling; and management's relationship with the community and the environment. (F, SP, OF, OSP, OSU)

BA154 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. (OF, OSP, OSU, DD)

BA160 Introduction to Sport Management **3 credits**
Overview of the sport industry, its segments, related operations, functions, and career opportunities in sport ranging from youth/public supported sport to elite/private/professional sport. (F)

BA161 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: BA150. (SP, OF)

BA176 Business Management Internship **4 credits**
Seminar-style course based on the application of fundamental business principles and curriculum competencies at both a local internship training station and in the classroom. Credits: 4 internship. PREREQUISITE: Instructor permission. A minimum of 45 contact hours is required for every hour of credit. (DD)

BA204 Credit & Finance **3 credits**
A study of the organization and operation of credit departments, consumer and commercial credit, collections, and business finance. (OF, OSP)

BA220 Structure and Governance of Sport **3 credits**
This course takes a look at the governance structures of sport organizations and the power and politics within these structures as well as current policy issues and the ethical issues in these structures. Area of topics that will be covered are the governance of sport, sport ethics, policy development, collegiate governance, competitive balance, disability sport issues, commercialization of sport, gender equity, and globalization. (DD)

BA221 Business Law **3 credits**
An introduction to statutory and administration regulations governing business conduct for small businesses and individuals. Emphasis is placed on contracts, negotiable instruments, employer/employee relationship, sale of personal and real property and insurance. (F, OSP)

BA225 Marketing with Social Media **3 credits**
Investigate marketing strategy through use of social media; utilize social media to accomplish marketing goals to increase effectiveness and cost efficiency; develop skills in leveraging social media for enhanced marketing integration; describe and analyze the role of big data within social media marketing efforts. (DD)

BA252 Internet Marketing **3 credits**
Explore the history of online marketing; analyze the role of the internet in global marketing; discover new technologies influencing marketing strategies and best practices; demonstrate marketing efforts for targeted customer management; identify sources of website traffic; and generate a website traffic plan. (DD)

BA269 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. (OF, OSP)

BA279 Special Topics in Business **1-3 credits**
A course offered in response to a specific situation; a variable issue-oriented course which has its content described in a subtitle. Credit and prerequisite as announced. (DD)

BA285 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. (OSP)

Business Technology

BT110 Business Mathematics **3 credits**
This course is designed to give students basic arithmetic fundamentals that will apply in their personal and business lives. (OF, OSP)

BT112 Intro to Audio/Visual Production **3 credits**
Discuss and practice beginning techniques in digital media. Fundamentals in using video cameras, audio equipment, digital editing, and replicate working on live broadcast productions. (DD)

BT122 Multimedia Production **3 credits**
Discussed and practiced will be workflow and personnel in live event producing, the duties of the director, audio manager, and producer; all aspects of planning and executing live broadcast productions, along with creating a live broadcast production business. PREREQUISITE: BT112 (DD)

BT130 Business Communications **3 credits**
This course is designed to give the student a basic understanding of the principles involved in verbal and written business correspondence. (F, SP, OF, OSP, OSU)

BT160 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. The course is also designed to introduce students to the elements of Information Management that entail finding information efficiently, evaluating information critically, and using information ethically. (F, SP, OF, OSP, OSU)

BT190 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: BT160. (OSP)

BT210 Web Page Design I **3 credits**
This course will introduce students to software using current desktop publishing and web page design software programs. (OF, OSP)

BT215 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: BT160 and BT210. (DD)

BT225 Sports Media and Communications **3 credits**
This course is designed to provide students with an overview of the sports media and communications field. Course range encompasses the place of sport communication within the larger field of sport management and administration, personal and organizational aspects of sport communication, the different segments of sport media, plus the services and support systems associated within sport communication. (DD)

BT240 Employment Strategies **1 credit**
This course is designed to prepare the student in beginning their job search. It will give them the tools needed to utilize and find information in today's competitive job market. (F, SP, OF, OSP, OSU)

Chemistry

NOTE: Physical Science courses require placement scores of less than three yrs. old.

CH107 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. Natural Sciences credit. Credits: 3 lecture, 1 lab. (OF, SP, OSP, OSU)
MOTR Equivalent: MOTR CHEM 100L – ESSENTIALS IN CHEMISTRY WITH LAB

CH110 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. Natural Sciences credit. Credits: 4 lecture, 1 lab. PREREQUISITE: MT110, or CH107, or appropriate placement test scores no older than three years.
(F, OSU)
MOTR Equivalent: MOTR CHEM 150L – CHEMISTRY I WITH LAB

CH112 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. Credits: 4 lecture, 1 lab. PREREQUISITE: CH110. (SP, OSU)

CH210 Organic Chemistry I **5 credits**
First in a two course sequence covering the fundamental aspects of organic chemistry including nomenclature, chemical and physical properties, reactions, syntheses, and mechanisms for the major classes of organic compounds. Multistep syntheses and reaction mechanisms are emphasized. The laboratory component introduces the student to the techniques of modern and classical experimental organic chemistry with an emphasis placed on synthesis, purification, isolation, and characterization of organic compounds. Credits: 4 lecture, 1 lab.
PREREQUISITE: CH112 (DD)

CH215 Organic Chemistry II **5 credits**
Second in a two course sequence covering the fundamental aspects of organic chemistry including nomenclature, chemical and physical properties, reactions, syntheses, and mechanisms for the major classes of organic compounds. Multistep syntheses and reaction mechanisms are emphasized. The laboratory component introduces the student to the techniques of modern and classical experimental organic chemistry with an emphasis placed on synthesis, purification, isolation, and characterization of organic compounds. Credits: 4 lecture, 1 lab.
PREREQUISITE: CH210 (DD)

Civics

CV100 **0 credit**
An examination over the Constitution of the United States of America including the following: United States Bill of Rights, governmental institutions, historical manifestations of federalism, and history of constitutional interpretation and amendments. Passing this examination fulfills the Missouri Higher Education Civics Achievement Examination as required by Missouri Senate Bill 807. PRE- or CO-REQUISITE: HI103, HI104, or PL216

College Skills

CS102 College Seminar **1 credit**
College Seminar is an academic course designed to introduce students to North Central Missouri College and the collegiate environment according to their meta major. The course emphasizes strategies that promote student retention and academic success. This course will foster an appreciation for the privileges, rights, and responsibilities associated with a college education; acclimate students to college resources and utilization of information technology such as course management software; equip students with the learning skills necessary for success; and cultivate the ability for students to monitor their own learning and academic progress. (F, OF, OSP)

Communications

SP150 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)

SP175 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. This course satisfies the general education speech requirement. (F, SP, SU, OF, OSP, OSU)
MOTR Equivalent: MOTR COMM 110 – FUNDAMENTALS OF PUBLIC SPEAKING

SP220 Interpersonal Communications **3 credits**
Highlights the role of communication and focuses on becoming effective communicators in personal and professional relationships. Listening techniques; conflict resolution; and sensitivity to cultural and gender differences. Introduces activities and techniques to improve one-on-one and small group communication skills, especially listening, nonverbal communication and conflict resolution. (F, SP, SU, OF, OSP, OSU)
MOTR Equivalent: MOTR COMM 120 – INTERPERSONAL COMMUNICATION

Computer Science & Information Systems

IT110 Information Technology Fundamentals **3 credits**
Explore the basic concepts of information processing and the hardware and software used; analyze and install operating systems for a computer; manage the file system; integrate Linus/UNIX systems with Windows/Mac systems; and investigate common hardware used in modern computer and networking systems. (OF, OSP)

IT122 Introduction to Packet Tracer **1 credit**
Introduction to the use of Packet Tracer for visual simulation of modern computer networks. (OF. OSU)

IT123 Introduction to Networks **3 credits**
First networking course introducing architectures, models, protocols, and networking elements – functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. Build simple local area networks (LANs), develop a working knowledge of IP addressing schemes, foundational network security, and perform basic configurations for routers and switches. First in a series of three courses designed to prepare the student to take the Cisco CCNA Certification exam. PREREQUISITE: IT122 (OSP)

IT185 Python Programming **3 credits**
This course is an introduction to the Python programming language. The course is designed to cover aspects such as: data types and structures, objects, functions, modularity, file and database interaction, loops and conditionals. (F, OSP)

IT222 Switching, Routing, and Wireless Essentials **3 credits**
Switching technologies and router operations to support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. Basic network configuration and troubleshooting, identification and mitigation of LAN security threats, configuration and security of basic WLANs. This is the second course in a 3-course series designed to prepare students for the Cisco CCNA Certification exam. PREREQUISITE: IT123 (OF)

IT223 Enterprise Networking, Security, and Automation **3 credits**
Architectures and considerations related to designing, securing, operating, and troubleshooting large enterprise networks. Wide area network (WAN) technologies and quality of service (QoS) mechanisms for secure remote access; introduction to software-defined networking, virtualization, and automation concepts that support the digitalization of networks. This is the third course in a 3-course series designed to prepare students for the Cisco CCNA Certification exam. PREREQUISITES: IT123, IT222 (OSP, OSU)

IT234 Programming I **3 credits**
Explore modern, object oriented programming language; investigate Java programming language and appropriate uses; distinguish between methods, classes, and objects; demonstrate uses of decision making constructs within applications; apply the use of loops; differentiate between characters and strings in modern programming; and demonstrate the use of arrays. (F, OSP)

IT235 System Administration and IT Infrastructure **3 credits**
Expand knowledge and skill base of maintaining a single computer to a fleet of computers; explore system administrator responsibilities for maintaining reliable systems in a multi-user environment; investigate strategies for developing infrastructure, infrastructure services, cloud resources, and configuring servers; utilize management tools for computers and users; and demonstrate backup and recovery services to maintain business continuity. (OF)

IT243 C++ Programming **3 credits**
A hands-on introduction to structured, object-oriented programming in the C++ environment. Includes a study of data types, functions classes, selection and looping. PREREQUISITES: Basis keyboarding skill. Intermediate or College Algebra recommended. (DD)

IT244 Programming II **3 credits**
Design applications utilizing decision making and loops using arrays and vectors; demonstrate advanced array concepts; investigate and demonstrate the concept of inheritance in programming; interpret and apply exceptions in application coding; demonstrate file I/O in applications; and demonstrate GUI programming techniques. PREQUISITE: IT234 (OSP)

IT260 Advanced Database Management **3 credits**
Explore advanced topics of database management systems (DBMS); topics include programmatic Structured Query Language (SQL), the Open Database Connectivity (ODBC) standard, database administration/management issues, database monitoring and tuning, object DBMSs and object-relational DBMSs, web technology and DBMSs, semi-structured date and XML, and data warehousing concepts; discover current DBMS technology available today and become aware of the current areas of database research. (OSP)

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 and output control, and the structure of a program and data libraries. (OF)

IT268 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. (SO, OSE)

IT270 Computer Science & Information Systems Internship **4 credits**
Seminar-type courses which are based on the application of fundamental computer science principles and curriculum competencies at both a local internship training station and in the classroom. Credits: 4 internship. (OSP, OF, DD)

IT280 Computer Hardware **3 credits**
This course offers a detailed study of microcomputer systems hardware modules. Combining theory and practice, the course will cover module level maintenance, repair, replace and retrofit and upgrading trade-off decision parameters; and introductory troubleshooting. Students will identify and replace defective modules, perform hardware upgrades and install software with attendant hardware boards. Students will gain experience in the assembly and disassembly of microcomputer systems. (OF)

IT285 Introduction to Cybersecurity **3 credits**
Investigate concepts of confidentiality, integrity, authentications, and availability to model the security of IT infrastructure; explore tactics to defend against threats and attacks seeking to exploit vulnerabilities in the system; examine cybercrime laws along with assessments; and, analyze security policies. (OSP)

IT286 Cybersecurity Essentials **3 credits**
Understanding of cybercrime consequences, security principles, technologies, and procedures used to defend networks. PREREQUISITES: IT122, IT285 (OF)

IT287 Cloud Security **3 credits**
Cloud models and architectures; application of Shared Responsibilities model to building a cloud security program. Adapting existing security principles and practices for cloud deployments, including the impact of cloud on all traditional security domains. This course is designed to prepare students for the vendor-neutral Certificate of Cloud Security Knowledge (CCSK). PREREQUISITES: IT122, IT286 (OSP)

Criminal Justice

CJ118 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.
(OSO)

CJ125 Criminal Justice Ethics and Liability **3 credits**
An introductory course studying ethical decisions, law of negligence, and tort liability within the American criminal justice system. Students will explore ethical decisions within law enforcement, courts, and corrections as well as civil liability for these agencies. (SO, OSE)

CJ126 Introduction to Criminal Justice **3 credits**
Surveys of the philosophical and historical background of the criminal justice system. Principles of organization and roles of police and legal systems in relation to activities of local, state and federal agencies. Human relations and social control devices are also studied. (FE, OFO)
MOTR Equivalent: MOTR CRJS101 – INTRODUCTION TO CRIMINAL JUSTICE

CJ140 Criminal Investigations **3 credits**
A study of modern criminal investigation procedures including methods of investigation, sources of information, questioning and interviews, collection and preservation of evidence, preliminary and follow-up investigation, and case preparation. (FO, OSE)

CJ170 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. (SE, OFO)

CJ218 Criminology **3 credits**
An examination of theories of crime and its causes including interrelationships between specific crimes, types of offenders and correctional theories. (OFE)
MOTR Equivalent: MOTR CRIM205 – INTRODUCTION TO CRIMINOLOGY

CJ219 Criminal Evidence **3 credits**
Students will study the nature, types and degrees of criminal evidence; rules governing admissibility; competency; and relevancy of evidence. (SO, OFO)

CJ226 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. (FO, OFE)

CJ235 Criminal Law **3 credits**
Explores the origin, development and classification of substantive criminal law. This course will review the rules of evidence important at the operational level of law enforcement with emphasis on criminal procedures in arrest, use of force, and search and seizure. (SE, OSO)

CJ239 Police Organization and Management **3 credits**
Introductory survey of current administrative methodology; reviews the organization of the police service, police functions, principles of police management and operational services within the police agencies. Will include the study of administrative theory as it relates to organizations within the criminal justice system. (FE, OSO)

CJ246 Criminal Justice Communications **3 credits**
The student will learn to recognize the basic forms and templates commonly used by law enforcement agencies for routine reporting, the information to be included, and accepted writing methods. The student will also learn about the psychological tactics and techniques used to obtain admissible confessions as evidence in criminal cases. (FE, OFO)

CJ250 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. (DD)

CJ260 Constitutional Aspects of Criminal Justice **3 credits**
Selected constitutional aspects of law enforcement including the law of arrest, search, freedom from electronic eavesdropping, self-incrimination and the right to counsel. (FO, OFE)

CJ298 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 cries and other deviant behaviors. Some topics include domestic violence, mental illness, drug and alcohol usage, organized crime, sexual crimes, suicide, and other deviant acts found in America society today. PREREQUISITE: SO107. (OSE)

