

2014 - 2015 CATALOG



Welcome

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Missouri College ("Missouri College") to make changes to this catalog due to the requirements and standards of the college's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Missouri College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, college policies and procedures, faculty and administrative staff, the college calendar and other dates, and other provisions.

Missouri College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

School Policies

Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Missouri College, students agree to accept and abide by the terms stated in this catalog and all college policies. If there are conflicts between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Photographs

While not all photographs in this publication were taken at Missouri College, they do accurately represent the general type and quality of equipment and facilities found at Missouri College.

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About Missouri College

Mission Statement

Missouri College is a provider of future-focused education in a supportive learning environment assisting students with career opportunities while being student-centered and responsive to employment trends.

Missouri College helps prepare students for entry-level employment through a supportive and student-oriented environment while serving the needs of our communities.

Objectives

Environment

We strive to create an environment that simulates the workplace by maintaining industry-current laboratory facilities, equipment, and externship opportunities.

Quality

We seek out faculty of higher caliber to provide education and training that focuses on the core knowledge and skills required to succeed and achieve professional recognition.

Service

We endeavor to recognize each of our students as individuals deserving of the highest level of customer service and satisfaction.

Continuous Improvement

We utilize student outcomes in placement and retention and feedback from students, employers, faculty, staff, and advisory groups to continually improve our educational programs.

Achievement

We provide the means to support high levels of achievement from our students, staff, and faculty.

Service Learning

Missouri College believes that as part of the academic experience, all members of the college community should learn and develop through active participation in thoughtfully organized service activities. As part of the Missouri College student experience, Service Learning is integrated into and enhances the academic curriculum in which the students are enrolled and includes structured time for the students and participants to reflect on the service learning experience.

Professionalism

Missouri College believes in providing skills-based education to our students in dozens of different disciplines. One of the primary goals of our institution is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist each student in preparing themselves to be successful in the work environment on a personal level. To this end, Missouri College expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

History

Founded in 1963 by Dr. S.L. Gilberg, D.D.S., the college was first incorporated as the Missouri School for Doctors' Assistants in Clayton, Missouri. The college became nationally accredited in April 1970 by the Accrediting Commission of Career Schools and Colleges of Technology (formerly National Association of Trade and Technical Colleges).

In 1993, the institution was approved for degree granting status by the Accrediting Commission of Career Schools and Colleges (ACCSC) to offer Associate of Occupational Studies degree programs in both health and business career fields. This expansion into business courses prompted the institution to change its name from Missouri School for Doctors' Assistants to Missouri College in July 1995.

In September of 2002, Career Education Corporation acquired Missouri College. Shortly after this purchase, Missouri College became approved as a bachelor degree granting institution. In 2008, Missouri College began offering online classes developed through the Missouri College Flexible Learning Model. With more than 50 years of dedication in providing quality graduates to our community, Missouri College continues to look for positive ways to impact our community, one student at a time.

In January of 2009 Missouri College moved into a new facility at: 1405 South Hanley in Brentwood, Missouri.

Educational Philosophy

Our educational philosophy is based on delivering a personalized, quality education to each and every student. The programs we offer are designed to be sound in concept and geared toward individuals who are seeking a foundation in the knowledge and skills required for their chosen field. We provide students with a supportive environment to better help them gain competency in their area of study. Our classes, labs and equipment are industry-current and our instructors are dedicated professionals. The programs we offer are relevant to employers' needs and focus on areas that offer long-term employment opportunities.

Faculty

The faculty members are the keystone of Missouri College's quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom. Through the guidance of the faculty, theoretical and practical applications are addressed in the curricula and reinforced by interaction with professionals in the industry for which training is offered.

Faculty members are dedicated to academic achievement, professional education and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the guidance necessary to assure students that their time in class is well spent.

A listing of our faculty may be found in the addendum to this catalog.

Accreditation and Affiliations

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. Missouri College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education (ED) and the Council for Higher Education Accreditation (CHEA). This indicates that Missouri College substantially meets or exceeds the stated criteria of education quality established by ACICS, and approved by the ED and CHEA. This recognition of Missouri College institutional accreditation by ACICS entitles the school to offer Title IV Financial Assistance to students who qualify.

An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation).

Institutional accreditation is not the same as or a substitution for programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. Also, in some cases, programmatic accreditation will allow the graduates of the accredited program to sit for some credentialing exams immediately upon graduation without any requirement of work experience.

Institutional Accreditation

Missouri College is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, associates and bachelor's degrees.

Accrediting Council for Independent Colleges and Schools

750 First Street, NE Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Programmatic Accreditation

The College's Dental Hygiene and Dental Assistant programs are accredited by the Commission on Dental Accreditation of the American Dental Association (CODA) and have been granted the accreditation status of approval without reporting. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at:

211 East Chicago Avenue
Chicago, IL 60611

The Commission's web address is:
<http://www.ada.org/100.aspx>

State Information

Missouri College is certified to operate by the Missouri Department of Higher Education.

Affiliations

Veterans Administration and Dependents of Veterans

Vocational Rehabilitation

Social Security Administration for Training Students Under Social Security Benefits

Career College Association

American Massage Therapy Association College Member

National Association of Student Financial Aid Administrators

Midwest Association of Student Financial Aid Administrators

Missouri Association of Student Financial Aid Personnel

American Dental Education Association (ADEA) Institutional Member

Statement of Ownership

Missouri College is owned by CEC Management Corporation, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:

231 North Martingale Road
Schaumburg, IL
60173-2007

The Executive Officers of CEC are:

Scott W. Steffey

President and Chief Executive Officer

Reid E. Simpson

Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Ron D. McCray, Chairman

Louis E. Caldera

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Scott W. Steffey

Leslie T. Thornton

Admissions Information

Non-Discrimination

The college admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Admissions Policy

Admission to Missouri College is open to all applicants who will be 18 years of age at the time the externship portion of their program begins (as applicable). All applicants are required to complete a personal interview with an admissions representative, either in person, by telephone or by e-mail. Parents, children and/or significant others are encouraged to attend admissions interviews and tour the college's facilities. This provides applicants and their families an opportunity to see and learn about the college's equipment and facilities and to ask questions relating to the college's curriculum and career objectives. Personal interviews also enable college administrators to determine whether an applicant is a qualified candidate for enrollment into the program.

Students should apply for admissions as soon as possible in order to be accepted for a specific program and class start date.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program (for example, a dental program). If a student wishes to apply to another program in the future, the individual must independently meet all the requirements for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

General Admissions Requirements

The following items must be successfully completed or provided during the enrollment process:

- Application for Admission
- Application fee*
- Entrance Exam (see "Selective Admissions Criteria" below)
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- General Student Disclosure
- Programmatic Disclosure
- Financial aid forms (if applicant wishes to apply for financial aid)
- Satisfactory personal interview

* Payment of the full amount of the application fee at this time may be waived for individuals who:

- Applicant has previously paid an application fee at a Career Education owned school and that was not refunded
- Applicant is a prior graduate from any Career Education Corporation owned school
- Applicant is active duty military, a veteran, a reservist or a spouse or dependent of any of the former
- Applicant is eligible for Native American tribal education benefits
- Applicant is attending with state TA funding assistance
- The applicant attended a school institutionally accredited by an agency recognized by the U.S. Department of Education or CHEA that is no longer in operation. The applicant must be able to provide an official/copy of the college transcript from the closed institution, to demonstrate previous enrollment or completed course work. Final determination will be made at the discretion of Missouri College

Proof of Graduation

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 23 calendar days of the scheduled start of his or her program. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and data of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the Office of the Director of Admissions and must be returned to the Office of the Director of Admissions. Students may be asked to provide additional documentation to validate their Proof of Graduation.

Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study. Until valid POG is received and approved, no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

Background Checks and Drug Screenings

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. Additionally, institutions that accept students for externship placements and/or potential employment often require a criminal and/or personal background check. As a result, students applying to any program must successfully pass a criminal background check to be eligible to begin classes. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be canceled. A listing of the specific offenses that are considered can be obtained from the institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

Agencies and institutions that accept our students for clinical rotation and/or externship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a college official prior to beginning their program.

Selective Admissions Criteria

In addition to the requirements listed above, all students will need to meet the minimum testing and/or college credit requirements. In cases where the number of potential applicants exceeds the total number of available seats, a rubric will be used to objectively assess applicants to the program who meet all of the enrollment requirements to determine the accepted class and to determine alternates to the class. The rubric is based on up to four areas depending on the program: previous postsecondary experience, Math and Science grades, test scores, and having previously graduated from a Missouri College or from an Allied Health program of another CEC school. If a program of study has received complete application materials from more qualified applicants than seats available, the enrollment period will be closed before the class start so that all applicants can be ranked. Once ranked, students will be notified of their acceptance status. An additional 15% of the applicant pool will be notified that they are alternates for admission and will be notified no later than the end of the drop/add period of the class start date.

For campuses with higher exam scores already in place, they may continue with the higher criteria.

| Program | Wonderlic Score | Accuplacer Score (Overall/Math) | Additional Requirements |
|--------------------------------|-----------------|---------------------------------|--|
| Dental Assistant | 13 | N/A | None |
| Dental Hygiene | 18 | 130/45 | Please see below for additional requirements |
| Occupational Therapy Assistant | 18 | 130/45 | Please see below for additional requirements |

Entrance exams may be waived for individuals with a conferred Bachelor Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the United States Department of Education.

Entrance Exam Retest Policy

In the event an applicant does not achieve a required score, a retest may be administered after a 10 minute waiting period. Should the applicant not achieve the required score on this second attempt, a third attempt may be made after a 24 hour waiting period. If the applicant is unable to achieve the required score on this third attempt, the exam may not again be attempted until after a one year waiting period.

Additional Admissions Requirements by Program

Dental Hygiene Program/Occupational Therapy Assistant Programs

Students are exempt from the testing requirements if they have completed a minimum of a bachelor's degree at a regionally accredited institution and the degree includes a minimum of six semester or nine quarter credits with a grade of "C" or better in math, human biology, chemistry or related courses which include the use of math or science.

All Dental Hygiene/Occupational Therapy Assistant applicants who meet the above admissions requirements will be objectively assessed utilizing a standardized rubric. The assessment will be complete at least ten days prior to the start of a class and will determine the final cohort of admitted students and those who may be placed on an alternate list for acceptance. Please see the Program Chair for the step by step process and rubric components.

All Dental Hygiene/Occupational Therapy Assistant program applicants who have met the requirements listed above must complete a writing sample on the authorized program form which will be used in the selection process. In addition, all Dental Hygiene program applicants will be scheduled for an admissions interview with the Dental Hygiene/ Occupational Therapy Assistant Admissions Committee.