Developmental Studies

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

DS049 Pathways to College Mathematics 3 credits
Remedial course that prepares students for success in the different math pathways. Introduces several fields of mathematics including algebra on linear and quadratic expressions, equations, functions and graphs, consumer mathematics, logic, probability, and statistics. This course is a prerequisite for MT110, MT119, and MT125. Appropriate placement score required. (Pass/Fail) (F, SP, OF, OSP, OSU)

DS049W Pathways to College Mathematics with Workshop 6 credits
Designed for students not meetingDS049 Pathways to College Mathematics enrollment requirements. Remedial course that prepares students for success in the different math pathways. Introduces several fields of mathematics including algebra on linear and quadratic expressions, equations, functions and graphs, consumer mathematics, logic, probability, and statistics. This course is a prerequisite for MT110, MT119, and MT125 (This course is not designed to transfer). (Pass/Fail) (F)

Early Childhood Development

CD101 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. (DD)

CD110 Child Development Portfolio 3 credits
This course provides a step-by-step approach of the activities necessary to complete Child Development Associate credential requirements. This course is a review of the 13 functional areas of the Child Development Associate credential. Completion of the Professional Resource File is a requirement for this course. Upon completion of this course students will be prepared for the CDA application process. (DD)

CD112 Childhood Development 3 credits
This course is a study of human development from conception to age eight. It will provide an overview of physical, cognitive, social, emotional, creative, and language development with emphasis on interrelationship of growth and behavior of young children. Theories and philosophical viewpoints will be introduced to help students determine a personal philosophy of how children grow and learn. Students will observe children of different ages in a variety of settings using multiple assessment and data told. This course will provide 40 hours of training for CDA. Co-requisites: CD130, CD205. (OF)

CD120 Organization/Administration of Early Childhood Programs 3 credits
An examination of licensing, staffing, facilities, equipment, and material for early childhood programs. Course includes program development, personnel management, facilities/equipment concerns, parent involvement and community relationships. A study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, advocacy, professionalism, planning and budgeting, parent education/partnerships, and CACFP food program. (OF)

CD130 Foundations of Early Childhood Education 3 credits
An introduction to the profession of early care and education including historical foundations, ethical guidelines, and trends. Licensing rules and regulation will be reviewed along with a broad range of current program and accreditation systems. Students will examine the qualities and skills necessary for working with young children and receive an overview of appropriate curriculum. Students will learn to observe and record the behavior, teacher, and environment of young children. Students will learn strategies to work effectively with families to meet the needs of the child. This course will provide 40 hours of training for CDA. Co-Requisites: CD112 and CD205. (OF)

CD140 Creative Expression and Play 3 credits
This course will explore a child-directed approach to education and the role of creativity in cognitive development while blending theory and research with practical application. The course will review topics and issues related to the creative experience including: planning, developing, implementing, assessing creative activities, creating a stimulating environment, as well as, strategies for developing an anti-bias curriculum. (OSP)

CD150 Special Topics in Early Childhood Education 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)

CD205 Health, Nutrition and Safety **3 credits**
This course is designed to give information about current concepts in the field of health, safety and nutrition for children birth to eight years old in relationship to their family and community. This course will prepare the early childhood educator to meet the physical needs of young children through the creation of a safe environment, planned routines, and positive experience. Topics include health assessment, first aid, safety, basic nutrition, nutrition educations, meals and snacks for children. This course will provide 40 hours of training for a CDA. Must have or obtain First Aid/CPR Certification. Co-Requisites: CD130, CD112. (OF)

CD207 Children with Special Needs **3 credits**
This course will provide an overview of laws regarding children with special needs, developmentally appropriate curriculum, and current issues related to special needs children. Students will examine appropriate ways to gather data when teaching children with special needs. Students will study Individual Education Plans (IEPs) and Individual Family Service Plans (IFSPs) applying knowledge of differentiated instruction to individual case studies. (OSP)

CD209 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)

CD211 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)

CD213 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 Learning Goals (MELS). (DD)

CD220 Emergent Language and Literacy **3 credits**
An overview of early literacy based on appropriate literacy standards. Students will learn about emergent literacy such as emergent speaking, emergent writing, and emergent reading. Strategies for enhancing and assessing literacy curriculum in each of these areas will be discussed. Family literacy and its importance will also be included in the coursework. (OF)

CD230 Family, School & Community **3 credits**
This course explores the impact of the community and society on children and families. Cultural and socio economic factors and the realities of the changing family and society including family systems, child rearing, and parenting styles are surveyed. Students will examine strategies to promote family and community involvement. Community agency programs and their benefits for parents will also be discussed. (OSP)

CD240 Infant & Toddler Curriculum with Field Experience **3 credits**
This course is designed to survey and give students the knowledge and skills of a variety of curriculum, and teaching strategies needed to provide developmentally appropriate learning opportunities to children birth to 36 months of age. Application of intentional teaching for developmental and academic areas will be discussed. Reflection on students own practice to promote positive outcomes for children will be emphasized. Students will meet in class 3 hours per week with an additional 10 hours of field experience in a preapproved child care setting with children birth to 36 months of age. Field Experience hours will address observing, documenting, and applying knowledge to create developmentally appropriate lesson plans for all children. (OSP)

CD242 Preschool Curriculum & Field Experience **3 credits**
This course is designed to survey and give students the knowledge and skills of a variety of curriculum and teaching strategies needed to provide developmentally appropriate learning opportunities for children 3 to 5 years of age. Application of intentional teaching for developmental and academic areas will be discussed. Reflection on students own practice to promote positive outcomes for children will be emphasized. Students will meet in class 3 hours per week with an additional 10 hours of field experience in an approved preschool, Head Start, or School District setting with children 3 to 5 years of age. The filed experience will address observing, documenting, and applying knowledge to creating developmentally appropriate curriculum for children 3 to 5 years of age. (OF)

CD250 Observation and Assessment **3 credits**
This course consists of supervised observation in conjunction with classroom lecture. Students will complete a total of 2 hours/week of lecture/instruction and students will observe one child in a single facility for a total of 45 hours throughout the semester. The student, with the teacher, field advisor, and parent approval will observe one child with various developmentally appropriate observation methods. The culminating experience for this course will be the compilation of the observations into a full report on the child's developmental level in each of the following areas: physical, creativity, social, emotional, cognitive, and language development. The students will meet with the instructor at the end of the semester to share experiences and bring closure to the observation to prepare for the internship. Credits: 2 lecture, 1 internship. (OSP)

CD260 Early Childhood Development Practicum /Field Experience **3 credits**
The student will actively participate, under supervision, for a minimum of 150 clock hours in a Head Start, accredited or public classroom setting. Students will observe and practice using developmentally appropriate teaching strategies with preschool children. Students will plan and implement curriculum components for young children in conjunction with supervising teacher. A minimum of 50 contact hours is required for every hour of credit. Credits: 3 internship. OSP)

CD280 Professionalism in Early Childhood Education **3 credits**
This capstone course is for the Early Childhood Development AAS degree seeking students. Students will create a portfolio connecting early childhood practices in the six NAEYC Professional Standards and Missouri Vocational Pathway Outcomes as a required component for this degree. Knowledge of ethical standards and other elements of professional guidelines will be examined. The course will cover career management topics (resume, interviewing skills, and employment soft skills) along with exploration of employment opportunities. Completion of a program assessment is a requirement of this course. PRE- or CO-REQUISITE: CD260 (OSP)

Economics

EC252 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. Social and Behavioral Sciences credit. (F, SP, OSP, OSU)
MOTR Equivalent: MOTR ECON 102 – INTRODUCTION TO MICROECONOMICS

EC253 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. Social and Behavioral Sciences credit. (F, SP, OF, OSU)
MOTR Equivalent: MOTR ECON 101 – INTRODUCTION TO MACROECONOMICS

Education

Child Psychology and Adolescent Psychology are listed under Psychology (PY).

ED200 Foundations of Education in a Diverse Society **3 credits**
This course is designed to examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. PREREQUISITE: EN101. AAT core course. (F, SP, OF, OSP, OSU)

ED201 Teaching Profession with Field Experience **3 credits**
This course includes an introductory, minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows pre-service teachers to connect first-hand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. PREREQUISITE: EN101. AAT core course. (Background check fee) (F, SP, OF)

ED265 Multicultural Education **3 credits**
This course is designed to examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. PREREQUISITE: EN101 (OSU, OF, OSP)

ED270 Educational Psychology **3 credits**
This course is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learning and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in the P-12 classrooms. Appropriate strategies for increasing motivation, multi-dimensional development, and academic achievement for all learners are introduced. This course requires a 10-hour field experience component. PREREQUISITE: ED201 and PY121. AAT core course. (F, SP, OF)

ED275 Educational Technology **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, telecommunication tools and assistive technology. The focus will also be on social, ethical, legal and human issues surrounding the use of technology. PREREQUISITE: EN101. AAT core course. (F, SP, OSP)

ED280 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)

ED283 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. (DD)

ED285 Education of Exceptional Learners **3 credits**
This survey course is an introduction to exceptional learners and their education in grades P-12. Students will gain a comprehensive understanding of the characteristics of people with special needs in addition to strategies of educating and including all learners in general education and special education settings. Students will research and discuss complex issues related to compliance with state and federal education laws, such as the Individuals with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA) as well learn to navigate special education processes, such as referral, eligibility, re-evaluation, and IEPs. This course requires a 15-hour special education field experience component. PREREQUISITE: ED201 (SP)

ED295 Education Capstone **1 credit**
This course introduces students to the preparation of the teaching portfolio. Students will prepare and submit a portfolio of teaching artifacts by discussing, analyzing and reflecting on the 9 MoSPE Missouri Teacher Standards for teacher preparation. PRE or COREQUISITE: ED200, ED201, ED270, ED275. (OF, OSP, OSU)

English

EN101 English I **3 credits**
An introduction to expository and argumentative writing, emphasizing reading, critical thinking and analytical writing skills. Several short papers are assigned, with emphasis on the writing process. PREREQUISITE: Appropriate placement score. Written Communications credit (F, SP, SU, OF, OSP, OSU)
MOTR Equivalent: MOTR ENGL 100 – COMPOSITION I

EN101W English I with Workshop **6 credits**
This course is designed for students who do not meet EN101 English I requirements. An introduction to expository and argumentative writing, emphasizing reading, critical thinking, and analytical writing skills. Several short papers are assigned, with emphasis on the writing process. General education credit. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course. Only three credit hours will count in some academic plans. PREREQUISITE: Appropriate placement score. (F, SP, SU, OF, OSP, OSU)

EN102 English II **3 credits**
A continuation of EN101, emphasizing longer and more impersonal and critical writing forms. Organizational skills are developed through the outline and summary units; analytical reading and critical thinking are stressed. A thorough use of library and online resources is required for the bibliography unit and the final research paper. Written Communications credit. PREREQUISITE: EN101. (F, SP, SU, OF, OSP, OSU)
MOTR Equivalent: MOTR ENGL 200 – COMPOSITION II

EN110 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. (DD)
MOTR Equivalent: MOTR PERF106– CREATIVE WRITING

EN180 Introduction to Literature **3 credits**
This course introduces students to the college-level study of literature by focusing on a thematically arranged selection of literary texts. Students will read poetry, plays, short fiction, and a novel, will respond to the literature analytically and responsively, and will learn to value their own as well as others' interpretations. Humanities and Fine Arts credit. PREREQUISITE: EN101 or concurrent enrollment in EN101. (DD)
MOTR Equivalent: MOTR LITR 100 – INTRODUCTION TO LITERATURE

EN196 Literature for Children **3 credits**
This course is an introduction to the selection and presentation of literature for preschool and elementary level children. Students will be exposed to children's books in various genres. The course emphasizes the importance of cultural literacy and early and continuous exposure to literature. (DD)

EN211 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. (DD)

EN230 English Literature I **3 credits**
A survey of some significant works of English literature from Chaucer to Shakespeare. Selected authors within this time frame will vary to offer as wide an overview of genres and perspectives as possible during the semester. Humanities and Fine Arts credit. PREREQUISITE: EN101 or concurrent enrollment in EN101. (DD)
MOTR Equivalent: MOTR LITR 102A – BRITISH LITERATURE I

EN240 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 and Fine Arts credit. PREREQUISITE: EN101 or concurrent enrollment in EN101. EN230 is not a prerequisite for EN240. (DD)
MOTR Equivalent: MOTR LITR 102B – BRITISH LITERATURE II

EN242 Introduction to Shakespeare **3 credits**
This course introduces students to the college-level study of William Shakespeare. We will focus on several of his plays and sonnets as well as taking a look at the Renaissance and how this period shaped his writings. (DD)
MOTR Equivalent: MOTR LITR 107 – INTRODUCTION TO SHAKESPEARE

EN251 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 and Fine Arts credit. PREREQUISITE: EN101 or concurrent enrollment in EN101. (DD)
MOTR Equivalent: MOTR LITR 200A – WORLD LITERATURE

EN252 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 and Fine Arts credit. PREREQUISITE: EN101 or concurrent enrollment in EN101. EN251 is not a prerequisite for EN252. (DD)
MOTR Equivalent: MOTR LITR 200M – WORLD LITERATURE

EN261 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: EN101 or concurrent enrollment in EN101. (DD)
MOTR Equivalent: MOTR LITR 101A – AMERICAN LITERATURE I

EN262 Intro to 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 and Fine Arts credit. PREREQUISITE: EN101 or concurrent enrollment in EN101. EN261 is not a prerequisite for EN262. (DD)
MOTR Equivalent: MOTR LITR 101B – AMERICAN LITERATURE II

EN282 Introduction to Short Stories **3 credits**
This course introduces students to the college-level study of the short story genre. Students will read a variety of short stories and analytically respond to various texts. (DD)
MOTR Equivalent: MOTR LITR 100F – INTRODUCTION TO LITERATURE

EN296 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: EN101. (DD)

Fire Science

FS192 Fire Protection Systems **3 credits**
FESHE-approved course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. (OF)

FS205 Fire Behavior, Combustion Processes **3 credits**
FESHE-approved course introduces the student to the theories and fundamentals of how and why fires start, spread, and how they are controlled. (OF)

FS209 Building Construction for Fire Protection **3 credits**
FESHE-approved course covers the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies. (OSP)

Food and Beverage Management

FB101 Professional Cooking I **3 credits**
Introduction to cooking techniques of simmering and boiling with a focus on stocks, sauces, and soups. Develop proper knife skills and use of kitchen tools in accordance with food safety.

FB102 Professional Cooking II **3 credits**
Introduction to cooking techniques of simmering, sautéing, and shallow frying with a focus on line service techniques. Explore usage of fats, oils, pan sauces, eggs, grilling, and seafood. Demonstrate proper food safety protocol.

FB123 Dining Room Service **3 credits**
Explore front-of-the-house operations and professional dining service techniques with an emphasis on proper etiquette, quality of service, and guest relations. Utilize effective communication skills related to the dining experience and including guest check handling. Demonstrate proper food safety protocol while performing hot and cold food and/or beverage service.

FB125 Beverage Service **3 credits**
Identify various types of non-alcoholic beverages, beer, wine, spirits, cocktails, mixed drinks, and coffee. Develop strategies related to beverage and bartending service including alcoholic and non-alcoholic drinks. Examine the server's responsibility to following state and federal laws when serving alcoholic drinks. Students will not consume alcoholic beverages or possess alcohol or alcoholic containers during this course.

FB130 Purchasing and Menu Planning **3 credits**
Investigate food and beverage purchasing and menu planning while aiming to establish cost control. Explore the various segments of the food-service industry to develop recipe costing strategies along with proper purchasing and receiving guidelines.

Foreign Language

FL100 Spanish Communication and Culture I **3 credits**
Introductory Spanish course emphasizing beginning fundamentals such as the following: communication, conversation, and use and comprehension of grammatical concepts and vocabulary. Students will begin to develop their use of the four skills of communication (speaking, listening, reading, and writing) in Spanish and awareness of Hispanic cultures. Humanities and Fine Arts credit. (DD) Note: Intended for students with little or no previous Spanish experience. Students with previous Spanish experience should contact the department for placement advising.
MOTR Equivalent: MOTR LANG 103 – SPANISH I

FL101 Spanish Communication and Culture II **3 credits**
Continue to develop use of the four skills of communication (speaking, listening, reading, and writing) in Spanish and awareness of Hispanic cultures. Emphasizes basic communication, conversation, and comprehension of vocabulary and grammatical concepts. Humanities and Fine Arts credit. PREREQUISITE: FL100 or 2 years of high school Spanish or equivalent. (DD)
MOTR Equivalent: MOTR LANG 104 – SPANISH II

FL110 Elementary German **4 credits**
This is an introductory course in German with an emphasis on speaking the language. Pronunciation, simple grammatical usage, syntax, vocabulary and idioms in carefully graded reading material. This is a first course in basic German language; not open to students whose native language is German. (DD)

FL111 Elementary German II **3 credits**
This course is a continuation of FL110 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. PREREQUISITE: FL110. (DD)

FL120 Elementary French I **3 credits**
An introductory course in French emphasizing conversational speaking and comprehension, pronunciation, and the accumulation of basic vocabulary. Simple grammatical concepts are also introduced. Not open to students whose native language is French. (DD)
MOTR Equivalent: MOTR LANG 101 – FRENCH I

FL122 Elementary French II **3 credits**
This course is a continuation of FL120, Elementary French I, using the same text and classroom materials.
PREREQUISITE: FL120. (DD)
MOTR Equivalent: MOTR LANG 102 – FRENCH II

FL155 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)

FL200 Spanish Communication and Culture III **3 credits**
Continue to develop use of the four skills of communication (speaking, listening, reading, and writing) in Spanish and awareness of Hispanic cultures. Emphasizes intermediate communication, conversation, and comprehension of vocabulary and grammatical concepts. Humanities and Fine Arts credit. PREREQUISITE: FL101 or 3 years of high school Spanish or equivalent. (DD)

FL201 Spanish Communication and Culture IV **3 credits**
Continue to develop use of the four skills of communication (speaking, listening, reading, and writing) in Spanish and awareness of Hispanic cultures. Emphasizes higher intermediate communication, conversation, and comprehension of vocabulary and grammatical concepts. Humanities and Fine Arts credit. PREREQUISITE: FL200 or 4 years of high school Spanish or equivalent. (DD)

FL255 American Sign Language II (ASL II) **3 credits**
A continuation of American Sign Language with emphasis on expanding the receptive and expressive sign vocabulary and usage of conversation. This course provides a strong foundation to the student in communication with the deaf and hard of hearing community, and preparation for entry into interpreter programs. PREREQUISITE: FL155. (DD)

Geography

GE106 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. Social and Behavioral Sciences credit. (OF, OSP, OSU)
MOTR Equivalent: MOTR GEOG 101 – WORLD REGIONAL GEOGRAPHY

Health Information Management

HM125 Medical Coding I **3 credits**
This course is designed to provide students an overview of clinical vocabularies, coding classification systems, and nomenclatures. The International Classification of Diseases, 10th revision, Clinical Modification (ICD-10-CM) will be explained with application of chapter-specific diagnosis code assignments. PREREQUISITES: AH160 & AH125. (OF)

HM225 Medical Coding II **3 credits**
Course provides students an overview of procedural coding guidelines and structure of the Current Procedural Terminology (CPT), Health care Common Procedure Coding System (HCPCS), and the International Classification of Diseases 10th edition, Procedure Coding System (ICD-10-PCS). Inpatient guidelines for reporting diagnoses and procedures will be reviewed. PREREQUISITES: AH160, HM125. (OSP)

HM226 Electronic Health Systems **3 credits**
Introduction to electronic health systems and applications such as clinical, administrative, and management support systems. Social and government initiatives for implementing electronic health record systems along with confidential and security measures will be explored. Students will gain experience in completing an electronic health record simulation. PREREQUISITES: BT160 (OSP)

History

HI101 Western Civilization to 1700 **3 credits**
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 and Fine Arts credit. (OSP, DD)
MOTR Equivalent: MOTR WCIV 101 – WESTERN CIVILIZATION I

HI102 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 and Fine Arts credit. (OF, DD)
MOTR Equivalent: MOTR WCIV 102 – WESTERN CIVILIZATION II

HI103 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. Social and Behavioral Sciences credit. Civics credit (meets the Constitution requirement).
PREREQUISITE: Appropriate placement score or successful completion of EN101W. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR HIST 101 – AMERICAN HISTORY I

HI104 American History Since 1877 **3 credits**
A continuation of HI103. 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. Social and Behavioral Sciences credit. Civics credit (meets the Constitution requirement). PREREQUISITE: Appropriate placement score or successful completion of EN101W. (OF, OSP)
MOTR Equivalent: MOTR HIST 102 – AMERICAN HISTORY II

HI203 World History to 1600 **3 credits**
An introductory survey course of the history of the world and of world civilizations from ancient times to the Renaissance and Reformation era. This course includes examinations of the social, cultural, political, religious, and economic institutions and traditions of pre-industrial civilizations with emphasis on regional and global interactions. The focus of this course is the development of civilizations prior to the Industrial Revolution. Social and Behavioral Sciences credit. (DD)
MOTR Equivalent: MOTR HIST 201 – WORLD HISTORY I

HI204 World History Since 1600 **3 credits**
An introductory survey course of the history of the world and of world civilizations since the Renaissance/Reformation era. This course includes examinations of the social, cultural, political, religious, and economic institutions and traditions of industrial civilizations with emphasis on regional and global interactions. The focus of this course is the development of civilizations during and following the Industrial Revolution, including its byproducts such as: industrialization, democratization, imperialism, global wars, globalization, and modernization. Social and Behavioral Sciences credit. (DD)
MOTR Equivalent: MOTR HIST 202 – WORLD HISTORY II

Humanities

HU110 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. (DD)

HU111 Humanities: Renaissance to Present **3 credits**
An integrated course in western culture from Renaissance period to the present. The course encompasses an introduction to literature, painting, music, sculpture and architecture, as well as the discipline of philosophy presented as interrelated and integrated manifestation of human creativity. Employing methodologies associated with the study of cultural and intellectual history, the course seeks to create an understanding of why we are the way we are. (DD)
MOTR Equivalent: MOTR HUMN 100 – INTRODUCTION TO HUMANITIES

Manufacturing Technology

MF104 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, percentages, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. (DD)

MF104W Applied Technical Math with Workshop **6 credits**
This course is designed for students who do not meet MF104 Applied Technical Math requirements. The purpose of this course is to develop skills in basic math areas, such as measurement in standard and metric units, conversions, scientific and engineering notation, ratio and proportion, decimals, fractions, percentages, formulas, equations, basic geometry, Pythagorean Theory, right triangle trigonometry and introductory statistical process control. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success of the course. Three credit hours will count toward degree requirements in some academic plans. (DD)

MF111 Industrial Print Reading **3 credits**
This course covers reading and interpreting basic blueprints commonly found in manufacturing. Practical application of fractions and geometry. (DD)

MF120 Introduction to Electricity & Electronics **3 credits**
This course is designed to provide a solid foundation for the study of electricity/ electronics by introducing the fundamental laws of scientific atomic structure, electricity and electrical safety. It builds upon those fundamentals by the study of Ohm's Law, current, voltage, resistance, power sources, and DC measuring instruments. An introduction to complete series, parallel and series-parallel circuits, the laws, mathematical formulas, and methods used to analyze these circuits are introduced in this class. A study of how AC voltages and currents are generated, introducing the science of magnetism, and the effect of AC on electronic components such as inductors and capacitors, AC testing procedures will be emphasized. PREREQUISITE: DS048 or appropriate math placement score. (DD)

MF121 Industrial Electricity (DC) **3 credits**
This course is an extensive hands-on study of industrial electricity. Students will study electricity and its sources, resistors (as simulated circuit loads), Ohm's Law, series circuits, parallel circuits, combination circuits, meters, conductors, insulators and batteries. (DD)

MF122 Basic Electricity I **3 credits**
This course is a hands-on study of fundamental electricity principles and applications. Student will study electricity and its applications using resistors (as simulated circuit loads), Ohm's Law, series circuits, parallel circuits, and combination circuits. The course will also include electrical wiring techniques, system installation, an introduction into raceways, conduit bending, conductors, disconnects, and over-current protection. (Lab fee) (DD)

MF125 Industrial Electricity (AC) **3 credits**
This course is an extensive hands-on study of Industrial Electricity. Students will study magnetism, induction, AC voltage and current, inductors and capacitors. PREREQUISITE: MF121 or MF122. (DD)

MF126 Basic Electricity II **3 credits**
This course is a level two, hands-on study of electricity principles and applications. Students will study grounding and bonding of electrical systems, motor theory, application, and motor controls. PREREQUISITE: MF121 or MF122. (Lab fee) (DD)

MF128 Motor Controls **3 credits**
Explore concepts of the industrial electrical trade covering industrial electrical safety, motor control applications, wiring industrial circuits, electrical theory, National Electrical Code, and industrial electrical test equipment. Participate in a hands-on training environment featuring each of the industrial motor control specialty areas. (Lab fee) (DD)

MF141 Programmable Logic Controllers **3 credits**
This course provides students the basic knowledge of Programmable Logic Controllers (PLC's) and their application in industry today. This is a hands-on study of PLC programming applications such as sequencing, timers, counter, hydraulic and pneumatic actuators, indicator lamps and motor controls. At the completion of the course, students will be able to program and troubleshoot a PLC for typical industry applications using Allen-Bradley Control Logix software. (Lab fee) (DD)

MF145 Basic Fluid Power **3 credits**
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (Lab fee) (DD)

MF150 Principles of Safety **3 credits**
This course provides students the basic knowledge of OSHA safety requirements and the skills required to ensure a safe and healthy workplace. Students will develop an understanding of safety concerns, issues, and compliance in a work environment. The course also provides an introduction to manufacturing, customer communication skills, high performance production teams and work-readiness skills. This course meets the safety pre-requisite as part of the Wind program. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) (DD)

MF155 Principles of Maintenance Awareness **3 credits**
This on-line course provides insights into the basics of good maintenance practices for manufacturing. Students will also develop an understanding of electrical, mechanical and fluid power systems. This course is not a maintenance training course, but rather targets production workers who want to excel in a high-performance manufacturing setting. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) (DD)

MF160 Principles of Quality Practices **3 credits**
This course provides knowledge and skills related to effective quality systems used in today's manufacturing industry. Students will develop an understanding of quality philosophy, practices, and methods as well as quality audits, tools, and blueprint reading. Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) (DD)

MF165 Principles of Manufacturing Processes and Production **3 credits**
This course provides students a broad understanding of manufacturing sub-industries and their related products, processes, challenges and best practices. Students will develop an understanding of common production principles, processes and practices, as well inventory management, packaging, and distribution. A Manufacturing Skills Standards Council certificate will be provided pending a successful final assessment of this course. The industry-recognized MSSC-Certified Production Technician certification requires successful completion of all four modules and the final assessment. (Lab fee) (DD)

MF170 Industrial Mechanics **3 credits**
This course presents fundamentals of maintenance and repair on industrial equipment including fans, motors, and conveyors. Belt and chain drives, lubrication, replacement of seals and bearings, and shaft alignment using manual dial and laser methods will be covered. Correct application and selection of hand and power tools. (Lab fee) *Students are encouraged to take MF155 before MF170.* (DD)

MF201 Industrial Electronics **3 credits**
An introduction to the basic concepts of electronics, including resistors, diodes, transistors, and operational amplifiers. Basic operation and some common applications will be discussed. Participate in a hands-on training environment with Static Sensitive Components using DMM, Scope, and Amp Probe. (DD)

MF205 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. Prior completion of Vo-Tech industrial maintenance program and/or appropriate prior experience recommended. (DD)

MF220 AutoCAD I 3 credits
This is the first course in the use of the Computer Aided Drafting software AutoCAD. It includes development in the skills of File, Draw, Text and Editing commands while working in the Cartesian workspace. File handling and plotting are stressed. (DD)

MF221 AutoCAD II 3 credits
A continuation of AutoCAD I (MF220) 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.
PREREQUISITE: MF220 (DD)

MF225 Advanced Programmable Logic Controllers 3 credits
Investigate advanced skills and applications of Programmable Logic Controllers used increasingly throughout today's industrial process. Explore topics in timers, counters, and data manipulation. Participate in a hands-on training environment involving wiring of Input and Output control circuits; writing programs with sensor controls using flow charts to verify program outcomes. .
PREREQUISITE: MF141 or instructor approval. . (DD)

MF227 Introduction to 3D Printing 3 credits
This course provides awareness and familiarization with 3D printing, an additive manufacturing process. Students will learn how it can be used in rapid pro-typing, customizable product lines and individualized medical appliances. Students will also learn how to become "makers" through the use of 3D modeling software and 3D printers. Students will design and then print physical objects using what they learn in the course. Students will also participate in educational outreach at North Central Missouri College and the community to pass on some of what they have learned. (DD)

MF235 Industrial Robotics 3 credits
Discover how to safely operate an industrial FANUC robot while working with ROBOGUIDE simulation software featuring FANUC's iPendant. Basic robot programs will be introduced. Explore input/output programming logic and troubleshooting for systems experiencing a loss.
PREREQUISITE: MF141 or instructor approval. (DD)

MF240 Advanced Motor Controls 3 credits
Explore simple to complex control devices – physical switches, contactors, and relays that open and close electrical circuits, allowing motors to perform useful work. Examine and apply advanced motor control logic. Participate in a hands-on training environment using motor drive types used in industry. PREREQUISITE: MF128 or instructor approval. (DD)

MF251 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)

MF260 Maintenance Management 3 credits
This course is a study of modern maintenance management practices, reliability statistical applications, practical preventive and predictive maintenance techniques, Total Productive Maintenance (TPM), computer maintenance management techniques, total Productive Maintenance (TPM), computer maintenance management systems, (CMMS), failure prevention and productivity improvements, as well as basic interpersonal management skills. (DD)

MF271 Manufacturing Technology Internship 3 credits
The internship is designed to give the Manufacturing and Applied Technology student practical working experience following a pre-approved training plan arrived at cooperatively by the employer, student and instructor. A minimum of 45 contact hours is required for every hour of credit. Credits: 3 internship. (DD)

MF275 Advanced Robotics and Automation 3 credits
Prepare for employment in advanced robotic manufacturing and emerging technologies, including manufacturing technologies of Human-to-Machine Interface (HMI) applications, machine-to-machine networking, product placement and control, and control interface set-up. Participate in a hands-on training environment. PREREQUISITE: MF235 or instructor approval

MF299 Special Topics in Manufacturing Technology 1-5 credits
This course is offered on various special topics, with specific content indicated by course subtitle. Credit hours are determined by contact hours, activities and assignments as appropriate to content. The course may be repeated if the content varies. PREREQUISITE: Consent of instructor. (DD)

Mathematics

Math and Physical Science courses require placement scores taken in the last three years. College preparatory courses in mathematics can be found in the Developmental Studies section.