International Students

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English evaluation. Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the college. An affidavit of financial support should be submitted. Detailed information will be provided through the Admissions department.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the USNEI U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Missouri College accepts the evaluations of foreign coursework from the following services, which charge applicants directly for their services:

Educational Perspectives, nfp

P.O. Box 618056
Chicago, Illinois 60661-8056
(312) 421-9300
www.edperspective.org

Josef Silny & Associates, Inc.

International Educational Consultants
7101 SW 102 Avenue
Miami, Florida 33173
(305) 273-1616
www.jsilny.com

World Education Services, Inc.

Bowling Green Station
P.O. Box 5087
New York, New York 10274-5087
(212) 966-6311

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, Wisconsin 53203-3470
www.ece.org

Other acceptable services are those provided by agencies approved by NACES or AICE. Listings of approved agencies can be found at:

www.naces.org
www.aice-eval.org

Missouri College is authorized under Federal law to enroll non-immigrant students.

English Proficiency

Missouri College does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. Students whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173;
- Advanced Placement International English Language (APIEL) with a score of 173 or higher;
- International English Language Testing System (IELTS) with a level of 6 or higher;
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English; or,
- Completion of an interview with the Director of Education or his/her designee

Policy on Forged/Altered Academic Documents from Foreign Institutions

Because Missouri College follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials should not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any forged/altered academic documents will be retained as property of the college and not returned to the student.

Re-Entering Students

Students who have previously attended Missouri College but did not graduate, and are returning to the same program of study within 364 days of their last date of attendance, at a minimum will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background check. Additional Financial Aid forms may also be required for those wishing to apply for financial aid.

Students who have previously attended Missouri College but did not graduate, and are returning to a different program of study within 364 days of their last date of attendance are subject to all admissions requirements in effect at the time of re-entry, with the exception of the application fee.

Students who have previously attended Missouri College but did not graduate, and whose recorded last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry with the exception of the payment of the application fee.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry. Students who have received more than one FA Dismissal status in their previous enrollment are not eligible for re-entry. Additionally, a student's previous satisfactory academic progress status may affect the requirements for re-entry to the institution, including the requirement for successful completion of an entrance exam. Please see the Director of Education for additional information.

Financial Aid Information

Financial Assistance

Financial Aid is available for those who qualify. Missouri College participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Missouri College administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award-year basis; therefore, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at the Missouri College's website (www.missouricollege.edu) or at <http://fafsa.ed.gov>. FAFSA applications are processed through the Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the college's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the college. Students may opt out of using the way the college has chosen to fulfill this requirement, simply not accepting the books or credit balance. However, keep in mind that opting out does not require the college to provide the student with an alternative delivery method.

Missouri College provides: tuition, books and fees are bundled and billed together in a single charge each term. For registered students who have submitted all required FA paperwork books are made available at the campus for pick up by the 7th day of class. Dental Hygiene students will have additional clinic fees, as noted in the catalog addendum.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent PLUS Loans

The William D. Ford Federal Direct PLUS Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least half-time.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A cosigner may be required to meet the loan program's credit criteria. Interest rates may vary and are typically based on the prime rate or the Treasury Bill rate. Contact the specific lender for more information.

Missouri College Grant

The Institution offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Missouri College Grant ranges from \$10 to \$10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon

the completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Missouri College Grant Application, the student must have established an In-School Payment Plan (IPP). The Missouri College Grant Application must be submitted prior to the end of the school's add/drop period of the applicant's first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Missouri College Grant, students must remain continuously enrolled and maintain satisfactory academic progress.

The Missouri College Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Missouri College Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Missouri College Grant is awarded in conjunction with other institutional grants, the Missouri College Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding has been exhausted, the Missouri College Grants will not be available to otherwise eligible students.

The Missouri College Grant Program limits are:

- Certificate/Diploma programs – \$3,100
- Associate Programs – \$10,000*
- Bachelor Programs – \$10,000

* Excludes the Occupational Therapy Assistant program

Missouri College Transfer Credit Grant

Missouri College is committed to helping students meet their educational and professional goals. The Transfer Credit Grant program was established to provide tuition assistance to students with transfer credits who wish to complete their education. In order to qualify for this grant, transfer credits must be accepted by the institution. Students will be considered for the grant upon completion of the admissions application process, the establishment of an accepted tuition method of payment plan, and completion of the Transfer Credit Grant Application. To maintain grant eligibility, students must remain enrolled in the same program of study without interruption and maintain satisfactory academic progress.

Grant Criteria

- Complete a Transfer Credit Grant Application
- Be a first time full-time Missouri College student pursuing a one Academic Year Diploma or Certificate
- Must submit an official transcript and have the credits accepted by Missouri College
- Must maintain Satisfactory Academic Progress as outlined in the catalog to remain eligible for the grant and receive subsequent disbursements
- Must be continuously enrolled full-time in the same program of study
- Establish a tuition payment plan

The Missouri College Transfer Credit Grant limit is:

- Certificate/Diploma programs – \$1,000

The Transfer Credit Grant will be disbursed in equal installments to be paid at the end of each payment period within the academic year. The Transfer Credit Grant is awarded one time and is not renewable.

Please refer to the Financial Aid Office (or Business Office) for additional information on the Transfer Grant.

Workforce Development Scholarship

Missouri College has entered into an agreement with selected local area healthcare providers to provide a scholarship to selected employees of these providers of up to \$2,000 per academic year, in order to assist these students with the opportunity to attend a program of study at Missouri College. To be eligible for the Workforce Development Scholarship Program, a candidate must meet the admissions requirements as stated in the catalog and be accepted for admission to Missouri College, provide verification of employment with an eligible healthcare provider and complete the Workforce Development Scholarship acknowledgement form that details the terms and conditions of the Scholarship. If you work for a local healthcare provider, you may contact the Campus Director or President to inquire whether your employer has entered into an agreement with the school and you might be an eligible candidate.

Agency Funding

Missouri College is approved for participation in several educational programs offered by various agencies. These include Vocational Rehabilitation, Veterans Vocational Rehabilitation, Workforce Investment Act, Private Industry Council and several programs sponsored by state agencies for unemployed or underemployed workers. Information can be obtained from the agencies themselves or from the college's Financial Assistance Office.

If you are eligible for the Workforce Investment Act, you may be entitled to receive a matching grant from Missouri College. For more information, please seek additional information from the school's Financial Aid Office.

Veterans' Educational Benefits

Missouri College is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans' who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans' Administration at (800) 827-1000, or 888-GI-Bill-1 (888-442-4551), or go to <http://www.gibill.va.gov/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Yellow Ribbon Grant

In accordance with the VA-Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Missouri College has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant a candidate must be accepted for admission to Missouri College, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate school attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document. The conditions are as follows:

- Candidate must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov)
- Candidate must apply and be accepted for admission to Missouri College
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student
- The Yellow Ribbon Grant is used exclusively towards current program charges. The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed
- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Missouri College

Missouri College is committed to assisting military students in determining the best options available to them. To receive additional information on Veteran's Educational Benefits eligibility,

please contact the Veterans' Administration at (800) 827-1000 or 1-888-GI-Bill-1 (1-888-442-4551). You may also visit the VA website at <http://www.gibill.va.gov>.

Higher One Lost Card Replacement Fee

Students have the option of receiving their refunds and/or stipends electronically. Missouri College has joined with Higher One, a banking services company, to facilitate availability of refunds and/or stipends due to students through the issuance of debit cards. The first card will be free of charge. Students will be charged \$15.00 for a replacement card.

Cancellation Policy

A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. Students who have not visited the College facility prior to enrollment will have the opportunity to withdraw without penalty within 72 hours following attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment. A Student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Agreement is not accepted by the College or if the College cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to Director of Admissions at:

Missouri College
1405 S. Hanley Rd.
Brentwood, MO 63144

Refund Policy

After the last day of the drop and add period for each payment period, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the College. Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and is based on the tuition billed for the payment period in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Director of Education. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the payment period, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to the College. If there is a balance due to the College after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the College. Credit balances due to the Student of less than \$5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student. The College does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances less than \$5 will not be refunded to the Student/lender unless requested by the Student.

The College shall make a refund of tuition, fees and other charges as set forth below:

- Withdraw on the first day of class: 100% refund of institutional charges (less the permitted registration fee of the lesser of \$100 or 5% of the institutional charges)

- Withdrawal after the first day of class through the first 10% of the payment period for which the student has been charged: 90% refund of institutional charges
- Withdrawal after the first 10% of the payment period for which the student has been charged through the first 25% of the payment period for which the student has been charged: 50% refund of institutional charges
- Withdrawal after the first 25% of the payment period for which the student has been charged through the first 50% of the payment period for which the student has been charged: 25% refund of institutional charges
- Withdrawal after the first 50% of the payment period: no refund of institutional charge

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

The U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate "academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. Online programs must use very specific means to document that a student participated in class or was otherwise engaged in an academically-related activity, such as; submit an assignment, take a quiz, contribute to an online discussion and in some cases post to an online gallery.

For R2T4 purposes in a term based program with modules, a student is considered to have withdrawn, if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance or those who have attested to an expected return to a future module within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future module within the same term. The fact that the student is scheduled to attend the next module will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. Federal SEOG.
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds.

The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Missouri College is the date indicated in written communication by the student to the Director of Education's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note: *The above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.*

Academic Information

Unit of Credit

Academic credit at Missouri College is measured in Semesters. Refer to the Program Description section of the catalog for information on specific programs. Typically, one hour of instructional time is defined as a fifty-minute period. One semester credit is the equivalent of 15 lecture hours; 30 laboratory hours; or 45 clinical/externship hours.

Credits earned at Missouri College are for determining progress towards program completion.

Credit Ascription Policy

Definition of a Credit Hour – Degree and Fully Transferable Non-degree Programs

The institution awards semester credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately five weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Transfer of Credit to Other Schools

Every institution has its own rules regarding transferability of credits and recognition of coursework/degrees from another institution. The awarding of credit, or recognition of coursework completed at any other institution is at the sole discretion of the receiving institution. Missouri College does not make any representation or guarantee that coursework completed at another institution will transfer to Missouri College. Additionally, Missouri College does not imply, promise or guarantee that any credits earned at Missouri College will transfer to or be accepted by any other institution. There is a meaningful possibility that some or all credits earned at Missouri College will not transfer to or be recognized by other institutions, and it is the student's responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at Missouri College.