MT110 Intermediate Algebra **3 credits**
Student learning objectives 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: DS049 or appropriate placement test scores taken within the last three years. (F, SP, OF, OSP, OSU)

MT110W Intermediate Algebra with Workshop **6 credits**
This course is designed for students who do not meet MT110 Intermediate Algebra requirements. Student learning objectives include: basic algebra fundamentals, linear equations and 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. This is a prerequisite course for College Algebra and Math Concepts. Includes a three credit hour workshop designed to give students customized support to provide just-in-time academic support to help their learning and success in the course. Prerequisites: DS048 or appropriate math placement test score taken within the last three years. Three credit hours will count in some academic plans. (F)

MT119 Contemporary Math **3 credits**
A survey of mathematics used in our world, including fundamentals of statistics, problem-solving strategies and decision making, and proportional reasoning. Deeper understanding of information presented in mathematical terms through critical thinking in quantitative-based situations adds to a student's capabilities. Other topics will be considered as time permits. Mathematical Sciences credit; consult transfer catalog for specific program math requirements. PREREQUISITE: DS049 or appropriate math placement score, taken in last three years. (SP)
MOTR Equivalent: MOTR MATH 120 – Mathematical Reasoning and Modeling

MT119W Contemporary Math with Workshop **6 credits**
This course is designed for students who do not meet MT119 Contemporary Mathematics requirements. A survey of mathematics used in our world, including fundamentals of statistics, problem-solving strategies and decision making, and proportional reasoning. Deeper understanding of information presented in mathematical terms through critical thinking in quantitative-based situations adds to a student's capabilities. Other topics will be considered as time permits. Includes a three credit hour workshop designed to give students customized assistance to provide just-in-time academic support to help their learning and success in the course. PREREQUISITE: DS048 or appropriate placement test score taken within the last three years. Three credit hours will count toward degree requirements in some academic plans. (SP)
MOTR Equivalent: MOTR MATH 120 – Mathematical Reasoning and Modeling

MT121 Math Concepts **3 credits**
Student learning objectives include: basic concepts of set theory, numeration and mathematical systems, number theory, real number operations, applications of fractions, decimals, and percentages, basic concepts of algebra, graphs, functions, systems of equations and inequalities, and geometry. Recommended for Elementary Education majors. Mathematical Sciences credit; consult transfer catalog for specific program math requirements. PREREQUISITE: MT110 or appropriate math placement score within the last three years. (SP, OSU)
MOTR Equivalent: MOTR MATH 120 – Mathematical Reasoning and Modeling

MT122 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. This course satisfies the general education mathematics requirement. PREREQUISITE: MT110 or appropriate math placement score no older than three years. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR MATH 130 – PRE-CALCULUS ALGEBRA

MT122W College Algebra with Workshop **5 credits**
This course is designed for students who do not meet MT122 College Algebra requirements. Student learning outcomes include: graphing, analyzing, and solving linear, quadratic, polynomial, rational, logarithmic and exponential functions and equations, solving systems of equations and inequalities, matrices and other topics as time permits. The additional workshop is designed to give students customized, just-in-time academic support to improve their learning and success in the course. This course satisfies the general education mathematics requirement. PREREQUISITE: DS049 or appropriate placement score. Appropriate math placement score, taken within the last three years. Three credit hours will count toward degree requirements. (SP)
MOTR Equivalent: MOTR MATH 130 – PRE-CALCULUS ALGEBRA

MT123 Finite Mathematics **3 credits**
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: MT122 or appropriate placement test scores. ACT or placement scores must be less than three years old. (DD)

MT125 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. Mathematical Sciences credit; consult transfer catalog for specific program math requirements. PREREQUISITE: DS049 or appropriate math placement test score taken within the last three years. (F, OF, SP, OSP, OSU)
MOTR Equivalent: MOTR MATH 110 – STATISTICAL REASONING

MT125W Elementary Statistics with Workshop **6 credits**
This course is designed for students who do not meet requirements to take MT125 Elementary Statistics. Course provides students with 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, and correlation and regression. Includes a 3 credit hour workshop designed to give students customized, just-in-time academic support. Mathematical Sciences credit; consult transfer catalog for specific program math requirements. PREREQUISITE: DS048 or appropriate math placement test score taken within the last three years. Three credit hours will count toward degree requirements in some academic plans. (DD)
MOTR Equivalent: MOTR MATH 110 – STATISTICAL REASONING

MT132 Trigonometry **3 credits**
Student learning objectives 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: MT110 Intermediate Algebra or appropriate placement test scores. Math placement scores must be less than three years old. (DD)

MT148 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. Mathematical Sciences credit; consult transfer catalog for specific program math requirements. PREREQUISITE: MT110 with a grade of A or B, or appropriate placement score taken within last three years. (F)
MOTR Equivalent: MOTR MATH 150 – PRE-CALCULUS

MT150 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. Mathematical Sciences credit. PREREQUISITES: MT148 or both MT122 and MT132 or instructor permission. (SP)

MT222 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. Mathematical Sciences credit. PREREQUISITES: MT122 or MT148. (DD)

MT250 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. Mathematical Sciences credit. PREREQUISITE: MT150 with a grade of C or better. (F)

MT260 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. Mathematical Sciences credit. PREREQUISITES: MT250 with a grade of C or better. (SP)

MT270 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)

Medical Laboratory Technician

Medical Laboratory Technician classes are restricted to students accepted to the MHPC MLT Program.

ML150 Introduction to Laboratory Science Methods **2 credits**
This course orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism. (F)

ML210 Immunology **3 credits**
The course consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures. Credits: 2 lecture, 1 lab. (F)

ML220 Clinical Chemistry and Urinalysis **5 credits**
This course introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states. Credits: 4 lecture, 1 clinical. (SU)

ML250 Hematology and Coagulation **5 credits**
This course studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation. Credits: 4 lecture, 1 lab. (F)

ML260 Phlebotomy **2 credits**
This course covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices. Credits: 1 lecture, 1 lab. (F)

ML270 Immunohematology **5 credits**
This course consists of concepts, applications and discrepancies of blood group testing, screening and cross match procedures and identifying unexpected antibodies. Credits: 4 lecture, 1 lab. (SP)

ML280 Clinical Microbiology **4 credits**
This course consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms. Credits: 3 lecture, 1 clinical. (SP)

ML290 Parasitology, Mycology and Virology **1 credit**
This course introduces the student to parasites, fungus and viruses and their role in human health and disease. (SP)

ML291 Hematology and Coagulation Practicum **2 credits**
Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates. Credits: 2 clinical. (F)

ML292 Clinical Chemistry Practicum **2 credits**
Supervised clinical practice coordinated by the Consortium, in the clinical chemistry lab of selected clinical affiliates. Credits: 2 clinical. (SU)

ML293 Clinical Microbiology Practicum **2 credits**
Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates. Credits: 2 clinical. (SP)

ML294 Clinical Immunohematology Practicum **2 credits**
Supervised clinical practice coordinated by the Consortium, in the immunohematology lab of selected clinical affiliates. Credits: 2 clinical. (SP)

Military Science

Students must be accepted into the GOLD Military Leadership Training Program to enroll in the military science courses.

MI102 Leadership Practicum I **2 credits**
Examines leadership in basic tactical and patrolling operations. A tactical application exercise and participation in physical fitness conditioning are required. Students practice leadership according to sixteen principles and learn basic Soldier skills. May be repeated once for credit. GOLD participants only. (F)

MI112 Leadership Practicum II **2 credits**
Advanced squad and platoon tactical operations with emphasis on patrolling operations. Topics include leadership techniques, basic first aid and problem solving exercises. A tactical field application exercise and physical fitness conditioning program are required. Students perform various leadership roles and present classroom instruction. Continuation of MI102. May be repeated once for credit. GOLD participants only. (SP)

MI202 Leadership Practicum III **2 credits**
Squad and platoon offensive and defensive operations and leadership procedures in patrolling operations. A tactical application exercise and participation in physical fitness conditioning are required. Students perform various leadership roles and present classroom instruction. May be repeated once for credit. GOLD participants only. (F)

MI212 Leadership Practicum IV **2 credits**
Advanced squad and platoon offensive and defensive operations, reaction to obstacles and leadership procedures in patrolling operations. A tactical application exercise and participation in physical fitness conditioning are required. Students perform various leadership roles and present classroom instruction. Continuation of MI202. May be repeated once for credit. GOLD participants only. (SP)

Music

MU101 Applied Voice **1 credit**
This course is for students who have little or no training in voice. The class will help students develop and understand vocal technique and basic musicianship. (DD)

MU103 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)
MOTR Equivalent: MOTR PERF102C – MUSIC PERFORMANCE - CHOIR

MU104 Chorus II **1 credit**
A vocal ensemble for all interested in choral singing. The following musical skills for ensemble singing will be stressed: proper breathing, pleasant vocal production, blend and balance, expansion of range, good intonation, ear training and sight-reading. This chorus builds upon the skill development in Chorus I. Participation may include public performances on various occasions. (DD)

MU109 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 and Fine Arts credit. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR MUSC 100 – MUSIC APPRECIATION

MU110 Applied Music **1 credit**
Private instruction for credit. Students are expected to pay a variable fee to the private instructor over and above the cost of course credit. Students must complete 30 hours of instruction to earn one credit hour. Maximum 4 credits, 1 credit per semester. This course does not meet any general education requirements. (DD)

MU123 Functional Voice **2 credits**
An introduction for the beginning voice student. Develop functional knowledge of the voice through group and solo practice routine and performance. This course is intended for students wishing to strengthen their voices who may not have much experience with group or solo singing. Coursework will include development of basic vocal techniques, establishment of a productive practice routine, and preparation and performance of solo songs. (F, SP)

MU125 Guitar Techniques **2 credits**
Fundamentals of guitar technique and performance practices for beginning guitarists. Students will practice and perform in groups. Appropriate guitar literature is performed. Students must provide their own acoustic guitar. (SP)

Occupational Therapy Assistant

Occupational Therapy classes are restricted to students accepted into the OTA program.

OT200 Foundations of Occupational Therapy 3 credits
This course presents an introduction to occupational therapy including history, philosophical base, values, ethics, practice framework, and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation, and discontinuation of intervention will be presented. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and health care personnel are discussed. (F)

OT205 Medical Conditions in Occupational Therapy 3 credits
This course will provide a framework for students to learn about common medical conditions seen by occupational therapy practitioners and to facilitate learning of these conditions from an occupational therapy perspective. It is not intended to emphasize treatment of a diagnosis; however, students will learn about specific factors unique to given conditions that may impact an individual's occupational roles and functions. These factors must be understood and analyzed regarding the relative impact on the individuals' occupational performance. The knowledge gained from this course in a necessary pre-requisite to Physical Disabilities Practice. (F)

OT210 Activity Analysis and Therapeutic Media in OT 3 credits
This course is designed to foster various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities. This course also provides knowledge and use of tools, equipment, and basic techniques of therapeutic media. Emphasis is given to analysis and instruction of activities frequently used as occupational therapy media in multiple community and clinical settings. (F)

OT215 Mental Health and Geriatric Care Practice 4 credits
This course presents the role of the Occupational Therapy Assistant in the psychosocial area as well as the Geriatric population of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. This course integrates the Occupational Therapy process and select Occupational Therapy therapeutic interventions and techniques used to enhance functional ability and independence in daily life tasks and occupation for the Geriatric and Mental Health populations. The student incorporates knowledge of the influences of environment, individual, family, culture, and access to Occupational Therapy services on occupational performance. Lab activities, in-class activities, and level 1 fieldwork opportunities will enable students to participate in and apply psychosocial and Geriatric principles to practice. Credits: 2 lecture, 1 lab, 1 clinical. (F)

OT220 Pediatric and Adolescent Practice 4 credits
Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits and PN fieldwork opportunities will enable students to participate in and apply pediatric and adolescent treatment principles to practice. Credits: 2 lecture, 1 lab, 1 clinical. (F)

OT250 Functional Kinesiology 2 credits
In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play, and leisure activities are emphasized. Manual muscle testing, range of motion, goniometry and basic transfer skills are practiced. Principles of energy conservation, joint protection and work simplification are presented. Prevention, health maintenance and safety procedures relevant to functional mobility are reviewed. Credits: 1 lecture, 1 lab. (SP)

OT255 Physical Disabilities Practice **4 credits**
In-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and fractures and joint replacements, head injury, dementias. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the adult and geriatric population. Lab activities, site visits, and PN fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Credits: 2 lecture, 1 lab, 1 clinical. (SP)

OT260 Community Practice and Emerging Practice in OT **3 credits**
Students will learn the basic roles and functions of an occupational therapy practitioner and the role of occupational therapy in medical, educational and community models, as well as emerging areas of practice that are predicted to grow in the future. Students explore a variety of work settings, and/or types of practice including OT role delineations in community-based and non-traditional settings. The student will study specialty areas through case discussion, enhancement of treatment techniques, review of literature, and current trends. Site visits and volunteer opportunities will enable students to participate in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational, vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students' state and geographic region. Credits: 2 lecture, 1 clinical. (SP)

OT265 Ethics, Management and Leadership **3 credits**
This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for on-going OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored. (SP)

OT270 Professional Skills **3 credits**
This course is designed to foster practical professional skills in critical thinking, using literature to make evidence-based practice decisions and recommendations, and using theory to guide practice, all through the completion of a professional portfolio. (SP)

OT290 Level II Fieldwork A **8 credits**
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Credits: 8 clinical. (SU)

OT295 Level II Fieldwork B **8 credits**
Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Credits 8 clinical. (SU)