Transfer of Credit to Missouri College

Students who formerly attended a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education, may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit

a Request for Transfer Credit as soon as possible after being enrolled at Missouri College; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to Missouri College. Both the Request for Transfer Credit and official transcripts must be received at Missouri College as soon as possible after the student has been enrolled, and prior to the beginning of any class for which the Transfer Credit is being requested. Awarding of Transfer Credit is at the sole discretion of Missouri College. Missouri College will determine if the course(s) completed at the previous institution are sufficiently equivalent to the course(s) in the student's program of study at Missouri College. Only passing grades of "C" or better will be taken into consideration. Factors Missouri College will use in determining whether Transfer Credit will be awarded include – but are not limited to – objectives and description of the previous course, length of time passed since the course was completed, and the level of the previous course (e.g. as indicated by 100, 200, . . . course number). To ensure an adequate and fair assessment may be made, students may be required to provide Missouri College with a course catalog from the previous institution. Courses that are approved to be awarded Transfer Credit will show on the student's Missouri College transcript with a grade of "TC".

Students who receive transfer credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Residency Requirements

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at Missouri College. This policy does not apply to the Allied Health program.

Attendance Policy

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 75 percent of the scheduled time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of "W" on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in 5-minute increments reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College. The college reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and module.

1. Students who miss more than 10% of the hours in a course may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.
2. Students who exceed 25% absences in an individual course will be dropped from the course and will receive a grade of "W". The course must be repeated in its entirety.
3. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor and appropriate school personnel. Students will not be considered to have completed their externships until the site supervisor has certified all required attendance hours.

For students who are receiving veterans' benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are

terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

Please note: *Terminated VA students are not re-admitted into their program of study for a minimum of one grading period.*

Academic Honesty Policy

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your Program Director and/or Director of Education for appropriate sanctions or disciplinary actions.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Code of Conduct and Academic Honesty Policy.

Disregard of the Academic Honesty Policy: Penalties and Procedures

- 1st offense:
 - Student may resubmit the paper with a 50% penalty,
 - Student receives warning from the faculty,
 - Instructor notifies the Program Director of the first offense,
 - Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws
- 2nd offense:
 - Student receives a zero for the assignment,
 - Instructor notifies the Program Director and Director of Education of the second offense, and
 - Student Advising Session is conducted by the Program Director to review, at a minimum, further consequences of any additional repeat offenses
- 3rd offense:
 - Student automatically fails the course and
 - Director of Education determines any further actions

Student Code of Conduct Policy

Missouri College is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the school.

Missouri College believes strongly in promoting the development of personal, professional and social responsibility. Missouri College also believes in a humanistic approach to discipline conducive to academic pursuits. However, Missouri College

recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, the Missouri College administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, health or safety of students, faculty and staff.

Students are encouraged to share personal experiences while participating in classes at Missouri College. However, students must be aware that should they disclose to any Missouri College faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Director of Education.

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which the administration feels would endanger members of the Missouri College community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Missouri College Director of Education. Conduct decisions made by the Director of Education may be appealed to the President for review.

Student Conduct Code Offenses

A. Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.
2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons which is prohibited by law or court order.

B. Offenses Related to Property

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Missouri College.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Missouri College.
3. Obtains the property of another person by misrepresentation or deceptive means
4. Enters or uses the facilities or property of another person or Missouri College without consent or authorization.
5. Commits a computer-related offense.

C. Offenses Related to the Operation of Missouri College

An offense related to the operation of the Missouri College is committed when a student:

1. Engages in illegal, obscene or indecent conduct on Missouri College property or at Missouri College sponsored events.

2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Missouri College officials.
3. Fails without just cause to comply with the lawful order of a Missouri College official acting in the performance of his/her duties and authority.
4. Engages in solicitation in or on Missouri College property or involving the use of campus property unless such solicitation is approved by appropriate Missouri College officials.
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Missouri College.

D. Offenses Related to Welfare, Health or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without Missouri College authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Missouri College property.
3. Abuses, removes, or damages fire and safety equipment; or fails to vacate a building or facility when a fire alarm is activated.
4. Fails to leave a building, streets, walks, driveways or other facilities of Missouri College when directed to do so by an official of the campus having just cause to so order.
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

Disregard of the Student Code of Conduct: Penalties and Procedures

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated, and may be a cause for dismissal. Students violating the student conduct code may be brought to the Administrative Appeals Committee for possible dismissal from Missouri College.

The President has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or school employees. The President, Director of Education, and Assistant Director of Education have responsibility for administering discipline regarding student conduct, which will be exercised through the established procedures stated below.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of Missouri College, or which the administration feels would endanger members of the campus community, shall be subject to disciplinary action.

The following section describes sanctions available in response to violations of any Code of Conduct that applies to students. The listing is not inclusive of all options which the Institution may choose to exercise, and the institution may impose more than one sanction for one act of misconduct.

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness

to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

3. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the Student's file. Restrictive conditions may limit activity in the Institution Community, including possible exclusion from class(es), program(s), and/or specific campus locations. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.
4. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.
5. Loss of academic credit or reduction in grade: Imposed as a result of academic dishonesty.
6. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not current.
7. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Institution's President or their designee before returning to campus.
8. Expulsion: stripping a Student of Student status and dismissing a Student from campus for an indefinite period of time. The Student may be readmitted to the Institution only with written approval of the Appeals Committee.
9. Loss of Technology Privileges: Exclusion from all privileges associated with Institution technology access, including but not limited to e-mail and network access and storage.

Please note: *The President reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students.*

Online Course Option

Students may have the opportunity to complete a portion of their program of study by taking online courses delivered by Missouri College Online. No more than 49% of any program of study may be taken online.

Online courses are specifically designed for the student who has access to a computer and the Internet. Any expenses associated with the purchase of a computer or Internet access are the responsibility of the student and are not included in standard tuition and fees. Please contact the academic department for technology requirements specific to your program of study to ensure an optimal learning experience.

Students who take online classes must also complete the following:

- Online Student Readiness Activity
- Receive Program Chair approval
- Meet with and receive Online Advocate approval
- Agree to and sign all Student Responsibility Forms
- Agree to and sign the Student Technology Forms
- Complete online student orientation

Online courses allow student asynchronous access to course content and supportive instructional resources that are presented in a variety of formats. The Learning Management System (LMS) also provides an opportunity for the student to interact with the instructor and with other students both synchronously and asynchronously.

Each course provides the opportunity for students to engage with course content, with their peers, and with their instructor synchronously and asynchronously.

Each course is comprised of a set of learning activities that include the following:

Presentations

Multi-media presentations introduce new concepts and are accessed by students asynchronously.

Discussion Forums

Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.

Live Chat Sessions

Instructors have the ability to convene live (synchronous) chat sessions. The instructor may elect to use these chat sessions to deliver a structured presentation and/or to use this time to respond to student questions. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their own convenience.

Assignments

Each assignment allows the student the opportunity to demonstrate their knowledge and to interact with their instructor.

Student Technology Specifications

Each student enrolled in an online course is expected to have access to an Internet connection, computer hardware, and operating software.

Please note: For those who may access courses from a place of employment, corporations often place restrictions on the type of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond our ability to predict or control.

Attendance Policy for Online Courses

Students participating in online courses must actively participate in classroom activities a minimum of four (4) out of seven (7) days each week during the courses. Failure to meet this requirement may result in a lower grade, and/or being withdrawn from the course. Some courses may require students to schedule competency verification sessions with the Program Chair. If you have questions contact your campus Online Advocate.

Withdrawal Policy for Online Courses

Students who withdraw before the last week of class will receive a grade of "W". The grade of "W" does not impact the student's GPA, but does impact the student's rate of completion. If you have questions or to withdraw from an online course, contact your campus Online Advocate.

Academic Honesty Policy for Online Courses

The following outlines academic honesty criteria for an online course. All students participating in an online course will be held accountable for and expected to comply with these criteria.

Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your campus Director of Education for appropriate sanctions or

disciplinary actions. All students are expected to adhere to the standards as set forth in the Student Code of Conduct.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Student Code of Conduct.

For all online course work, learning events are to be the student's own work, and group projects are collaborative efforts.

1. Eighty percent of all assignments must be the student's original work.
2. Baccalaureate (300- & 400- level courses) and English courses require basic APA formatting with proper in-text citations and reference page.
3. All other courses will observe the 80-percent rule above in #1 and must include a reference page. No more than 20 percent of a paper should be quoted directly from other sources. Sections of an assignment that are direct quotes, must be designated with quotations and basic in-text citations and a reference page.

Violations

- 1st offense:
 - Student may resubmit the paper with a 50% penalty,
 - Student receives warning from the faculty,
 - Instructor notifies the Online Advocate (OA) of the first offense,
 - Online Advocate works with the student to make sure the student understands the citation and documentation requirements, and
 - Student completes the APA sections of the student orientation under the guidance of the OA.
- 2nd offense:
 - Student receives a zero for the assignment,
 - Instructor notifies the OA of the second offense, and
 - OA requires student to complete the APA Lab located under the CECORE Support tab.
- 3rd offense:
 - Student automatically fails the course and
 - Campus determines any further actions

Grading System

Grade reports are available to students at the completion of each session. Course grades are based on the quality of work as shown by written tests, laboratory work, term papers, clinical assignments and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit-hour value of the course. For example, a 4.0 credit course with a grade of "B" would earn 12.0 quality points [credit value of course (4) times quality-point value of "B" (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed. Core courses must be completed with a grade of "C" or better.

Application of Grades and Credits

The chart on the previous page describes the impact of each grade on a student's academic progress. For calculating rate of progress (see next page), grades of "F" (failure) and "W" (withdrawn), and "NP" (not pass) are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any required course in which a grade of "F", "W" or "NP" is received.

"TC" and "PR" credits are included in the maximum time in which to complete and the rate of progress calculation, but are not counted in the CGPA.

be counted as attempted credits in rate of progress calculations. Students will not be allowed to repeat courses they have already passed. Please contact the Financial Aid Office for information on how repeated courses may affect financial aid.

| Letter Code | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Quality Points |
|----------------------|----------------------------|-------------------------------|------------------|----------------|
| A | Yes | Yes | Yes | 4.00 |
| B | Yes | Yes | Yes | 3.00 |
| C | Yes | Yes | Yes | 2.00 |
| D* | Yes | Yes | Yes | 1.00 |
| F | No | Yes | Yes | 0.00 |
| AU (Audit) | No | No | No | N/A |
| I (Incomplete) | No | Yes | No | N/A |
| P (Pass) | Yes | Yes | No | N/A |
| PR (Proficiency) | Yes | Yes | No | N/A |
| TC (Transfer Credit) | Yes | Yes | No | N/A |
| W (Withdraw) | No | Yes | No | N/A |
| NP (Not Pass) | No | Yes | Yes | N/A |

* "D" grades may be applied only towards General Education and courses with a prefix of BUS, BA, AC or COM

Grade Disputes

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal within 14 calendar days from the end of the grading period to the campus Director of Education. The student's appeal must include the reason he or she is appealing the grade and must be signed and dated. The student must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

Audit Courses

A Missouri College graduate in good standing may contact the Program Chair to register to audit a course which they previously earned college credit from Missouri College at no tuition charge. Auditing a course is a non-credit status based on class, space, and equipment availability. College credits are not awarded or placed onto the graduates' transcript when a course is audited. The cost of textbooks and supplies are not covered by financial aid and are the responsibility of the graduate.