Pharmacy Technician

PM101 Pharmacy Calculations **3 credits**
Accuracy in calculation is essential to safe pharmaceutical practice. This course will help broaden a student's knowledge in pharmacy calculations thus allowing them to provide assistance to pharmacists. You will master accurate computation in dispensing, pricing, systems of measure, introduction to compounding (focuses on the art of making and preparing medication) and parenteral products as they apply in pharmacy. Study focus is on core concepts and the foundation of what every pharmacy technician needs to know to ensure safe medication administration. Mathematics skills, critical thinking, therapeutic communications in community-based health care system are included. (OSO)

PM105 Pharmacy Practice I **4 credits**
Introduction to the role of pharmacy, the pharmacist and the pharmacy technician in the health care delivery system. The course incorporates the history of pharmacy practice, law & ethics, terminology, routes, dosage formulations, Anatomy & Physiology, medications and operations of community based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multidisciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. Lecture and laboratory. (OSO)

PM205 Pharmacy Practice II **4 credits**
Continuation of PM105, in the study of the role of pharmacy, the pharmacist and the pharmacy technician in the health care delivery system. The course incorporates the history of pharmacy practice, laws and ethics, terminology, routes, dosage information, A & P, medications, and operations of community based and institutional pharmacies. Cultural and ethnic variations in relationship to medications in a multi-disciplinary setting are addressed. Emphasis is placed on committing to lifelong learning in a continually changing environment. Pre-requisites: PM101 & PM105. (OSO)

PM220 Pharmacy Technician Internship **4 credits**
This course teaches the Pharmacy Technician student the principles and importance of pharmacy technician procedures: accurate computation in dispensing, pricing, systems of measure, compounding mixtures and solutions, preparing parenteral products, aseptic techniques, law & ethics and operations of community based and institutional pharmacies. The internship is to provide the student with real-life experiences with an opportunity to practice learned theory and clinical skills. Students will work under supervision at the internship site. The benefits to the students include the opportunity to practice learned theoretical and clinical skills, by being exposed to different situations and to have the opportunity to demonstrate (at their internship site) their abilities, which could lead to future employment. During the 90 hours of the internship, your relationship with other professionals and consumers of services in hospitals and the community will be emphasized. Credits: 2 lecture, 2 internship. PREREQUISITE: PM205 (may be taken concurrently). (OSO)

Philosophy

PH101 Introduction to 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 and Fine Arts credit. (OF, OSU)
MOTR Equivalent: MOTR PHIL 102 – INTRODUCTION TO ETHICS

PH102 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. (OSP)
MOTR Equivalent: MOTR PHIL 100 – INTRODUCTION TO PHILOSOPHY

Physical Education

A maximum of two credit hours of physical education activities will apply toward any degree.

PE103 Yoga **1 credit**
Provides and introduction the practice of Yoga; explores the use of Yoga for many lifestyles and ages; analyze foundations of meditation and the benefits of consistent practice; and promotes continued exercise and activity throughout one's life. (DD)

PE105 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 health sciences curriculum). (OF, OSP)

PE106 Weight Training **1 credit**
The course is designed to teach students weight lifting techniques, different weight training systems, a variety of exercises, muscle groups and how each affects the body. Weight lifting terminology will also be introduced. (PE activity credit) (DD)

PE112 Sports Officiating **2 credits**
A course designed to prepare students to pass the officials test for the MSHSAA standards of basketball and softball. The course will address officiating ethics, sports psychology and strategies. Does not meet physical education activity requirement. (DD)

PE115 Team Sports I **1 credit**
An activity course designed to teach scoring, proper technique, rules and strategy for softball, flag football and soccer. (PE activity credit) (DD)

PE117 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. (PE activity credit) (F, OF, OSP)

PE119 Introduction to Clay Target Shooting **1 credit**
The purpose of this course is to introduce students to the clay target shooting sports of trap and skeet. Emphasis is placed on gun safety, gun and ammunition care, rules and range procedures, and how to properly use equipment for each sport. (PE activity credit) (DD)

PE123 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) (PE activity credit) (F, SP)

PE124 Horseback Riding II **1 credit**
A continuation of Horseback Riding I. (Lab fee) (PE activity credit) (DD)

PE133 Nutrition for Health and Sport **3 credits**
Examine the basics of nutrition and how nutritional science can blend with exercise science to positively impact human health and sport performance. Nutrition topics covered include how to utilize carbohydrates, fats, protein, vitamins/minerals, water, and supplements to improve health, enhance exercise training, and alter body weight and composition. (OF, OSP)

PE210 Introduction to Exercise Science **3 credits**
Discover the many benefits of exercise for the human body and advancing societal wellness. Examine foundational concepts of motor behavior, biomechanics, and the physiology of physical activity. Analyze the relevance of exercise throughout history along with career opportunities related to the field. (F, OF, OSP)

PE215 Introduction to Athletic Training **3 credits**
Explore foundational topics related to athletic training including preventative activities and care. Examine types of injuries related to athletic involvement. Identify strategies related to injury reduction, maintenance, rehabilitation, and resuming athletic activities. (OF, OSP)

PE220 Introduction to Recreation **3 credits**
An introductory course designed to provide an analysis of the total field of recreation and leisure. The course includes description of its current scope and organizational practices, as well as the historical, sociological, psychological, philosophical and economic aspects of recreation and leisure. (OF, OSP, OSU)

PE225 Introduction to Sport Psychology **3 credits**
Study of physical, affective, and cognitive behaviors associated with participation in sport or exercise. Exploration of the psychological makeup of sport participants; explanation of psychological factors influencing involvement and performance in sport. Provides skills and knowledge about sport and exercise psychology applicable to everyday life. (DD)

PE230 Recreation Development **3 credits**
This course is designed to give the student an overview of the principles of program planning and roles of the leader, administrator and community in program planning. Special considerations or programs are necessitated by various recreational settings, short-term seasonal, and year-round program planning. (DD)

PE240 Techniques of Recreation Leadership **3 credits**
This course is designed to develop student competencies in the area of recreation leadership. The course will emphasize a theoretical understanding of leadership principles and techniques and will provide opportunities for practical application of these principles. (DD)

PE250 Recreation Internship **3 credits**
The recreation internship is designed to provide the student with practical, on-the-job training in the recreation field. The internship will include 150 contact hours by the student. A minimum of 45 contact hours is required for every hour of credit. (F, SP, SU)

PE260 Foundations of Physical Education **3 credits**
A study of the field of physical education/health, its foundational principles, aims, objectives, contributions, future directions, problems and career possibilities. (DD)

Physical Science

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

PS101 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. Credits: 3 lecture, 1 lab. PREREQUISITE: DS048 or appropriate math placement score. (F, OF, OSP, OSU)
MOTR Equivalent: MOTR PHYS 110L – ESSENTIALS IN PHYSICAL SCIENCES WITH LAB

PS104 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)

PS108 Introduction to Physics **4 credits**
A course in physics surveying the fundamental concepts of mechanics, waves, electricity, magnetism and optics. Credits: 3 lecture, 1 lab. PREREQUISITE: DS049 or MF104 or appropriate math placement score taken within the last three years. (DD)
MOTR Equivalent: MOTR PHYS 100L – ESSENTIALS IN PHYSICS WITH LAB

PS185 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. Credits: 3 lecture, 1 lab. PREREQUISITE: MT148 or MT122. (F, OSP, OSU)
MOTR Equivalent: MOTR PHYS 150L –PHYSICS I WITH LAB

PS186 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. Credits: 3 lecture, 1 lab. PREREQUISITE: PS185. (SP, OSU)

PS210 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. Natural Sciences credit. Credits: 4 lecture, 1 lab. PREREQUISITE: MT150 (OF)
MOTR Equivalent: MOTR PHYS 200L – ADVANCED PHYSICS WITH LAB

PS212 General Physics II **5 credits**
Continuation of General Physics I (PS210). 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. Credits: 4 lecture, 1 lab. PREREQUISITE: PS210 and pre- or co-requisite of MT250. (OSP)

PN Nursing

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

PN100 Foundations of Nursing **8 credits**
An introduction to the profession of nursing and the roles of the nurse as a member of the healthcare team. Emphasis is placed on the knowledge and skills needed to provide safe, quality patient care through a variety of healthcare settings. Students are introduced to the concepts of therapeutic communication, nursing legalities, ethics, cultural diversity as well as social determinants of health leading to health disparities. The theoretical foundation for basic assessment and nursing skills is presented while providing students an opportunity to demonstrate these psychomotor skills in both the laboratory and clinical settings. An introduction to the nursing process and Maslow's Hierarchy of Needs provides a framework for critical thinking, assisting students in developing affective clinical judgment and decision-making skills. Credits: 5.5 lecture, 1.5 lab, 1 clinical. (F, SP)

PN101 Nursing of Adults 1A **8 credits**
The first of two medical-surgical nursing courses, builds upon basic nursing content and skills learned in Foundations of Nursing. This course focuses on the care of adult patients with common health problems that require medical and/or surgical intervention. The concepts of pharmacology, nutrition, cultural sensitivity, therapeutic

communication, prioritization and professionalism are integrated throughout the course. Clinical judgment is incorporated in the development of quality, patient-centered care by recognizing health disparities and social determinants of health. Evidence-based practice is utilized in assisting students to develop effective communication that promotes optimal patient outcomes as a member of the interprofessional healthcare team. Clinical experiences provide the student an opportunity to apply theoretical concepts while integrating information technology by implementing safe patient care to adults with common health problems in a medical/surgical setting. Credits: 6 lecture, 2 clinical. (SP, F, SU)

PN102 Nursing of Adults 1B 6 credits
The second of two medical-surgical nursing courses. This course continues to build upon the foundational skills and knowledge developed in Foundations of Nursing with a continued focus on the care of adult patients with common health alterations that require medical and/or surgical intervention. A continued emphasis is placed on the concepts of patient-centered care, pharmacology, nutrition, communication, quality improvement and professionalism. Students will assume leadership, delegation, teamwork and collaboration roles utilizing evidence-based practice. Clinical experiences provide the student an opportunity to apply theoretical concepts, demonstrate effective communication skills, including current information technologies, develop and utilize clinical judgment, and implement safe evidence-based patient care to adults in a variety of settings. Credits: 4 lecture, 2 clinical. (F, SU)

PN103 Introduction to Pharmacology 4 credits
An introduction to the principles of pharmacology including pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to safe medication administration. Students will be introduced to common health problems and learn how medications integrate into the health care plan to promote health and well-being. Using pharmacologic principles, students will build the clinical judgment skills necessary to advocate for safe, patient-centered medication administration across the lifespan. Students will also learn to recognize and address potential barriers to medication compliance and optimal patient outcomes across diverse populations integrating concepts of patient communication, education, and social determinants of health. (F, SP)

PN104 Personal & Vocational Concepts 1 credit
Facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as developing the skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and importance of practicing according to state regulations and statutes are examined. (OF, OSP)

PN105 Introduction to Mental Health Nursing 2 credits
Focuses on caring for patients with mental health alterations including cognitive, mental, and behavioral disorders. Emphasis is placed on performing comprehensive mental health assessments and using clinical judgment incorporating evidence-based practice to provide patient-centered, culturally sensitive care. Concepts of pharmacology, pathophysiology, nutrition, health promotion, safety and crisis intervention will be integrated. Teamwork and collaboration, using leadership, professionalism, and therapeutic communication skills are also emphasized. (OF, OSP)

PN106 Maternal and Child Health Nursing 4 credits
Utilizing the nursing process to build clinical judgment, this course is designed to introduce the student to the knowledge and skills essential to providing safe, quality nursing care to childbearing women, newborns and children. For the obstetric client, focus is placed on basic care during the antepartal, intrapartal, and postpartum periods including common obstetric and newborn complications. Growth and development of a child from birth through adolescence will be taught along with common pediatric health concerns. Throughout the course, various social determinates of health and their impact on the family unit will be discussed. (SP, F)

PN107 Introduction to Pharmacology I 1 credit
This course builds upon the basic knowledge and skills gained in PN103, Introduction to Pharmacology, and correlates medication management with the disease alterations outlined in PN101. Emphasis will be placed on essential pre-medication administration health assessments, drug classifications, indications, adverse reactions and client teaching. Using these pharmacologic principles, students will build clinical judgment skills necessary to advocate for safe, patient-centered medication administration. (F, SP)

PN108 Introduction to Pharmacology II 1 credit
This course builds upon the basic knowledge and skills gained in PN103 and PN107. This course is specifically designed to correlate medication management with the disease alterations outlined in PN102. Nursing considerations will be discussed with emphasis placed on essential health assessments necessary to ensure safe medication administration. Drug classifications, indications, adverse reactions and client teaching will also be incorporated.

ADN Nursing

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

RN200 Leadership in Nursing **2 credits**
Facilitates the transition of the student to the role of a professional nurse in a variety of healthcare delivery systems. Emphasis is on contemporary issues and management concepts, as well as on developing the skills of delegation, teamwork, collaboration, advocacy, and leadership. Topics of community health with a focus on social determinants of health, population health, and health equity to support safe, quality nursing practice is included. Legal, ethical issues, and standards of professional nursing practice are discussed with a focus on personal accountability and responsibility. (SP, OSP)

RN201 Adult Nursing I **6 credits**
This course focuses on the care of adult patients with complex medical-surgical health alterations. Emphasis is placed on performing comprehensive health assessments and using clinical judgment incorporating evidence-based practice to provide patient-centered, culturally sensitive care. Concepts of pharmacology, health equity, pathophysiology, nutrition, health promotion, and quality improvement will be integrated. Teamwork and collaboration, using leadership, professionalism, and appropriate communication skills are emphasized. Utilizing evidence based practice is emphasized. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care for patients in a variety of settings. Credits: 4 lecture, 2 clinical. (F)

RN202 Adult Nursing II **4 credits**
This course focuses on advanced concepts of nursing care for adult patients with complex multi-system medical-surgical health alterations. Emphasis is placed on incorporating clinical judgment while managing patients with multiple needs while communicating and collaborating with the healthcare team. Complex clinical skills, priority setting, integrating evidence-based practice, health equity, and tenets of legal and ethical practice are incorporated throughout the course. Clinical experiences provide the students with an opportunity to apply theoretical concepts and implement safe care for patients in a variety of settings. Credits: 2 lecture, 2 clinical. (SP, OSP)

RN203 Pharmacology **2 credits**
This course expands upon the knowledge and comprehension of the concepts of pharmacokinetics, pharmacodynamics, quantitative reasoning, medication interaction, and potential adverse medication reactions. Emphasis is placed on using clinical judgment, identifying social determinants of health, and health teaching related to the safe administration of medications to patients. (F, OF)

RN204 PN to ADN Transition **1 credit**
Facilitates successful student transition from the practical nursing coursework to associate nursing coursework. Incorporating previous learning strategies in addition to identifying goals for a successful transition into the associate degree nursing program. These strategies will encourage students to use sound clinical judgment in nursing practice. Emphasis is placed on student understanding of role concepts essential for registered nursing practice (Nursing Process, Teamwork, Collaboration, Leadership and Professionalism). (F, OF)

RN205 Mental Health Nursing **2 credits**
This course focuses on the care of patients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on performing comprehensive mental health assessments and using clinical judgment while incorporating evidence-based practice to promote and maintain the mental health of individuals and families facing emotional and psychological stressors. Concepts of crisis intervention, health equity, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings. Credits: 1.5 lecture, 0.5 clinical. (F, OF)

RN206 Maternal and Child Health Nursing **4 credits**
Provides an integrative, family-centered approach to the care of the mother, newborn and pediatric client. For the obstetric client, emphasis is placed on normal and high-risk clients throughout the antepartum, intrapartum, and postpartum periods. Focus for the pediatric client includes normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Analysis of factors that put family units at risk will be discussed including social determinants of health contributing to health disparities. Clinical experiences provide the student an opportunity to apply theoretical concepts and clinical judgment when providing care to mothers, newborns, and children in selected settings. Credits: 3.5 lecture, 0.5 clinical. (SP, OSP)

Political Science

PL105 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 HI103, PL216 or any other course that covered instruction in Missouri State Constitution. (CBA)

PL202 Introduction to Comparative Politics **3 credits**
Comparative politics is the study of global political and economic systems. This course covers topics ranging from comparative studies of different political systems, global development, conflict, and economics. Students will be introduced to a wide range of subjects from a variety of perspectives, providing a strong foundation for understanding the complexities of our global society. (OF, SP, OSU)
MOTR Equivalent: MOTR POSC 202 – INTRODUCTION TO COMPARATIVE POLITICS

PL203 International Development Studies **1 credit**
International study abroad experience, including study of health, agriculture, and development in an under-developed country.

PL204 Introduction to Political Philosophy **3 credits**
The course is framed by following two questions: What is the source of political legitimacy? How is governmental authority reproduced: To answer these questions we will explore the development of ideas of government, politics, and law beginning with the Ancient Greeks to modern day philosophers. (F, SP, OSU)

PL216 National Government **3 credits**
A basic introductory course to acquaint the student with the workings of the national government and the political system which bolsters it. Emphasis is placed on governmental structure, using the historical approach to answer the questions as to why the United States system has developed in the manner it has. The Constitution is dealt with in detail as the source of governmental power. Social and Behavioral Sciences credit. Civics credit (meets the Constitution requirement). PREREQUISITE: Appropriate placement score or successful completion of EN101. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR POSC 101 – AMERICAN GOVERNMENT

PL220 Introduction to Nonprofit Sector and Civil Society **3 credits**
Introduction to the nonprofit sector and the role of volunteerism and altruism in the United States. Historical, political, economic, legal, and social perspectives will be used to examine civil society and what has been referred to as the resilient sector. Roles of philanthropy and voluntarism will be explored as integral to the culture and functioning of the sector. Topics will be considered from both a national and local context.

Psychology

PY121 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. Social and Behavioral Sciences credit. (F, SP, OF, OSP, OSU)
MOTR Equivalent: MOTR PSYC 100 – GENERAL PSYCHOLOGY

PY214 Social Psychology **3 credits**
The course considers individual behavior in relation to society and includes theoretical foundations, socialization, social cognition, group dynamics and leadership. PREREQUISITE: PY121 or SO107. (OF)

PY219 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: PY121. (DD)

PY225 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: PY121. (DD)

PY226 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: PY121. (DD)

PY230 Abnormal Psychology **3 credits**
This is an advanced Psychology course that will explore the historical views and different viewpoints of abnormal behavior. It will cover the different diagnostic categories of the DSM-5 and the treatments offered for these psychological disorders. PREREQUISITE: PY121. (OF)

PY233 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. Social and Behavioral Sciences credit. PREREQUISITE: PY121. (F, OSP)
MOTR Equivalent: MOTR PSYC 200 – LIFESPAN HUMAN DEVELOPMENT

PY245 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: PY121. (DD)

Radiologic Technology

RT100 Fundamentals of Radiologic Science and Health Care **3 credits**
An overview of the foundations of radiologic technology and the practitioner's role in the health care delivery system. Principles, practices, and policies of the health care organization(s) will be examined and discussed. Radiographic terminology and an orientation to understanding radiographic orders and diagnostic report interpretation will be introduced. Procedures of the chest and abdomen will also be included in this course. (SU)

RT110 Patient Care in Radiologic Science **3 credits**
Explore the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. Establish the role of the radiographer in patient education. Discover and apply foundational knowledge relating to ethics and law related to the practice of medical imaging and the professional responsibilities of the radiographer. (SU)

RT120 Radiographic Procedures I **4 credits**
Develop knowledge to perform standard radiographic procedures along with the application to special studies. Investigate the production of radiographic images of optimal diagnostic quality. Analyze radiographic images while discovering the importance of optimal imaging standards, utilizing problem-solving technique for image evaluation, and the factors that can affect image quality. Focused primarily on appendicular and axial skeleton radiographic imaging. Actual images will be included for analysis with lab-based experiences augmenting course learning. Credits: 3 lecture, 1 lab. PREREQUISITE: RT100, RT110. (F)

RT130 Production and Characteristics of Radiation **2 credits**
Explore the fundamental concepts of radiation physics. Establish basic knowledge of atomic structure and terminology. The nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter will be described. PREREQUISITE: RT100, RT110. (F)

RT140 Equipment Operations and Maintenance **2 credits**
Establish a knowledge base in radiographic, fluoroscopic, and mobile equipment requirements and design. X-ray tube design, x-ray circuitry, image intensified fluoroscopy, and automatic exposure control will be described. Explore concepts of quality control related to radiographic imaging. PREREQUISITE: RT100, RT110, RT130. (F)

RT150 Clinical Practice I **4 credits**
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the radiologic procedure. Assisting and performing examinations of the chest, abdomen, upper and lower extremities, shoulder girdle, hips and pelvis, vertebral column, and bony thorax, under the appropriate level of supervision. Credits: 4 clinical. PREREQUISITE: RT100, RT110. (F)

RT160 Radiographic Procedures II and Pharmacology 4 credits
Expand knowledge base to perform standard radiographic procedures along with the application to special studies. Compare and contrast radiographic images while illustrating the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Focused primarily on procedures of the head, contrast studies, trauma, pediatric, operating room procedures, mobile and additional diagnostic procedures. Recognize basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. Actual images will be included for analysis with lab-based experiences augmenting course learning. Credits: 3 lecture, 1 lab. PREREQUISITE: RT120. (SP)

RT170 Image Acquisition and Evaluation I 2 credits
Investigate factors governing the image production process. Demonstrate basic principles of radiographic exposure techniques used in the production of radiographs. Evaluate the radiographic quality factors of radiographic exposure, contrast, detail and distortion. (SP)

RT180 Image Acquisition and Evaluation II 2 credits
Examine the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. PREREQUISITE: RT170 (SP)

RT190 Clinical Practice II 4 credits
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the radiologic procedure. A continuation of clinical examination areas from RT150 while adding cranium, mobile/portable exams, pediatric and geriatric exams, fluoroscopic exams, and surgical exams under the appropriate level of supervision. Credits: 4 clinical. PREREQUISITE: RT150. (SP)

RT200 Cross Sectional Anatomy 2 credits
Examine gross anatomy of the entire body. Detailed analysis of gross anatomical structures will be conducted systematically for location, relationship to other structures and function. Gross anatomical structures are located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes. Illustrations and anatomy images will be compared with MR and CT images in the same imaging planes and at the same level, when applicable. (SU)

RT210 Clinical Practice III 4 credits
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the radiologic procedure. All examinations will be performed independently to develop proficiency under the appropriate level of supervision. Credits: 4 clinical. PREREQUISITE: RT190. (SU)

RT220 Imaging Modalities 3 credits
Summarize advanced imaging modalities for the entry-level radiography student. Identify equipment components and basic operational principles and explore career opportunities and requirements. Computed Tomography, Magnetic Resonance Imaging, Nuclear Medicine/PET, Sonography, Mammography, Bone Densitometry, Angiography/Special Procedures, and Radiation Therapy are examined and discussed. (F)

RT230 Radiographic Pathology 3 credits
Explore disease processes of various body systems. Etiology, responses, appropriate radiographic imaging, and radiographic manifestations are discussed. Analyze radiographic images to identify pathologic processes while discovering the impact diseases have on technical factor selection. (F)

RT240 Clinical Practice IV 6 credits
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the radiologic procedure. All examinations will be performed independently to develop proficiency under the appropriate level of supervision. Additionally, advanced modality rotations will be provided to gain understanding of advanced technologies. Credits: 6 clinical. PREREQUISITE: RT210. (F)

RT250 Radiation Biology and Protection 3 credits
Summarize the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Application of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. (SP)

RT260 Clinical Practice V 6 credits
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the radiologic procedure. All examinations will be performed independently in a proficient manner under the appropriate level of supervision. Credits: 6 clinical. PREREQUISITES: RT240. (SP)

RT270 Final Seminar 3 credits
Illustrate mastery of all program objectives. Content areas included coincide with the American Registry of Radiologic Technologists' certification examination. Mock examinations will be administered in preparation for successful completion of the ARRT examination. Resume and interview skills will also be explored in preparation for employment in radiologic technology. (SP)

RT280 Patient Care and Safety in Computed Tomography 2 credits
Explore essential concepts of optimal patient care and safety in computed tomography including patient assessment and monitoring and legal and ethical considerations. Preparation and administration of contrast media, venipuncture and injection techniques, and infection control are described. Establish the role of the CT technologist in radiation protection and the responsibility to minimize exposure to the patient, public, and personnel. (F, SP)

RT281 Imaging Procedures in Computer Tomography 2 credits
Explore routine computed tomography procedures of the head, spine, extremities, neck, chest, abdomen, and pelvis on various patient populations. Additional procedures, such as vascular studies, biopsies, and trauma procedures will also be evaluated. Protocols relating to patient preparation, patient position, imaging parameters, and contrast usage are discussed. Images will be analyzed for appropriate anatomy, pathologic processes, and quality.(F, SP)

RT282 Clinical Practice in Computed Tomography I 4 credits
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of computed tomography procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of computed tomography imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the computed tomography procedure.
Assisting and performing examinations of the head, spine, extremities, neck, chest, abdomen, and pelvis under the appropriate level of supervision.
This course is intended for those who are not currently working in computed tomography. Clinical requirements will be completed at an affiliated healthcare facility during unpaid time. (F, SP)

RT283 Computer Tomography Internship I 4 credits
Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of computed tomography procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of computed tomography imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the computed tomography procedure.
Assisting and performing examinations of the head, spine, extremities, neck, chest, abdomen, and pelvis under the appropriate level of supervision.
This course is intended for those who are currently working in computed tomography. Clinical requirements will be completed during paid time at their place of employment. (F, SP)

RT284 Image Production in Computed Tomography **2 credits**

Review the basic principles of radiation physics as they apply to computed tomography. Establish a knowledge base in the historical development and evolution and major components of computed tomography systems. Imaging parameters, data acquisition, reconstruction, post processing, image display, and informatics will be explored. Analyze images for quality and artifacts. (F, SP)

RT285 Cross Sectional Anatomy in Computed Tomography **2 credits**

Examine gross anatomy of the entire body. Detailed analysis of gross anatomical structures will be conducted systematically for location, relationship to other structures and function. Gross anatomical structures are located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes. Illustrations and anatomy images will be compared with computed tomography images in the same imaging planes and at the same level, when applicable. (F, SP)

RT286 Clinical Practice in Computed Tomography II **4 credits**

Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of computed tomography procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of computed tomography imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the computed tomography procedure.

A continuation of RT282 Clinical Practice in Computed Tomography I while adding additional procedures, image display and post processing, and quality assurance and quality control. All examinations will be performed independently to develop proficiency under the appropriate level of supervision.

This course is intended for those who are not currently working in computed tomography. Clinical requirements will be completed at an affiliated healthcare facility during unpaid time. (F, SP)
PREREQUISITE: RT282 or RT283

RT287Computed Tomography Internship II **4 credits**

Sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of computed tomography procedures. Through competency-based clinical assignments, apply and evaluate concepts of team practice, patient-centered clinical practice and professional development. Provide patient care and assessment, competent performance of computed tomography imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior, during, and following the computed tomography procedure.

A continuation of RT283 Computed Tomography Internship I while adding additional procedures, image display and post processing, and quality assurance and quality control. All examinations will be performed independently to develop proficiency under the appropriate level of supervision.

This course is intended for those who are currently working in computed tomography. Clinical requirements will be completed during paid time at their place of employment. (F, SP) PREREQUISITE: RT282 or RT283

Religion

RL101 Introduction to Religion **3 credits**

This course introduces the student to the richness and variety of religious expressions around the world. Further, the student will be introduced to the theology and practices of the religions studied. The student will have an opportunity to analyze and compare religious systems. The student will be prepared to better understand contemporary religious issues and conflicts. (DD)
MOTR Equivalent: MOTR RELG 100 – WORLD RELIGION

Social Science

SO107 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, OF, OSP, OSU)
MOTR Equivalent: MOTR SOCI 101 – GENERAL SOCIOLOGY

SO201 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. (DD)

SO210 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: SO107. (DD)

SO230 People & Cultures of the World **3 credits**
A course to give an American look at the anthropological study of world cultures. Cultural metaphors will be used as a method for understanding the cultural mind-set of a nation, a cluster of nations, and even a continent to quickly understand what members of a culture consider important. General types of cultures such as authority ranking, equality matching, market pricing, cleft, and torn. Cultural characteristics including religion, politics, gender, language, food, and history of the countries will also be examined. (OSP, OSU)
MOTR Equivalent: MOTR ANTH 201 – CULTURAL ANTHROPOLOGY

SO231 Experiencing Culture **1 credit**
This course is designed to allow students to read about a variety of issues in another culture and then experience the culture by traveling to the selected country. The course will give students skills involving relating with cultures other than their own. PREREQUISITE or COREQUISITE: SO230. (DD)

SO250 Introduction to Social Work **4 credits**
Introduction to Social Work provides students with an overview of professional social work practice including its history, philosophy, ethics, values, methods and fields of practice. Forty hours of volunteer experience required in an area human service agency. PREREQUISITES: PY121 or SO107 or instructor approval. (DD)

Sonography

Sonography courses are restricted to students accepted to the NCMC Diagnostic Medical Sonography Program.

SG100 Intro to Ultrasound Physics and Instrumentation I **3 credits**
Introduction to basic terminology, the principles of sound waves, pulsed waves, interaction of sound and media, range equation, transducers and possible biological effects. PREREQUISITE: PS185

SG110 Intro to Sonography Diagnostic and Medical Law **2 credits**
Online introductory overview of the field of Diagnostic Ultrasound Technology. Students will be taught patient care, healthcare terminology, basic nursing skills and review of ultrasound equipment. Competency check-off required. Introduction to the imaging professional of the legal aspects to patient care.