Proficiency Credit

A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on the student's prior work or educational experience. These academic challenges must be completed prior to a student's course start date. For any student wishing to challenge a particular course, the Education Department will administer an appropriate course examination to determine "retained knowledge". The student will receive academic credit for a course only if the Education Department determines that the student has passed the examination with a minimum 85% grade, and the course will be presented on the student's transcript with a letter grade of "PR". If a student receives credit for previous training, such credit will be used to determine the rate of progress calculation in satisfactory academic progress, and will also be used to determine completion of graduation requirements. A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge.

All examinations and supporting documentation for proficiency credit will be retained in the student's academic file.

Students who receive proficiency credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Course Substitute

Students may request in writing to the Registrar's office for a course equivalency. With input from the Program Chair, the Registrar may accept a course of similar academic and programmatic objectives to be transferred into their program requirements for another course. This may occur in the event a withdrawn student returns to complete their original program which has now been revised or a student has taken courses at another college that meets the program's objectives. The equivalent course must have credit and contact hours equal to or greater than the course being replaced. Supporting documentation of this equivalency will be placed in the student's academic file.

Drop/Add Period

During the start of each term, students are allowed to make modifications to their schedules without incurring any academic penalty. The drop/add period of each term is one calendar week after the beginning of the term. Students who post no attendance for a course by the end of the drop/add period will be unregistered from the course without incurring an academic or financial penalty.

Academic Honors

Upon successful completion of Associate or Bachelor Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

Summa cum Laude: 3.90-4.00
 Magna cum Laude: 3.7-3.89
 Cum Laude: 3.50-3.69

Upon successful completion of Diploma program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

Highest Honors: 3.90 – 4.0
 Honors: 3.50 – 3.89

Grades of Incomplete ("I")

To receive an Incomplete ("I") grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

Repeated Courses

The student must repeat any required course, including internship and externship courses, in which a grade of "F", "W", or "NP" is received. A student who receives an "F", "W", or "NP" grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The highest grade is calculated into the CGPA. The lower grade(s) will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will

Withdrawal Policy

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding “W” Grades.

“W” Grades are also awarded when students do not complete externship courses within a school’s designated grading period; and when students do not successfully meet course attendance requirements. Please refer to the individual Externship Management, and Attendance policies for details.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each 15 week term. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the student’s program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

SAP Tables

| DIPLOMA PROGRAMS | | |
|------------------|--------|------|
| Semester Hours | | |
| CREDITS | ROP | CGPA |
| 0-17 | 60% | 1.5 |
| 18+ | 66.67% | 2.0 |

| ASSOCIATE PROGRAMS | | |
|--------------------|--------|-------------|
| Semester Hours | | |
| CREDITS | ROP | CGPA |
| 0-15 | 50% | 1.5 |
| 16-30 | 60% | 1.75 or 2.0 |
| 31+ | 66.67% | 2.0 |

| BACHELOR’S PROGRAMS | | |
|---------------------|--------|-------------|
| Semester Hours | | |
| CREDITS | ROP | CGPA |
| 0-30 | 50% | 1.5 |
| 31-60 | 60% | 1.75 or 2.0 |
| 61+ | 66.67% | 2.0 |

How Transfer Credit and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program at institution B will be one-and-a-half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll in a higher credential at Missouri College, the student’s earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program will be one and half times $(150\%) \times 180 = 270$ credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods

At the end of each 15-week term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. The minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met
- Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Education within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Director of Education is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Director of Education. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

Externship Policies

Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete all pre-requisite courses and conditions will be placed on externship at an appropriate setting. The school maintains liability insurance on all students and faculty members while at externship sites. All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by accreditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at externship sites may not be permitted to be paid for their time on-site. Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Some job opportunities or externships may require additional criminal background checks and/or drug screenings prior to site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Missouri College.

All students enrolled in a program with an externship component in a clinical setting must complete the following prior to beginning the externship and/or any integrated clinical experiences:

- Current CPR certification that is valid for the length of all externship components
- Documentation of a health screening. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the Program Chair in their discipline for additional details
- Clinical sites may require additional medical information, background check(s), insurance coverage and/or inoculations for the student to begin their externship training. The student is responsible for any cost associated with these additional requirements

Externship Assignment

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the School makes no assurances as to when or if other sites will be available.

Externship Attendance Requirements

Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from the appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the School in advance. If the site or School determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be terminated from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from School. Students are required to complete 100% of required externship hours. Scheduled Missouri College holidays do not apply to students on externship. It is the responsibility of a student to provide the School with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their externship until the site supervisor has certified all required attendance hours.

Externship Conduct

Externship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner.. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship site and program.. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official final transcripts.

Additional Graduation Requirements for Bachelor Degree Completion Programs

18 semester credit hours at the 300 to 400 level in general education courses are required in the completion program. A graduate must have a combined total of at least 30 semester credit hours in general education coursework with their prior college experience and the completion program at Missouri College.

Students must have a total of 30 semester credit hours in general education courses, with a minimum of 18 of these credits coming at the 300 & 400 levels. Applied general education courses do not count toward the Bachelor's degree general education requirement.

63 semester credit hours of 300 to 400 level courses combined with a Healthcare or Business related Associates Degree with college level courses totaling the equivalent of 60 semester credit hours is required. The combination of prior college experience and the completion program must total 123 Semester Credit Hours to graduate from a Bachelor of Arts degree completion program at Missouri College.

Student Services Information

Student Orientation

Prior to beginning classes at Missouri College, all new students attend an orientation program. Orientation facilitates a successful transition into Missouri College. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities.

Student Portal

The Student Portal is a secure Website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more. Missouri College offers this capability so that it is easy for our students to keep in touch with us and enhance their education experience. Upon acceptance to Missouri College, students will be issued a Student Number that can be used to gain access to the Student Portal.

Cybrary

The Cybrary is an internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to Websites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The "virtual" collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A full-time librarian located at corporate headquarters manages the Cybrary. The librarians at the various CEC institutions participate in selecting the electronic resources and website links, and help prepare the instructional materials that are on the website.

Students at all CEC institutions have access to the Cybrary from their campus location and from home, if they have an internet service provider. Access to the Cybrary is password controlled. Students must use their Student Portal ID to access the Cybrary.

Academic Assistance

Students seek help and advice during their education for many reasons. At Missouri College, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The academic personnel are responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed.

Certification, Licensure and Registry Examinations

Missouri College is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Many of the programs offered by Missouri College have employment outcomes where passage of a professional certification, licensure or registry examination may be required for employment or that will enhance potential employment opportunities. For students who successfully complete programs with such professional certification, licensure or registry examinations and who pass an institutional readiness assessment with 80% or better, the institution will pay the cost of the first attempt on the relevant examination. Please discuss with an academic representative of your campus the specific exams that will be covered and the requirements for successfully demonstrating examination preparedness.

Transcript Process and Fees

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Upon receipt of a written request from the student or graduate, Missouri College will supply official transcripts to whomever the student or graduate has designated.

Transcript requests are fulfilled through Parchment, a leading company in secure transcript delivery. Transcript Fees are assessed regardless of transcript hold status. If you are not current with any outstanding balance, the schools will not release the official transcript or allow the graduate to participate in the graduation ceremony. However, as an exception to this policy, your transcripts will be released only for purposes of a student sitting for a licensing, certification or registry exam.

- \$5 – Transcript (electronic or paper) requested electronically through Parchment
- \$10 – Transcripts ordered through the campus
- \$30 – Overnight/U.S. Mail delivery

Additional information on the electronic transcript service can be found on the student portal.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

Students enrolled in Missouri College will have an opportunity for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Career Services department is the liaison between students and employers, serving the students by promoting Missouri College to prospective employers.

The graduate employment assistance process intensifies as students near graduation. The Career Service department assists students with resume writing, interviewing skills and professional networking techniques. Students may have an opportunity to interview both on and off campus, until they have secured an appropriate position. This partnership between the graduate and Career Services department has the most potential for successful employment when the graduate maintains weekly contact with their Career Services Representative.

Agencies and institutions that accept our students for externship, as well as potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies, institutions and employers for internship or employment placement following completion of the program. Some agencies, institutions and employers may require candidates to submit to a drug test. The student is responsible for any cost associated with these additional requirements.

Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and externship decisions are outside the control of Missouri College.

Missouri College does not guarantee employment or salaries. However, Missouri College does offer career-planning assistance to students and graduates.

Student's Rights and Responsibilities

All students have the right to know:

- The school's accrediting and licensing agencies
- The school's programs, facilities and faculty
- The cost of attending Missouri College
- The financial assistance available
- How the Financial Aid Office determines the student's financial need
- Each type of aid to be received and how it will be disbursed
- How to submit appeals under various school policies
- The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
- Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- The criteria for continued eligibility for financial aid
- The terms of all loans borrowed by the student

All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school's satisfactory academic progress policy
- To understand the school's refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities

Dress Code

Each program has its own specific dress code policy. This general policy applies to all students.

All students at Missouri College must wear uniforms as defined by Program due to industry standards and OSHA regulations (when applicable). These program specific standards will be defined on or before your first day of class by the Instructor and or Program Chair.

General Dress Code Standards

Coats, jackets, sweaters and hooded sweatshirts in class: Full button up or full zippered coat/jacket can be worn over appropriate attire when needed. Pull-over hooded sweat shirts are not allowed.

Jewelry & Grooming Standards

Jewelry, hair and make-up must have a professional appearance that conforms to industry standards and will not interfere with normal classroom activities. Program chairpersons will define and clarify industry standards. The wearing of earphones, ear-buds, headphone, or hands-free headsets is not allowed in classrooms.

Personal Hygiene Standards

Personal hygiene should be such that appropriate interpersonal contact will not be hindered.

Enforcement of Dress Code Standards

1. Students will be counseled in writing for a clothing policy infraction and will be required to correct the infraction before returning to class.
2. Upon a second infraction of similar type, students will be immediately removed from class to be counseled in writing by the Program Chair and will be required to correct the infraction before returning to class. Student may not return to class until they have been allowed to return by the Program Chair, the Associate Director of Education (ADOE) or the Director of Education (DOE).
3. Upon a third infraction of similar type, students will be immediately removed from class to be counseled in writing by the DOE or ADOE and may be suspended from all classes for 1 day.
4. Upon a fourth infraction of similar type, the student will be immediately removed from class to be counseled in writing by the DOE or ADOE and may be expelled from Missouri College.

Counseling Services

Missouri College provides counseling services to all active students free of charge. These services are provided by Well Connect by Student Resource Services, LLC. Students are introduced to the full range of social and psychological counseling services provided by Well Connect during New Student Orientation. More information about Well Connect is available from your Program Chair or the Director of Education.

Insurance

All externship students are covered by Missouri College while at the externship site. The Externship Coordinator and Program Chair have a copy of this plan's specific levels of coverage.

Information Technology Support Services

The Information Technology Department provides the students and employees of Missouri College with quality technical support and excellent customer service. Listed below are a few examples of situations where you might need to contact them.

- Trouble Logging into the Computer Lab PC's
- Printing Issues
- Trouble Logging into the Student Portal
- Network Connectivity Issues
- Student ID Replacement

Please do not leave personal items unattended, because Missouri College is not responsible for lost or stolen items. Questions and support needed for online classes are answered by the Missouri College Online Help Desk. This 24 hours service is available to help students taking online courses. The online Help Desk toll free number is provided on the Online home screen.

General Information

Facility

Missouri College is located in the St. Louis metropolitan area. The facility covers approximately 40,000 sq. feet. This includes labs, lecture rooms, library and administrative offices. Missouri College is located southwest of the intersection of Hanley and Highway 64/40.

Hours of Operation

Missouri College's administrative offices are open from 8 a.m. to 7 p.m., Monday through Thursday, 8 a.m. to 5 p.m. on Friday, and 9 a.m. to 1 p.m. Saturday. The College has scheduled classes 8 a.m. to 10 p.m. Tuesday through Thursday. Monday classes are scheduled from 8 a.m. to 5 p.m.

School Closings

Severe weather rarely occurs at a convenient time. Weather also varies in severity throughout the metropolitan area. We do our best to make a decision with the interests of our students in mind. In the event of severe weather, you have several different ways to discover if Missouri College has closed, cancelled shift specific classes, or will be opening late. Closure information can be found in the following ways:

1. Global Alert Link will send a voice message, text message, and e-mail message to your current contact information on the student portal if the college is closed for any reason.
2. The students can watch KSDK 5 (televised and posted on website) www.ksdk.com
3. The students can watch FOX 2/ WB 11 News (televised and posted on website) <http://www.fox2now.com>
4. The students can call (314) 768-7888 is the Missouri College Weather Hotline; call this number to hear a recorded message for the school status. For 8 a.m. classes this message will be updated at 6 a.m. For 5:30 p.m. classes this message will be updated at 3 p.m.
5. The students can watch KMOV 4 News (televised and posted on website) <http://www.kmov.com>

Calling the main receptionist would not be your best resource due to the availability and a back log of calls. Therefore, please refrain from using the main number.

Class Hours

Although individual student schedules may vary, day classes meet Monday through Friday from 8 a.m. to 5 p.m. Evening classes meet Monday through Thursday from 5:30 p.m. to 10 p.m. Online courses begin on the first Monday of each session and end on the fifth Sunday at 11:59 p.m.

Student Rights and Responsibilities of Assembly

Missouri College recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others.

Also, Missouri College recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from the School President may hold group meetings in campus facilities.

Termination Policy

Missouri College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Missouri College community, or failure to comply with the policies and procedures of Missouri College. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Aid Information section of this catalog).

Reasonable Accommodations Policy – Individuals with Disabilities

Missouri College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Missouri College. To request an auxiliary aid or service please contact the ADA Coordinator (Director of Education) at (314) 768-7800.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Missouri College to timely provide an auxiliary aid or service in a timely manner, Missouri College requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Missouri College's grievance procedures.

Campus Security

Missouri College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1, and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Campus President during regular business hours.

Missouri College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

In addition to the annual security report, Missouri College maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours in the Campus President's office.

Missouri College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Missouri College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug- and alcohol-abuse prevention program may be obtained from the campus President.

Unlawful Harassment Policy

Missouri College is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the President and/or the Campus Director.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Internal Grievance Procedure

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note: *This grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.*

Missouri College and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Missouri College administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Chair. Alternatively, the student may submit the complaint to the Director of Education.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or

complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Campus President.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Missouri College. If Missouri College fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's enrollment agreement. The time periods set forth in these procedures can be extended by mutual consent of Missouri College and the student.

The student may contact:

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

The student may submit grievances regarding the Dental Assistant and Dental Hygiene programs to:

The Commission on Dental Accreditation (CODA)

211 East Chicago Avenue
Chicago, IL 60611
(312) 440-4653

Missouri College Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Missouri College receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Academic Department and submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Missouri College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Missouri College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by Missouri College without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Missouri College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Missouri College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in connection with a health or safety emergency
- Information the school has designated as "directory information" may be released at the school's discretion. Missouri College has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, student ID, program undertaken, dates of attendance, honors and awards, photographs, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to Missouri College within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one

Catalog Addendum

See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

Program Offerings/ Program Descriptions

Allied Health

Associate of Applied Science Degree Completion Program

**Program Length: 20 Weeks after completion of
43 Credit Hour Diploma Program**

Credits: 64 Semester Credits

Program Description

The Allied Health Associate Degree program at Missouri College is designed to prepare students with the appropriate general education and didactic theory for advancing from an allied health diploma level to the Associate of Applied Science degree in current field of study. A mixed variety of general education courses and a limited number of core allied health-related courses will help prepare students to advance their career opportunities in their respective disciplines. No more than 49% of the program's coursework is offered through distance education.

Program Objectives

- Prepare graduates for enhanced opportunities in current field for supervisory or management roles
- Exhibit an understanding of healthcare business office skills
- Develop critical thinking and problem solving skills in a variety of general education course offerings
- Exploring skills that are utilized in the healthcare field such as personnel management, risk management, and financial administration
- Build management skills to utilize in their healthcare related field
- Demonstration of work based projects that incorporate critical thinking and problem solving
- Development of written and oral communication skill sets to be utilized in the healthcare office setting
- Demonstrate workplace skills of maintaining interpersonal relationships and communicating effectively in a professional office environment
- Prepare graduates to become innovative in their role as a healthcare professional in a growing profession through continued education and personal development

Equipment

Computer Labs in the Allied Health degree program are equipped with desktop computers, LCD Projectors and Internet connectivity. The library is available on-ground and online for accessing electronic learning resources used in the program. Theory courses utilize lecture rooms with a LCD projector and appropriate Allied Health supplemental learning tools. All lecture classrooms will not be larger than 30 students and computer lab courses will not exceed 26 students.

Factors Affecting Employment

Employers, industries, and jurisdictions (federal, state, and local) are largely free to set their own requirements for employment and advancement. For example, in the field of allied health, employers may favor applicants who have prior experience or who obtain voluntary certifications, continuing education or professional development in the field. This program does not prepare students for a particular certification exam. However, graduates may be eligible to apply for certification by third parties upon graduation or after obtaining additional education and/or work experience in the field. Certification requirements are not controlled by Missouri College but by outside agencies and are subject to change by the agency without notice. Therefore, Missouri College cannot guarantee that graduates will be eligible to take certification exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

GENERAL EDUCATION REQUIREMENTS

| Course Number | Course Title | Credits |
|--|------------------------------------|----------------|
| ENG101 | English Composition I | 3 |
| MTH100 | College Mathematics | 3 |
| Other General Education Electives (a minimum of three courses listed below) | | 9 |
| BIO107 | Biology | 3 |
| COM152 | Interpersonal Communication Skills | 3 |
| ENG220 | English Composition II | 3 |
| ENG330 | American Literature | 3 |
| GE200 | U.S. History | 3 |
| GE210 | Survey of Science | 3 |
| PHY113 | Introduction to Physics | 3 |
| PSY101 | Introduction to Psychology | 3 |
| SOC101 | Introduction to Sociology | 3 |
| Total Required for General Education | | 15 |

CORE REQUIREMENTS

| Course Number | Course Title | Credits |
|--------------------------------------|----------------------------------|----------------|
| ALH201 | Allied Health Core Bridge Credit | 43 |
| ALH202 | Healthcare Management | 3 |
| ALH204 | Health and Wellness | 3 |
| Total Core Requirements | | 49 |
| Total Required for Graduation | | 64 |

Business Administration

Associate of Applied Science Program

Program Length: 60 Weeks

Credits: 60 Semester Credits

Program Description

The Associate Degree in Business Administration at Missouri College is designed to provide students with a well-developed curriculum that combines most functional areas of business. The curriculum combines business courses with traditional academic courses. At the completion of the program, graduates who have diligently studied and attended class should have the necessary skills to participate in effective business operations and administration.

Program Objectives

- Discuss the core functional areas of business within an organization
- Utilize business computer applications and software to create and develop business documents and reports
- Make business operations and administration decisions utilizing statistics and decision support systems tools
- Evaluate information systems capable of improving business operations and managerial tasks
- Discuss theories and concepts related to human behavior in an organization.
- Explore financial concepts related to human behavior in an organization
- Explore financial concepts and principles essential for effective business operations and administration
- Review current law and regulations that govern business practices and operations
- Apply supervision skills for effective management of individuals and teams
- Develop appropriate career and professional skills for the business administration field

Factors Affecting Employment

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|--------------------------------|----------------|
| AC210 | Principles of Accounting | 3 |
| AC250 | Computerized Accounting | 3 |
| BA120 | Introduction to Business | 3 |
| BA140 | Business Computer Applications | 2 |
| BA150 | Customer Relations | 3 |
| BA160 | Business Communications | 3 |
| BA200 | Marketing Principles | 2 |
| BA230 | Principles of Management | 3 |
| BA240 | Legal Environment of Business | 3 |
| BA250 | Project Management | 3 |
| BA260 | Organizational Behavior | 3 |
| BA270 | Business Internship | 4 |
| NA100 | Introduction to Computers | 2 |
| Total Required for Core Credits | | 37 |

GENERAL EDUCATION REQUIREMENTS

| Course Number | Course Title | Credits |
|---|------------------------------------|----------------|
| COM152 | Interpersonal Communication Skills | 3 |
| ENG101 | English Composition I | 3 |
| ENG220 | English Composition II | 3 |
| GE200 | U.S. History | 3 |
| MTH135 | Algebra | 3 |
| PSY101 | Introduction to Psychology | 3 |
| Total Required General Education Credits | | 18 |

COLLEGE CURRICULUM

| Course Number | Course Title | Credits |
|--|---------------------|----------------|
| CS102 | Student Success | 3 |
| PD200 | Career Development | 2 |
| Total Required College Curriculum Credits | | 5 |
| Total Credits Required for Graduation | | 60 |

Dental Hygiene

Associate of Applied Science Program

Program Length: 75 Weeks

Credits: 81 Semester Credit

Program Description

The Dental Hygiene program at Missouri College is designed to provide students with a comprehensive and interdisciplinary plan of studies, through applied theory and practical applications, to become entry-level dental hygienists qualified for employment in clinical practice and alternative career settings. Students receive training in dental anatomy, pathology and terminology, dental instruments and materials and dental radiography. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final 45 weeks of the curriculum includes supervised experiences in a clinical environment which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and completed their clinical duties should have the skills to seek entry-level employment as dental hygienists.