SG120 Abdominal Ultrasound and Small Parts I **2 credits**
Discussion on anatomy, physiology and pathology and the associated sonographic appearances regarding abdomen and small parts. Clinical signs and symptoms along with laboratory tests of the abdomen and superficial structures. Discussion of the appropriate instrumentation, technique and protocols. PREREQUISITE: BI240 & BI242

SG130 Vascular Technology **2 credits**
Taught in a sequence corresponding to the vascular system. Each sequence will review the anatomy, physiology, pathology, and clinical indications for noninvasive vascular imaging and disease processes. Focusing on acquiring the knowledge of the correct technique and protocols. PREREQUISITE: PS185

SG140 Scanning Lab I **3 credits**
Under direct supervision, students simulate sonographic examinations of anatomical structures identifying normal anatomy and reinforcing scanning techniques. Develop knowledge in performing exams and protocols for abdomen, small parts and vascular. Credits: 3 lab.

SG150 Advanced Ultrasound Physics and Instrumentation II **3 credits**
Expand knowledge base on advanced areas of ultrasound physics. Included but not limited to sound beams, axial and lateral resolution, Doppler, hemodynamics, artifacts and bioeffects. PREREQUISITE: SG100

SG160 Vascular Technology II **2 credits**
Taught in a sequence corresponding to the vascular system. Each sequence will review the anatomy, physiology, pathology, and clinical indications for vascular imaging and disease processes. Focusing on acquiring the knowledge of the correct technique and vascular protocols. PREREQUISITE: SG130

SG170 Gynecologic & First Trimester Sonography **2 credits**
Explore the concepts of gynecologic anatomy, physiology and pathology and sonographic appearances. Focusing on clinical indications for ultrasound along with instrumentation, technique and protocols.

SG180 Abdominal Ultrasound & Small Parts II 2 credits
Identify the abdominal organs and compartments imaged in the abdomen. Expand knowledge base on Liver, Biliary, Pancreas, Spleen, superficial structures and breast structures. Each sequence will review the anatomy, physiology, pathology and clinical indications for sonography, sonographic appearances of normal and disease processes, along with instrumentation, technique and protocols. PREREQUISITE: SG120

SG190 Scanning Lab II 2 credits
Under direct supervision, students simulate sonographic examinations of anatomical structures identifying normal anatomy and reinforcing scanning techniques. Discover and apply knowledge in performing exams and protocols for abdomen, small parts, GYN/1st Trimester and vascular structures. Credits: 2 lab. PREREQUISITE: SG140

SG195 Clinical Practice I 4 credits
Develop, apply, critically analyze, integrate and evaluate concepts and theories in the performance of sonography procedures. Gain knowledge from hands-on experience demonstrating competence in gynecologic and small parts. Observe, assist and perform competency in vascular, abdomen and first trimester. Credits: 4 clinical. PREREQUISITE: SG120 & SG130

SG210 Abdominal Ultrasound & Small Parts III 2 credits
Develop, apply, critically analyze, integrate and evaluate concepts and theories in the performance of sonography procedures. Gain knowledge from hands-on experience demonstrating competence in gynecologic and small parts. Observe, assist and perform competency in vascular, abdomen and first trimester. PREREQUISITE: SG180

SG220 Clinical Practice II 4 credits
Develop, apply, critically analyze, integrate and evaluate concepts and theories in the performance of sonography procedures. Gain knowledge from hands-on experience demonstrating competence in gynecologic and small parts. Observe, assist and perform competency in vascular, abdomen and first trimester. A continuation of clinical examination areas from SG195. Credits: 4 clinical. PREREQUISITE: SG195

SG230 Obstetrical 2nd and 3rd Trimester Sonography 2 credits
Discussion of normal maternal changes along with fetal development throughout gestation. Exploration of fetal anatomy, anomalies, pathology and the sonographic appearances. Technique and protocols for each trimester will be assessed. PREREQUISITE: SG170

SG240 Scanning Lab III 2 credits
Students simulate sonographic examinations of anatomical structures identifying normal anatomy and reinforcing scanning techniques, while under direct supervision. Discover and apply knowledge in performing exams and protocols for obstetrical 2nd and 3rd trimester with a review of abdomen, small parts, GYN/1st Trimester and vascular structures. Credits: 2 lab. PREREQUISITE: SG190

SG250 Clinical Practice III 8 credits
Develop, apply, critically analyze, integrate and evaluate concepts and theories in the performance of sonography procedures. Gain knowledge from hands-on experience demonstrating competence in gynecologic and small parts. Observe, assist and perform competency in vascular, abdomen and first trimester. A continuation of clinical examination areas from SG 220 while adding 2nd and 3rd trimester. All examinations will be performed independently to develop proficiency under the appropriate level of supervision. Credits: 8 clinical. PREREQUISITE: SG220

SG260 Senior Seminar and Registry Review 2 credits
Hybrid format to prepare for national board examinations administered by the American Registry of Diagnostic Medical Sonographers in the field of general ultrasound and vascular technology. Mock examinations will be administered in preparation for successful completion of the ARDMS examination. Content covered will review clinical procedures, anatomy, physiology, protocols and sonographic appearances to coincide with the ARDMS certification examination.

SG270 Clinical Practice IV 10 credits
Develop, apply, critically analyze, integrate and evaluate concepts and theories in the performance of sonography procedures. Gain knowledge from hands-on experience demonstrating competence in gynecologic and small parts. Observe, assist and perform competency in vascular, abdomen and first trimester. A continuation of clinical examination areas from SG250 while adding noninvasive procedures along with Color and Spectral Doppler. All examinations will be performed independently in a proficient manner under the appropriate level of supervision. Credits 10 clinical. PREREQUISITE: SG250

Surgical Technology

ST100 Introduction to Surgical Technology 2 credits
An overview of the foundations in surgical technology and the surgical technologist's role in the health care system. Basic surgical concepts, legal concepts, ethical issues, and physical environment will be discussed. (SU)

ST103 Central Services 4 credits
Introduction to preparing instruments and equipment for surgical procedures. The role of a Central Services Technician will be discussed. Upon successful completion of this course students will be eligible to sit for a central services national certification examination. Credits: 2 lecture, 2 lab. (SP, SU)

ST105 Principles and Practice of Surgical Technology 2 credits
Examine the care of the surgical patient including special populations. Recognize the various types of emergency situations related to surgical technology. Explore topics related to all-hazards preparation, biomedical science, and minimally invasive surgery. (SU)

ST109 Pharmacology for the Surgical Technologist 3 credits
Investigate drugs and solutions commonly used during surgical procedures, the processes for admission of these drugs and solutions to the sterile field, and the labeling of these drugs and solutions. Content also focuses on the use and stages of anesthesia during surgical procedures. (SU)

ST120 Fundamentals of Surgical Technology I 5 credits
Apply the principles of medical and surgical asepsis in the operating room. Topics covered include the preparation and maintenance of the sterile field, identification, care and handling of surgical instruments, sutures, supplies and equipment. Develop basic skills of the surgical technologist in preparation for, and during, operative procedures. Credits: 2 lecture, 3 lab. PREREQUISITES: ST109 (F)

ST121 Fundamentals of Surgical Technology II 5 credits
Continue skill development covered in ST120. Maintain a safe patient environment with emphasis placed on the role of the surgical technologist's skills and duties in the first scrub role. Introduction of common surgical techniques and procedures is the focus of this course. Credits: 2 lecture, 3 lab. PREREQUISITES: ST120 (F)

ST130 Procedures I 5 credits
Develop the foundational knowledge of the surgical technologist in surgical core and specialty procedures. Topics covered include examining the pathophysiology of diagnostic interventions and surgical interventions of a variety of surgical procedures. Emphasis is placed on those specialties that the surgical technologist student will encounter most frequently in their clinical experience, which include: General, Minimally Invasive, Obstetrics/Gynecology, Genitourinary, Otorhinolaryngology, and Orthopedic surgical specialties. The specialty instruments, equipment, and supplies required for perioperative case management are included in this course. Credits: 2 lecture, 3 lab. PREREQUISITES: ST109 (F)

ST131 Procedures II 4 credits
Continue foundational knowledge covered in ST130. Examine the pathophysiology of the diagnostic interventions and surgical interventions for a variety of surgical procedures. The following surgical specialties are covered: Oral Maxillofacial, Ophthalmic, Cardiothoracic, Peripheral Vascular, and Neurosurgical procedures. The specialty instruments, equipment, and supplies required for perioperative case management are included in this course. Credits: 2 lecture, 2 lab. PREREQUISITES: ST130 (SP)

ST140 Clinical Experience 6 credits
Demonstrate surgical technologist skills in the clinical setting under the supervision of a preceptor and/or program faculty. Exhibit appropriate surgical procedures across specialties. Display appropriate progression in surgical complexity. Credits: 6 clinical. PREREQUISITES: ST130 (SP)

ST150 Surgical Technology Capstone 2 credits
The surgical technologist student will prepare for completion of the national certification examination. Topics covered in all other ST courses will be reviewed and practice exams will be completed to prepare the student for the national certification examination. Other topics of focus will include resume building, maintenance of professional credentials through professional development, employment and additional career opportunities and pathways. PREREQUISITES: ST130 (SP)

Theatre

TH111 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. (SPO)
MOTR Equivalent: MOTR THEA 100A – THEATRE APPRECIATION

TH201 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)

Therapeutic Massage

TM101 Introduction to Therapeutic Massage **1 credit**
General theory and practices of therapeutic massage. Students will discover the important role therapeutic massage plays in healthcare. Designed to familiarize the student with proper techniques in order to perform a general assessment on a client. Allows the student to recognize necessary techniques to become a Licensed Massage Therapist. (F, SP)

TM110 Theory and Practice I **4 credits**
An introduction to the fundamentals of client assessment and massage techniques. Proper and hygienic practice for therapist and client safety. Use of appropriate medical and massage therapy terminology for communication with other allied health professions. (F) PREREQUISITES: TM101

TM120 Theory and Practice II **4 credits**
Demonstrate advanced client assessment techniques. Identify treatment goals. Organization of assessment information and client records. Develop and execute the massage process. Wellness and self-care. Planning for business start-up. (F) PREREQUISITES: TM110

TM210 Advanced Modalities **3 credits**
A hands-on introduction to advanced massage modalities including reflexology, deep tissue, hot stone, hydrotherapy, and pre-natal massage. Preparation to explore further massage techniques. (SP) PREREQUISITES: TM120

TM220 Clinical I **1 credit**
Demonstrate therapeutic massage assessment skills and techniques in the clinical setting under the supervision of a preceptor and/or program faculty. Interpersonal skills and building client relationships. (SP) PREREQUISITES: TM120

TM230 Clinical II **1 credit**
Demonstrate therapeutic massage assessment skills and techniques in the clinical setting under the supervision of a preceptor and/or program faculty. Interpersonal skills and building client relationships. (SU) PREREQUISITES: TM220

TM240 Business Practices **3 credits**
Introduction to business and legal aspects of running a massage business. Record keeping, marketing, licensing requirements. Addressing and reporting client misconduct. (SP) PREREQUISITES: TM120

TM250 Licensure Review **1 credit**
Review and preparation for successful performance on the MBLEX licensing examination. Development of resume. Interview skills. (SU)

Important Phone Numbers

General Number Phone (660) 359-3948 ..... NCMC's Website www.ncmissouri.edu
Academic Records/Registration (Alexander Hall) 1206
Admissions (Alexander Hall) 1414
Advising (Alexander Hall) 1418
Athletic Director (Ketcham Community Center) 1409
Campus Store (Main Street Building) 1506
Cashier (Alexander Hall) ..... 1501 or 1411
Computer Help Desk 1214
Default Prevention & Loan Advising (Alexander Hall) 1513
Financial Aid (Alexander Hall) 1513
Food Service
- Dining Hall (lower level of Selby Hall) 1248
- Cross Hall Coffee Shop 1663

Ketcham Community Center 1450
Library and Testing Center (Geyer Hall) 1335
Residence Life (Ellsworth, Selby, & Pirate Plaza) 1412
Student Billing (Frey Administrative Center) 1501
Testing Services 1418
Tutoring Center (Geyer Hall) 1374
TRiO/Student Support Services 1332

See listing of administration, faculty, and staff section of this catalog. A staff directory is located on the NCMC website with email information.

Board of Trustees

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Chris Hoffman, President ..... 2022 – 2028
Dr. John L. Holcomb ..... 2020 – 2026
Diane Lowery ..... 2022 – 2028
Robert Maloney ..... 2024 – 2030
Dr. NiCole Neal ..... 2022 – 2028

NCMC Emeriti

Year Awarded

E.D. Geyer, Dean Emeritus, deceased 1989
Louis Pushkarsky, Professor Emeritus, deceased 1989
Tom Brown, Professor Emeritus, deceased 1990
Bill Ausmus, Dean Emeritus, deceased 1990
C.F. Russell, Counselor Emeritus, deceased 1990
Gean Porter, Dean Emeritus, deceased 1991
Gloria Carpenter, Dean Emerita 1992
Carolyn Smith, Professor Emerita, deceased 1995
Phillip Schlarb, Professor/Associate Dean Emeritus 2000
Fred Arthaud, Professor Emeritus 2002
Don Dalrymple, Professor Emeritus 2003
Bill Hinkebein, Professor Emeritus 2003
Bill Oesterling, Professor Emeritus, deceased 2003
Vicki Wheeler, Professor Emerita, deceased 2006
Jack Smith, Professor Emeritus 2007
Pam Sager, Professor Emerita, deceased 2009
Ginny Wikoff, Counselor Emerita 2010
Joyce Cutsinger, Professor Emerita 2012
Marian Goodin, Professor Emerita 2012

Sharon Barnett, Vice President Emerita 2013
Eddie Koenig, Professor Emeritus 2014
Janet Vanderpool, Dean Emerita 2015
Melody Shipley, Professor Emerita 2016
Beverly Hooker, Director Emerita 2019
Alan Barnett, Chief Information Office Emeritus 2019
Missie Cotton, Professor Emerita 2020
Linda Brown, Director Emerita 2020
Vicki Weaver, Secretary Emerita 2021
Steve Richman, Professor Emeritus 2021
Dennis Sager, Professor Emeritus 2022
Randy Young, Director Emeritus 2022
Beth Crawford, Professor Emerita 2023
Janet Gott, Director Emerita 2024
Sue Nichols, Professor Emerita 2024

Administration

Dr. Lenny Klaver ..... President
A.A. Iowa Central Community College, B.A. Wayne State College, M.S. Wayne State College, Ed.D. University of Northern Colorado
Dr. Kristen Alley ..... Vice President of Student Affairs
B.A. University of Nebraska-Lincoln, M.A. & Ed.D. University of Missouri-Columbia
Dr. Clarence Green ..... Dean/Director of Savannah Campus
Ed.D. University of Missouri-Columbia
Dr. Mitch Holder ..... Dean of Instruction
B.S. & M.S. Northwest Missouri State University, Ed.S. University of Central Missouri, Ed.D Murray State University
Dr. Tristan Londre ..... Vice President of Academic Affairs
B.A., Ph.D. University of Missouri-Kansas City
Tyson Otto ..... Vice President, Business and Finance
A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A. Park University
Jennifer Triplett ..... Chief Information Officer
A.A., B.A., B.S. Saint Leo University, M.B.A. Louisiana Tech University