In addition to educating students to provide quality patient care, the goals of the Missouri College Dental Hygiene Program are to:

- Educate dental hygienists who will be committed to providing quality patient care and comprehensive oral health and health promotion education services to the general public, focused on meeting community needs;
- Promote scholarly research and community service activities, while demonstrating critical thinking and problem solving skills;
- Provide educational foundations to students to meet the minimum eligibility requirements for state, national and regional dental hygiene board examinations and licensing agencies; and
- Serve as a member of the oral healthcare team in areas inherent to clinical practice, education, research, administration, and educational program development

The student to teacher ratios for lecture classes do not exceed 30:1 or 5:1 in clinic functions.

The Dental Hygiene Program has been designed using a streamlined curricular structure, where students are required to pursue all courses in a sequential order. To complement the theoretical based portion of the program, clinical courses are expanded in length, and some courses are 10 weeks and 15 weeks in duration. This will ensure that students are provided with opportunities for uninterrupted clinical practice to ensure attainment of clinical competence.

Equipment

Located in the Missouri College Saint Louis campus, the Dental Hygiene Program will be conducted in a state-of-the-art building. The dental hygiene clinic at Missouri College will be the primary clinical site for student instruction. The clinic houses fifteen treatment operatory rooms; eight digital radiography units; a digital panorex; two laboratory stations; a sterilization and disinfection area and a copying/fax station.

Accreditation/Certification Program Disclosure

The College's Dental Hygiene program is programmatically accredited by the Commission on Dental Accreditation of the American Dental Association (CODA).

The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at:

(312) 440.4653 or at:
211 East Chicago Avenue
Chicago, IL 60611
<http://www.ada.org/100.aspx>

Therefore, graduates of Missouri College's Dental Hygiene program are eligible to take the National Board Licensure Examination upon graduation. This credential is a nationally recognized voluntary licensure that enhances employment and career opportunities. However, licensure requirements for taking and passing this examination are not controlled by Missouri College but by outside agencies and are subject to change by the agency without notice. Therefore, Missouri College cannot guarantee that graduates will be eligible to take this licensure exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

Factors Affecting Employment

In order to practice as a dental hygienist in the State of Missouri, an individual must be licensed by the Missouri Dental Board in the Division of Professional Regulation (the "Board"). Graduates of the CODA-accredited dental hygiene program at MOCO are eligible to apply to the Board for licensure upon graduation, provided they meet the other requirements as outlined by the Board. In addition, effective February 28, 2013, dental hygienists performing expanded functions duties must possess an expanded functions permit issued by the Board. Information regarding the rules and regulations governing dental hygienists in Missouri is available at <http://pr.mo.gov/dental.asp>. Information regarding the licensure and/or registration requirements for state boards in other states is available at www.dentalboards.org.

State Licensure/Registration Information

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Any person who is of good moral character and reputation and who has satisfactorily completed a course in dental hygiene in an accredited dental hygiene school may apply to the board for examination and registration as a dental hygienist in Missouri. Missouri College does not control state licensure, certification and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental hygienists in Missouri or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| DDH100 | Student Success and Career Development | 3 |
| DDH110 | Dental Anatomy and Morphology | 3 |
| DDH112 | Biochemistry for Allied Health Professions | 3 |
| DDH114 | Oral Microbiology and Immunology | 3 |
| DDH116 | General and Oral Pathology | 3 |
| DDH120 | Health Prevention and Promotion in Dentistry I | 3 |
| DDH131 | Preclinical Dental Hygiene | 2 |
| DDH210 | Oral Anatomy, Embryology and Histology | 3 |
| DDH211 | Life Support, Dental and Medical Emergencies and Infection Control Management | 3 |
| DDH212 | Pharmacology for Dental Hygiene | 3 |
| DDH220 | Health Prevention and Promotion in Dentistry II | 3 |
| DDH221 | Community Dental Health | 3 |
| DDH230 | Dental Materials | 2 |
| DDH240 | Dental Radiology I | 2 |
| DDH241 | Dental Radiology II (15 week course) | 2 |
| DDH250 | Clinical Dental Hygiene I (10 week course) | 3 |
| DDH251 | Clinical Dental Hygiene II (15 week course) | 5 |
| DDH252 | Clinical Periodontology (15 week course) | 2 |
| DDH310 | Nutrition and Health | 3 |
| DDH321 | Pain Management and Special Patient Dental Care (15 week course) | 2 |
| DDH331 | Ethical Issues for the Dental Profession | 3 |
| DDH350 | Clinical Dental Hygiene III (15 week course) | 4 |
| Total Required for Core Credits | | 63 |

GENERAL EDUCATION REQUIREMENTS

| Course Number | Course Title | Credits |
|---|------------------------------------|----------------|
| BIO139 | Anatomy and Physiology | 3 |
| COM152 | Interpersonal Communication Skills | 3 |
| ENG101 | English Composition I | 3 |
| GE190 | College Math | 3 |
| GE320 | Sociology | 3 |
| PSY101 | Introduction to Psychology | 3 |
| Total Required General Education Credits | | 18 |
| Total Credits Required for Graduation | | 81 |

Occupational Therapy Assistant

Associate of Applied Science

Program Length: 75 Instructional Weeks

Credits: 80 Semester Credits

Program Description

The Occupational Therapy Assistant program is designed to prepare students for a generalized practice in occupational therapy through general education, didactic theory, and sequential opportunities to link subject matter to practical application through student involvement in hands-on and clinical fieldwork experiences.

Program Objectives

- Develop skills in planning and implementing comprehensive treatment programs under the supervision of a Registered Occupational Therapist
- Understand that each individual experiences meaningfulness and purpose through performing desired occupations and roles and the influence that has on the individual's ability to function within the environment
- Learn what methods help individuals gain the skills that will allow them to lead productive and satisfying lives through the emphasis on content experts, professional collaboration and respectful interaction
- Participate in assessment techniques and treatment procedures for individuals with a variety of disabling conditions

Accreditation/Certification Program Disclosure

An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation). Institutional accreditation is not the same as or a substitution for programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. Also, in some cases, programmatic accreditation will allow the graduates of the accredited program to sit for credentialing exam(s) upon graduation. The Occupational Therapy Assistant Associate Degree program at Missouri College (MOCO) (the "Program") has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Candidacy Status does not guarantee that the Program will eventually obtain accreditation from ACOTE, and MOCO has made and can make no representations regarding whether the Program will obtain programmatic accreditation from ACOTE and, if so, when.

Factors Affecting Employment

In order to practice as an occupational therapy assistant in Missouri, an individual must be licensed by the Missouri Occupational Therapy Board in the Division of Professional Regulation (the "Board"). One requirement for licensure by the Board is to pass the national certification exam for occupational therapy assistants offered by the National Board for Certification in Occupational Therapy (NBCOT). One of the eligibility requirements for NBCOT certification is graduation from an ACOTE-accredited program. Since the Program is not programmatically accredited by ACOTE, graduates are not eligible to take the NBCOT certification exam or apply for licensure from the Board unless and until the Program obtains programmatic accreditation from ACOTE. Applicants for certification and licensure may also have to meet additional requirements as outlined by the respective agencies, including, but not limited to, passing a criminal background check. Information regarding NBCOT certification is available at www.nbcot.org. Information regarding the rules and regulations governing occupational therapy assistants in Missouri are available at pr.mo.gov/octherapy.asp, and prospective students are expected to familiarize themselves with those rules and regulations prior to enrollment in the Program. Since state licensure and national certification requirements are not controlled by MOCO but by outside agencies and are subject to change by the agency without notice, MOCO cannot guarantee that graduates will be eligible for licensure or certification at all or at any specific time, regardless of their eligibility status upon enrollment.

In general, employers may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. MOCO cannot guarantee that a graduate will be able to secure employment in the field or a particular salary upon graduation or at any time in the future, since MOCO does not control the requirements for employment. It is the student's responsibility to investigate the requirements for employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation. Also, this program may not be approved in all states. If you relocate while in school to a state that has not approved this program, you may not be able to continue in the program and/or obtain employment after graduation.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|---|--------------------------------------|----------------|
| NA100 | Introduction to Computers | 2 |
| OTA101A | Occupational Therapy Assistant I | 3 |
| OTA130 | Kinesiology for Occupational Therapy | 2 |
| OTA140 | Activity Analysis | 1 |
| OTA150 | Therapeutic Media | 2 |
| OTA180 | Fieldwork IA | 1 |
| OTA181 | Fieldwork IB | 1 |
| OTA190 | Fieldwork II Prep | 1 |
| OTA201 | Occupational Therapy Assistant II | 2 |
| OTA210 | Principles of Mental Health | 3 |
| OTA211 | Therapeutic Groups | 2 |
| OTA220 | Principles of Pediatrics | 3 |
| OTA230 | Physical Disabilities | 3 |
| OTA231 | Adaptive Living Modalities | 2 |
| OTA232 | Technological Concepts | 1 |
| OTA240 | Principles of Aging | 3 |
| OTA250 | Fieldwork IIA | 4 |
| OTA251 | Fieldwork IIB | 4 |
| OTA252 | Fieldwork IIC | 8 |
| Total Required for Core Curriculum | | 48 |

COLLEGE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---------------------|----------------|
| CS102 | Student Success | 3 |
| PD200 | Career Development | 2 |
| Total Required College Curriculum Credits | | 5 |

GENERAL EDUCATION REQUIREMENTS

| Course Number | Course Title | Credits |
|---|------------------------------------|----------------|
| BIO130 | Anatomy and Physiology I | 3 |
| BIO131 | Anatomy and Physiology II | 3 |
| BIO201 | Health and Disease | 3 |
| COM152 | Interpersonal Communication Skills | 3 |
| ENG101 | English Composition I | 3 |
| MTH100 | College Mathematics | 3 |
| PSY101 | Introduction to Psychology | 3 |
| PSY110 | Human Growth and Development | 3 |
| SOC101 | Introduction to Sociology | 3 |
| Total Required General Education Credits | | 27 |
| Total Credits Required for Graduation | | 80 |

Healthcare Management

Bachelor of Arts – Completion Program

Program Length: 60 Weeks (Night program) after completion of Associate's Program

Credits: 123 Semester Credits

Program Description

The Healthcare Management Completion Program at Missouri College is designed to provide students who already possess an associate's degree in a healthcare-related field with the knowledge and skills necessary to manage healthcare organizations and services. This program combines professional competencies with a core of business education ranging from management in healthcare settings to finance and law to human resource management. This baccalaureate degree is designed to prepare students to work as mid-level managers who serve as members of healthcare management teams in hospitals, physicians' offices, auxiliary service organizations, public health programs, community-based medical service programs and other health related organizations. This program trains students to be effective healthcare managers who work with both patients and other care administrators in a variety of healthcare settings to assess, plan, organize and monitor healthcare operations.

This program is designed for the nontraditional student and is offered in an accelerated format with 60 instructional weeks. The Healthcare Management Program classes will typically average 20–25 students per class. The lecture classes will be a maximum of 30 students per course in this program. There are four classes utilizing laboratory courses further enhancing the application of the knowledge, skills and values practiced throughout the program. . The design of this program allows students the opportunity to compile a work-based portfolio highlighting their management, communication, leadership and teamwork skill sets.

Program Objectives

- To build a management knowledge structure on top of the previous technical skills developed in a healthcare related associate degree program
- To demonstrate knowledge and understanding of the core areas of healthcare management
- To understand the structuring and the positioning of healthcare organizations to achieve optimum performance
- To explain and apply common financial practices to optimize healthcare management
- To develop leadership, interpersonal, and communication skills in managing human resources and health professionals in diverse healthcare organizations
- To describe business, organizational and governmental health policies and regulations that impact healthcare management
- To demonstrate utilization of work-based projects that incorporate leadership, team work, and communication skill sets by compiling a management portfolio

Factors Affecting Employment

Employers may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| BUS305 | Contract Law in Business | 3 |
| BUS310 | Business Statistics | 3 |
| BUS330 | Human Resource Management | 3 |
| BUS375 | Leadership in Management | 4 |
| BUS381 | Healthcare Laws and Regulations | 3 |
| BUS382 | Healthcare Operations Management | 3 |
| BUS405 | Entrepreneurship | 4 |
| BUS415 | Developing and Managing Teams | 4 |
| BUS420 | Developing a Customer Relations Program | 3 |
| BUS455 | Management Portfolio Development | 3 |
| BUS481 | Healthcare Quality Management | 3 |
| BUS482 | Healthcare Systems Management | 3 |
| BUS483 | Healthcare Financial Management | 3 |
| COM320 | Organizational Communications | 3 |
| Total Required for Core Credits | | 45 |

GENERAL EDUCATION REQUIREMENTS

| Course Number | Course Title | Credits |
|---|---------------------------|----------------|
| COM311 | Public Speaking | 3 |
| ENG330 | American Literature | 3 |
| PHL310 | Moral Philosophy | 3 |
| PSC301 | Current Global Events | 3 |
| SOC310 | Perspectives of Sociology | 3 |
| SOC331 | Cross Cultural Relations | 3 |
| Total Required General Education Credits | | 18 |
| Total Completion Program Curriculum Requirements | | 63 |
| Total Degree Requirements | | 123 |

Human Resource Management

Bachelor of Arts – Completion Program

Program Length: 60 Weeks (Night Programs) after completion of Associate's Program

Credits: 123 Semester Credits

Program Description

The Bachelor of Arts in Human Resource Management Completion Program is designed to provide students who already possess an associate's degree in a business related field with the knowledge and skills necessary to add value to a business at the management level. This degree completion program is designed to promote employee knowledge, well-being, and development by looking at best practices and benchmarking trends. Emphasis will be placed in management and leadership, ethics, methodology, and employee profiling. Students will also explore employment laws, hiring and termination techniques, resume building, and business writing.

The program builds upon the knowledge structure of prior college experience developing a new structure of knowledge centered on human capital. Work-based projects give opportunities for application of how to motivate, evaluate, train, hire and the current legal parameters surrounding a business' employee base. This program supports the life-long learning goals and career-building skills developing skill sets to think critically, act ethically, and assume the responsibility of a professional citizen and career leader.

This baccalaureate degree prepares students for success as mid-level managers, serving as members of management teams in a variety of businesses and organizations. The accelerated format of 60 instructional weeks is designed for the nontraditional student. The Human Resource Management program classes will typically average 20–25 students per class. The lecture classes will be a maximum of 30 students per course in this program. There are four classes utilizing laboratory courses to enhance the knowledge, skills and values practiced throughout the program. The design of this program allows students the opportunity to compile a work-based portfolio highlighting their human resource management, communication, leadership and teamwork skill sets.

Program Objectives

- To build a human resource management knowledge structure on top of the previous technical skills developed in a business related associate degree program
- The development of core competencies in legal aspects and ethical issues of Human Resource in today's work environment
- Demonstrate the use of personality profiles of employees, applicant pool development, and assessing skills in pre-employment programs
- To understand organizational behavior within today's business environment
- To explain and review current Human Resource Plan programs, cost analysis, and salary matrices

- To apply critical thinking skills to the assessment of area companies Human Resource policies and procedures and educational/training programs
- To demonstrate the use of statistical analysis to aid in management decisions
- Understand team dynamics and the role teams play in today's workforce
- To develop an entrepreneurial view toward addressing current issues in the field of business
- To develop leadership, interpersonal, and communication skills in managing human resources in diverse organizations
- To demonstrate utilization of work-based projects that incorporate leadership, team work, and communication skill sets in the compilation of a management portfolio

Factors Affecting Employment

Employers may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| BUS305 | Contract Law in Business | 3 |
| BUS310 | Business Statistics | 3 |
| BUS330 | Human Resource Management | 3 |
| BUS371 | Organizational Behavior | 3 |
| BUS372 | Training and Development | 3 |
| BUS375 | Leadership in Management | 4 |
| BUS405 | Entrepreneurship | 4 |
| BUS415 | Developing and Managing Teams | 4 |
| BUS420 | Developing a Customer Relations Program | 3 |
| BUS455 | Management Portfolio Development | 3 |
| BUS471 | Policies and Procedures | 3 |
| BUS472 | Legal Issues in HR | 3 |
| BUS473 | Advanced Topics in HR Management | 3 |
| COM320 | Organizational Communications | 3 |
| Total Required for Core Credits | | 45 |

GENERAL EDUCATION REQUIREMENTS

| Course Number | Course Title | Credits |
|---|---------------------------|----------------|
| COM311 | Public Speaking | 3 |
| ENG330 | American Literature | 3 |
| PHL310 | Moral Philosophy | 3 |
| PSC301 | Current Global Events | 3 |
| SOC310 | Perspectives of Sociology | 3 |
| SOC331 | Cross Cultural Relations | 3 |
| Total Required General Education Credits | | 18 |
| Total Completion Program Curriculum Requirements | | 63 |
| Total Degree Requirements | | 123 |

Dental Assistant

Diploma

**Program Length: 45 Weeks (Day program),
60 Weeks (Night program)**

Credits: 43 Semester Credits

Program Description

The Dental Assistant program at Missouri College is designed to prepare students to assist in a variety of dental office situations. Students receive training in dental anatomy, pathology and terminology, dental instruments and materials, x-rays and radiography, chairside assisting techniques, as well as dental laboratory and office administration procedures. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as dental assistants.

Program Objectives

- To demonstrate the ability to communicate accurately and effectively with patients and the dental health team
- To demonstrate ethical behavior in personal, clinical and patient care
- To perform the basic skills in order to effectively assist the dentist during clinical chairside procedures
- To demonstrate the ability to manipulate basic and advanced dental materials used in chairside and laboratory procedures
- To perform the necessary technical skills to complete the appropriate variety of X-rays
- To practice proper aseptic practices and infection control in all aspects of the dental practice
- To identify dental anatomy, terminology and pathology related to dental assisting
- To demonstrate compliance with ADA / CDC and OSHA regulations and standards

Equipment

The dental lecture rooms, laboratory, and operatory contain the necessary equipment for competent dental assisting including patient chairs, high and low speed hand pieces, sterilization equipment, model trimmers, lathes, patient simulators, instruments, a fully equipped darkroom, and x-ray equipment including a digital system. All dental rooms are designed for Internet accessibility via wireless connectivity. Laptop computers and LCD projectors are available for instruction in each room.

Accreditation/Certification Information Disclosure

The Dental Assistant program at Missouri College is programmatically accredited by the Commission on Dental Accreditation of the American Dental Association (ADA). Therefore, graduates of Missouri College's Dental Assisting program are eligible for and encouraged to take the certification exam offered by the Dental Assisting National Board (DANB) upon graduation. This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Only graduates of ADA-accredited dental assisting programs are eligible to take this exam upon graduation. However, certification requirements for taking and passing this examination are not controlled by Missouri College but by outside agencies and are subject to change by the agency without notice. Therefore, Missouri College cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure/Registration Information

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Missouri does not require dental assistants to obtain state licensure or registration at this time, some states may require this. Missouri College does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental assistants in Missouri or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.

FACTORS AFFECTING EMPLOYMENT

At this time, the State of Missouri does not require dental assistants be licensed by the Missouri Dental Board in the Division of Professional Regulation (the "Board") in order to practice. However, other states may. Information regarding the rules and regulations governing dental assistants in Missouri is available at <http://pr.mo.gov/dental.asp>. Information regarding the licensure and/or registration requirements for other state boards in other states is available at www.dentalboards.org.

Employers are largely free to set their own requirements for employment and advancement. For example, in the field of dental assisting, employers may favor applicants who graduate from a CODA-accredited program, have prior work experience, receive continuing education or professional development in the field, or obtain voluntary certification from the Dental Assisting National Board, Inc. (DANB). Since the Dental Assistant program at Missouri College is programmatically accredited by CODA, graduates are encouraged to apply for the Certified Dental Assistant (CDA) credential offered by DANB upon graduation. This credential is voluntary, but obtaining it can enhance employment opportunities. Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field.

Requirements for employment, licensure/registration, and/or certification are not controlled by Missouri College and are subject to change without notice. Therefore, Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future. It is the student's responsibility to investigate the requirements for licensure/registration, certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|--|----------------|
| ALH122 | Medical Terminology – All Body Systems | 3 |
| ALH133 | Patient Relations | 3 |
| DDA110 | Introduction to Dental Assisting | 3 |
| DDA120 | Dental Sciences | 3 |
| DDA130 | Pre Clinical | 3 |
| DDA140 | Chairside I | 2 |
| DDA145 | Chairside II | 3 |
| DDA150 | Lab I | 2 |
| DDA155 | Lab II | 2 |
| DDA160 | Radiography I | 2 |
| DDA165 | Radiography II | 3 |
| DDA170 | Practice Management | 3 |
| DDA175 | Chairside III | 2 |
| DDA181 | Externship | 6 |
| Total Required for Core Credits | | 40 |

COLLEGE CURRICULUM

| Course Number | Course Title | Credits |
|---|---------------------|----------------|
| CS102 | Student Success | 3 |
| Total Required College Curriculum Credits | | 3 |
| Total Credit Hours Required for Graduation | | 43 |

Fitness Trainer

Diploma Program

Program Length: 45 Weeks

Credits: 43 Semester Credits

Program Description

The Fitness Trainer program at Missouri College is designed to educate students who will be committed to providing quality fitness and wellness services to the general public. The Fitness Trainer curriculum will promote a comprehensive healthy lifestyle through safe and effective exercise, nutrition, and a general knowledge of disease management. The courses will cover a variety of subjects including anatomy and physiology, kinesiology, fitness assessment and exercise program design, muscle development, cardiovascular fitness, and the needs of special populations. In addition to the health and wellness curriculum, there will be courses dedicated to establishing a successful career in the industry including marketing and sales, applied teaching and motivational techniques, and the fundamentals of business management. Also, students will typically, but not always, be taught by more than one instructor during their program of study. Students are required to complete a supervised clinical externship at a fitness facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as fitness trainers.