Full-Time Faculty

Cydney Bestgen ..... Nursing
A.D.N. North Central Missouri College, B.S.N. Western Governors University
Abigail Bilby ..... Nursing
A.D.N. North Central Missouri College, B.S.N., M.S.N. Northwest Missouri State University
Sarah Bird ..... Business Management
B.S. University of Tennessee, M.S. Northwest Missouri State University
Auric Brockfeld ..... Mathematics
M.A. University of Missouri-Columbia
Dr. Beth Caldarello ..... Library Director
B.S. Truman State University, M.L.S. University of Central Missouri, Ph.D. St. Louis University
Cory Cooksey ..... Business & Information Technology
B.S. University of Missouri Science & Technology, M-IT American InterContinental University
Ronda Copple ..... Business
A.A.S. North Central Missouri College, B.S. University of Missouri-Columbia, M.S. William Woods University
Cassie Cordray ..... Teacher Education
B.S. Graceland, M.A. William Woods University
Jennifer Croy ..... Mathematics & Athletics
B.S. Pittsburg State University, M.S. William Wood University

Cheyenne Fordyce.....Nursing
A.D.N., North Central Missouri College, B.S.N., Northwest Missouri State University, M.S. Grand Canyon University, D.S.N. Grand Canyon University (In-Progress)
Jack Green ..... Agriculture & Natural Resources
B.S. Northwest Missouri State University, M.S. William Woods University
Jeff Grell ..... Chemistry/Physics
B.S. University of California Berkeley, M.S. University of California, Los Angeles
Amy Guthrie .....English
B.S. & M.A. Truman State University
Mallary Hann..... Radiologic Technology/Program Director
M. Ed. William Woods University
Maryellen Harman ..... History
B.A. & M.A. Ed. Truman State University, M.A. Missouri State University
Hollie Hild .....Nursing
A.A.S. North Central Mo. College, M.N. Western Governors University
Janna Ingram ..... Behavioral Health
M. Ed. Stephens College
Rustin Jumps ..... Agriculture & Natural Resources
B.S. University of Missouri-Columbia; M. Ed., Ed. S. William Woods University
Robert Karr..... Industrial Technology
M.S. Keller School of Management
Melinda Matter.....English
M.A. Emporia State University
Susan McMillian.....Surgical Technology
A.A.S. Colorado Technical University
Kurt Meighen..... Agriculture & Natural Resources
A.A North Central Missouri College, B.Sc. University of Missouri, M.S. Northwest Missouri State University
Shanna Nichols.....Nursing
A.A.S. North Central Mo. College, B.S.N. University of Central Missouri
Susan Nichols .....Nursing
A.A.S. Iowa Central Community College, B.S.N. Northwest Missouri State University
Jim Norris.....Art
B.S., M.A. University of Central Missouri
Dr. Lindsay Oram..... Psychology
B.S. University of Missouri-Columbia, M.A. Stephens College, M.A. & Ph.D. University of Missouri-Columbia
Annette Pool ..... Life Science
B.S. University of Illinois, M.S. Eastern Illinois University
Dr. Sterling Recker..... Political Science/Sociology
Ph.D. University of Missouri-St. Louis
Megan Roberts.....Nursing
M.S.N. University of Central Missouri
Lorinda Ross .....Radiologic Technology
B.S. Ottawa University
Andrea Schuelke .....Nursing
B.N. Augustana College
Rick Sharp..... Industrial Technology
Certified Vocational FANUC, Tektronics, Fluke, Pace: Hillyard Technical School
Korynn Skipper..... PN Director
A.A.S. North Central Missouri College, B.S.N. University of Phoenix, M.S.N. Western Governors University
Ashley Smith..... Sonography/Program Director
M.H.A. William Woods University
Noel Staddie .....Early Childhood Studies
B.S. Central Methodist University, M.A. Walden University
Madison Stillwell..... Business
A.A. North Central Missouri College, M.B.A. Harding University

Dr. Susan Stull ..... Life Science
B.S. University of Washington, Ph.D. University of Missouri-Columbia
Sophia Swink ..... PN to ADN Director
B.S.N. Missouri Western State University
Dr. Billi Tiner ..... Life Science
D.V.M. Oklahoma State University
Jenna Vandel ..... Criminal Justice
B.A. Columbia College, M.S. Southeast Missouri State University
Tracy Welch ..... Mathematics
B.S. Missouri Western State University, M.S. Emporia State University
Vel Anne Westbrook ..... Nursing
A.A.S. Indian Hills, B.S.N. University of Phoenix, M.S.N. University of Phoenix, M.H.A. University of Phoenix
Tammie Wiebers ..... Speech
B.S., M.S. Northwest Missouri State University
Stephen Williamson ..... English
M.E. Truman State University
Ashtyn Wilson ..... Nursing
B.S.N. Missouri Western State University
Jeremy Wilson ..... Surgical Technology/Program Director
B.S. Missouri State University, M.S. University of Central Missouri

Management & Professional Staff

Barbara Alden ..... Business Office Coordinator
A.A. North Central Missouri College, B.S. Missouri Western State University
Whitney Bingham ..... Director of Student Accounts
B.S., M.B.A. Northwest Missouri State University
Tamara Campbell ..... Senior Database Administrator
A.A.S. Kaplan University
Hannah Chapman ..... Online Services Administrator
A.A.S. North Central Missouri College
Rick Cole ..... Digital Media Specialist
B.A. Wayne State University
Lesli Collins ..... Campus Activities Coordinator/Asst. Women's Basketball Coach
A.A. North Central Missouri College, B.S. Missouri Western State University, M.S. Western Governors University
Hilary Cooksey ..... Director Payroll/Accounts Payable
A.A.S. North Central Missouri College, B.A. Graceland University
Courtney Crawford ..... Talent Search Advisor
B.S. Missouri Western State University
Jamie Cunningham ..... Admissions/International Student Representative
A.A. North Central Missouri College, B.S. University of Phoenix
Kristi Cutsinger ..... Director of Health Sciences
A.A. North Central Missouri College, B.S. Northwest Missouri State University, M.B.A. Western Governors University
Seth Duvall ..... Site Technical Support Engineer, Savannah Campus
Alicia Endicott ..... Development Director
B.S. University of Central Missou**ri**
Megan Erickson ..... Athletic Trainer
M.S. Ed. Columbia College
Jeremy Esry ..... Ketcham Community Center Coordinator/Coach
A.A. North Central Missouri College, B.S., M.B.A. Central Methodist University
Nathan Gamet ..... Athletic Director/Ketcham Community Center Facilities Manager
B.S. Ed. Northwest Missouri State University, M.S. Ed. Northwest Missouri State University
Janelle Golden ..... Counselor/Emergency Preparedness
M.S. Webster University

Kristi Harris ..... Chief of Staff/Public Relations Director
B.S., M.S. Northwest Missouri State University
Angela Heins ..... Student Support Services Academic Advisor
B.S. Truman State University
Jason Helton ..... Director of Corporate and Business Relations
B.A. University of Missouri-Columbia
Donnie Hillerman ..... Residential Life Director/Coach
B.S. Missouri Western State University
Tara Hoffman ..... SAIL Program Director
M.S. Baker University, Ed.S. William Woods University
Demetrius Houston ..... Res. Life Coordinator/Asst. Men's Basketball Coach
A.A. North Central Missouri College, M.S. Nottingham Trent University
Jenny Lewis ..... Head Start, Director of Centers and Administration
A.A. North Central Missouri College, B.S. Missouri Western State University
Cecilia Marsh ..... Campus Store Director
A.A.S. North Central Missouri College, B.A. Graceland University
Cole McAdams ..... Director of Facilities
A.A. Moberly Area Community College, Journeyman Electrician License/Wireman License
Heather McCollum ..... Upward Bound Academic Advisor
A.A. North Central Missouri College, B.A., M.B.A. Columbia College
Kimberly Meeker ..... Financial Aid Director
A.A.S. North Central Missouri College, B.S. Western Governors University
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B.A. Southwestern Assemblies of God University
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A.A. North Central Missouri College, B.S.W. Missouri Western State University
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B.S. Central Methodist University
Jenna Stevens ..... Director of Advising/Retention
B.F.A. Missouri Western State University
Dennis Sturguess ..... Assistant Director of Facilities
Certifications, Grand River Technical School, Macon Area Vocational School
Ryan Suttenfield ..... Sports Information & Marketing Coordinator/Assistant Coach
B.S.S. Cornell College, M.S. American Public University
Nate Swann ..... Men & Women's Golf/Athletics Assistant
B.S. Northwest Missouri State University
Whitney Trump ..... Director of Regional Programs
A.A. North Central Missouri College, B.S. Missouri Western State University, M.B.A. Western Governors University
Sara Van Dyke ..... Ketcham Facilities Coordinator/Head Softball Coach
B.S. Northwest Missouri State University
Kristi Varner ..... Grant Writer/Scholarship Coordinator
M. Ed. Williams Woods University
Dr. Cindy Wells ..... Talent Search Director
D.Ed. University of Missouri-Columbia

John Wilbur .....TRiO Academic Advisor
B.S. University of Texas El Paso
Tocarra Williams ..... TRiO Director
A.A. North Central Missouri College, B.S. Missouri Western State University, M.P.A. University of Missouri-Columbia
Sarah Williamson ..... Financial Aid Associate Director
B.S. Missouri Western State University
Richard Wilson .....IT Systems Administrator
B. S. Steven Henegar College
Ryan Woodward.....Network Security Administrator
B.S. Northwest Missouri State University

Classified Staff

Pamela Albert.....Nursing Administrative Specialist – Savannah
Melanie Baker .....Student Accounts Specialist
A.A. North Central Missouri College
Jennifer Barone ..... Academic Affairs Assistant
Ashley Bonnett.....Campus Store Associate – Retail Operations
A.A. North Central Missouri College
Monty Bonnett.....Maintenance
Margaret Bowman ..... Campus Store Associate-Business Operations
Certificate, Vatterott College
Kael Brock..... Personal Computer Specialist I
Certificate, Grand River Technical School
Jason Browning ..... Custodial Services
Shellee Castanada .....Resource Center Coordinator, Savannah Campus
B.S. Missouri Western State University
Merribeth Copeland..... Financial Aid Representative
Randy Cox.....Physical Plant Staff
Stefanie Dowell ..... Academic Affairs Specialist
B.S. Missouri Western State University
Liza Duncan .....Marketing and Interloan Librarian
M.L.S. Emporia State University
Belinda Egbuta ..... Savannah Campus Assistant
Christopher Flowers..... PC Specialist II
A.A.S. North Central Missouri College
Colton Greer..... IT Helpdesk Specialist
Certificate Grand River Technical Center
Holly Hernandez.....Trio Administrative Assistant
A.A.S. North Central Missouri College
Keri Johnson .....Nursing and Health Sciences Administrative Specialist
A.A. North Central Missouri College
Kyle Jones..... Custodial Services
B.S. DeVry
Don Kennedy..... Custodial Services
A.A.S. North Central Missouri College
Tricia Key .....Development Assistant
B.S. Missouri Western State University
Teddy Leffler..... Lead Custodian
Hannah Lovett..... Student Services Coordinator
A.A. North Central Missouri College
Jayne Meservey..... Tutoring Center Coordinator
A.A.S. North Central Missouri College
Megan Miller..... Assistant Registrar
A.A.S. North Central Missouri College

Jenny Mosely..... Admissions Processor
Kaitlyn Mounce .....Library Assistant II – Testing Coordinator
Abigail O'Neal..... Learning Services Specialist
B.A. College of the Ozarks
Shermy Purdy..... Custodial Services
B.S.W. University of Central Missouri
Sharalyn Robinson .....Financial Aid Processor
Melissa Sims..... Accounting Assistant
Certificate North Central Missouri College
Jessica Tabbert .....Financial Aid Advisor
A.A. North Central Missouri College, B.A. Southeast Missouri State University
Madalyn Walker..... Health Sciences Administrative Specialist
Lyle Wheelbarger ..... Custodial Services

NCMC Locations

MAIN CAMPUS
1301 Main Street
Trenton, MO 64683

BARTON CAMPUS
96 Southeast 8th Ave.
Trenton, MO 64683

HILLYARD TECHNICAL CENTER
3434 Faraon
St. Joseph, MO 64506

HOULNE CENTER
4141 Mitchell Ave
St. Joseph, MO 64507

SAVANNAH CAMPUS
601 N HWY 71
Savannah, MO 64485

NURSING CLINICAL SITES

CAMERON REGIONAL MEDICAL CENTER
1600 E Evergreen St.
Cameron, MO 64429

CAMERON VETERAN'S HOME
1111 Euclid
Cameron, MO 64429

FAIRFAX COMMUNITY HOSPITAL
26136 US-59
Fairfax, MO 64446

HARBOR VIEW
300 W Fairview Ave.
King City, MO 64463

HARRISON COUNTY COMMUNITY HOSPITAL
2600 Miller St.
Bethany, MO 64424

HEDRICK MEDICAL CENTER
2799 N Washington St.
Chillicothe, MO 64601

LIBERTY HOSPITAL
2525 Glenn Hendren Drive
Liberty, MO 64068

LIVING COMMUNITY OF ST. JOSEPH
1202 Heartland Rd.
St. Joseph, MO 64506

MARYVILLE LIVING CENTER
524 N Laura St.
Maryville, MO 64468

MORNINGSIDE CENTER
1700 Morningside Dr.
Chillicothe, MO 64601

MOSAIC LIFE CARE
5325 Faraon St.
St. Joseph, MO 64506

MOSAIC LIFE CARE – ALBANY
705 N. College St.
Albany, MO 64402

MOSAIC LIFE CARE – MARYVILLE
2016 S Main St.
Maryville, MO 64468

NODAWAY NURSING HOME
22001-22365 MO-46
Maryville, MO 64468

NORTHEAST REGIONAL MEDICAL CENTER
315 S Osteopathy Ave.
Kirksville, MO 63501

NORTHWEST HEALTH SERVICES
2303 Village Drive
St. Joseph, MO 64506

PARKDALE MANOR CARE CENTER
814 W South Ave.
Maryville, MO 64468

STONE BRIDGE INDIAN HILLS
2601 Fair Street
Chillicothe, MO 64601

SUNNYVIEW NURSING HOME
1311 E 28th St.
Trenton, MO 64683

UNIVERSITY HEALTH
2301 Holmes St.
Kansas City, MO 64108

UNIVERSITY OF MISSOURI HOSPITAL
1 Hospital Drive
Columbia, MO 65212

WRIGHT MEMORIAL HOSPITAL
191 Iowa Blvd.
Trenton, MO 64683