Program Objectives:

- To demonstrate a clear understanding of the scope of practice of a Fitness Trainer, including the ability to definitively identify the services within their scope of knowledge as well as the needs and services outside of their abilities
- To examine and discuss the fitness industry, the opportunities, the demands, and the importance of continuing education
- To practice sales and marketing techniques for business development and client relations/retention
- To demonstrate workplace skills of maintaining interpersonal relationships and communicating effectively in a professional health environment
- To demonstrate ethical behavior in personal, clinical, and client care
- To demonstrate an understanding of the structure and functions of the systems of the human body
- To demonstrate an understanding of exercise physiology and biomechanics, including a basic knowledge of conditions and diseases inhibiting movement and body function
- To demonstrate an understanding of nutrition and the relationship to overall health, wellness, and physical performance
- To perform fitness testing and health evaluation skills in order to effectively develop exercise programs

- To demonstrate proper usage of exercise equipment as well as the ability to teach this usage to clients for safe and effective training
- To explain the benefits of specialty fitness areas such as yoga, Pilates, sports-specific exercise, kettle bell training, etc.
- To have observation time and hands-on experience training clients prior to program completion

Equipment

The instructional areas include lecture rooms, laboratory rooms and clinical simulation areas. All rooms are designed for Internet accessibility via wireless connectivity. Laptop computers and LCD projectors are available for instruction in each room. The necessary exercise equipment for the demonstrating of the strength and cardiovascular exercises will be available in a simulated gym setting. This will include equipment such as weight machines, free weights, physio balls, toning bands, treadmills, elliptical, etc.

Accreditation/Certification Information Disclosure

Graduates of the program are encouraged to take the National Academy of Sports Medicine (NASM) certified personal trainer certification exam. This credential is nationally recognized voluntary certification that could enhance employment opportunities or income potential and is required to practice in certain states. Certification requirements for taking and passing this examination are not controlled by Missouri College but by outside agencies and are subject to change without notice. Missouri College cannot guarantee that graduates will be eligible to take this certification exam at graduation or at any specific time, regardless of their eligibility status upon enrollment.

Factors Affecting Employment

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

CORE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| FTR110 | Introduction to Fitness Training | 2 |
| FTR120 | Business Management, Fitness Sales and Marketing | 3 |
| FTR130 | Exercise Psychology and Lifestyle Coaching | 3 |
| FTR144 | Exercise Physiology | 2 |
| FTR154 | Cardiorespiratory Training Concepts | 2 |
| FTR205 | Corrective Exercise Techniques | 2 |
| FTR206 | Special Populations | 2 |
| FTR210 | Client Assessment and Program Design | 4 |
| FTR212 | Advanced Fitness Techniques | 1 |
| FTR220 | Fitness Trainer Externship | 2 |
| FTR230 | Fitness Trainer Seminar | 2 |
| MMA120 | Anatomy and Physiology I | 3 |
| MMA121 | Anatomy and Physiology II | 3 |
| PMT103 | Kinesiology and Joint Movements of the Lower Body | 3 |
| PMT105 | Kinesiology and Joint Movements of the Upper Body | 3 |
| PMT201 | Fundamentals of Nutrition and Wellness | 3 |
| Total Required for Core Credits | | 40 |

COLLEGE CURRICULUM REQUIREMENTS

| Course Number | Course Title | Credits |
|---|---------------------|----------------|
| CS102 | Student Success | 3 |
| Total Required College Curriculum Credits | | 3 |
| Total Credit Hours Required for Graduation | | 43 |

Massage Therapy

Diploma Program

Program Length: 30 Weeks

Credits: 35 Semester Credits

Program Description

The Massage Therapy program at Missouri College provides students with instruction in both practical and theoretical massage, anatomy, physiology, pathology, ethics, clinical practice, kinesiology, and hygiene. The program offers training in therapeutic massage principles, hydrotherapy and allied therapeutic modalities, including massage techniques, the external application of water, heat, cold, and topical preparations. The core curriculum is structured to include a lecture component and a clinical component. The final portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their clinical rotation, studied, and practiced their skills should have the skills to seek entry-level employment as massage therapists.

Program Objectives

- To provide a balanced education of massage therapy / bodywork through theory, lecture and application that meets state and national certification requirements
- To create a group-learning environment which nurtures an in-depth experience of massage therapy/bodywork
- To prepare graduates with basic and advanced concepts of wellness through a whole body approach to massage and bodywork therapies for personal and professional development
- To prepare graduates to become innovative in their role as a massage therapist/body worker in a growing profession through continued education and personal development

Equipment

Classroom equipment and teaching aids are available for massage therapy training. They include: lecture rooms, massage labs, a massage clinic, anatomical models and other teaching aids. The clinical lab includes massage tables and accessories, anatomical charts and hydro/cryotherapy equipment.

Accreditation/Certification Information Disclosure

The Massage Therapy program is not programmatically accredited.

Graduates of the program are eligible and encouraged to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification exam. This credential is a nationally recognized, voluntary certification that could enhance employment opportunities or income potential, and may be required to practice in a particular state. Certification requirements for taking and passing this examination are not controlled by Missouri College but by outside agencies and are subject to change without notice. Missouri College cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure Information

The state of Missouri requires massage therapists to be licensed in order to practice in the state. Passage of the NCBTMB certification exam or the MBLEX is required in order to apply for state licensure and may be required to practice in other states. Missouri College does not control state licensure in Missouri or the licensure/registration requirements in any other state. Missouri College cannot guarantee that graduates will be eligible to work as massage therapists in Missouri or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Factors Affecting Employment

Employers may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

PROGRAM OUTLINE REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| CS102 | Student Success | 3 |
| MMA120 | Anatomy and Physiology I | 3 |
| MMA125 | Anatomy and Physiology II | 3 |
| PMT101 | Massage Therapy Foundations | 4 |
| PMT103 | Kinesiology and Joint Movements of the Lower Body | 3 |
| PMT105 | Kinesiology and Joint Movements of the Upper Body | 3 |
| PMT106 | Contemporary Massage and Bodywork | 2 |
| PMT108 | Clinical Applications | 2 |
| PMT118 | Business Practices | 3 |
| PMT124 | Pathology for Massage Therapists | 3 |
| PMT125 | Therapeutic Chair Massage | 2 |
| PMT128 | Student Clinic | 4 |
| Total Credits Required for Graduation | | 35 |

Medical Assistant

Diploma Program

Program Length: 45 Weeks

Credits: 43 Semester Credits

Program Description

The Medical Assistant program at Missouri College is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. The Medical Assistant curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting; however, courses are not necessarily offered in the sequences in which they appear in the catalog. Also, students will typically, but not always, be taught by more than one instructor during their program of study. Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Program Objectives

- To demonstrate workplace skills of maintaining interpersonal relationships and communicating effectively in a professional medical environment
- To demonstrate an understanding of the structure, function and diseases of the systems of the human body
- To accurately use the medical terminology related to the anatomy, physiology, diagnosis, pathology and procedures that apply to each body system and medical specialty
- To recognize the codes used for diseases and treatments, using them accurately in interpreting and recording medical information and processing insurance information
- To understand and apply legal and ethical concepts pertaining to a medical workplace
- To demonstrate patient related clinical duties and laboratory procedures
- To perform the administrative duties of medical office management

Equipment

The medical instructional areas include lecture rooms, laboratory rooms and clinical simulation areas. All rooms are designed for Internet accessibility via wireless connectivity. Laptop computers and LCD projectors are available for instruction in each room. The clinical assisting lecture and treatment rooms contain stethoscopes, sphygmomanometers, examination and treatment tables, scales, autoclaves, X-ray viewer, EKG machines, anatomical models, and a variety of other medical-related instructional aids and instruments. The medical laboratory classroom is equipped

with microscopes, centrifuges, glucometers, and assorted laboratory items. The administrative office classrooms contain computer work stations equipped with medical software and other administrative software programs, as well as connectivity for students' laptop computers.

Accreditation/Certification Information Disclosure

The Medical Assistant Program at Missouri College is not programmatically accredited. Graduates of the program may be eligible to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration and certification requirements for taking and passing this examination are controlled by AMT and not by Missouri College, and are subject to change by the agency without notice.

Factors Affecting Employment

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

PROGRAM OUTLINE REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| ALH106 | Medical Law and Ethics | 3 |
| ALH116 | Safety in the Healthcare Environment | 1 |
| ALH122 | Medical Terminology - All Body Systems | 3 |
| ALH151 | Health Records, Coding, and Reimbursement | 3 |
| ALH155 | Anatomy and Physiology: Cardiovascular, Lymphatic, Blood | 3 |
| ALH165 | Anatomy and Physiology: Respiratory, Digestive, Urinary | 3 |
| ALH175 | Anatomy and Physiology: Endocrine, Reproductive, Nutrition | 3 |
| ALH185 | Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary | 3 |
| CS102 | Student Success | 3 |
| MA140 | Clinical Procedures | 2 |
| MA150 | Electrocardiography | 2 |
| MA155 | Pharmacology | 2 |
| MA160 | Medical Laboratory Procedures | 2 |
| MA165 | Hematology | 2 |
| MA180 | Medical Office Administration | 3 |
| MA200 | Medical Assistant Externship | 3 |
| NA100 | Introduction to Computers | 2 |
| Total Credits Required for Graduation | | 43 |

Medical Administrative Specialist

Diploma Program

Program Length: 30 Weeks

Credits: 30 Semester Credits

Program Description

A graduate of this program may become a multi-skilled individual who works in the business office of a variety of medical settings. The skilled and talented Medical Administrative Specialist aids the physician by performing various administrative and billing procedures in an office or clinic setting. Graduates of this program may work in an entry level position in a medical office, clinic, hospital, pharmaceutical company, medical lab or insurance company. Some of the positions in which a graduate may work are: medical receptionist or secretary, administrative assistant, unit or admitting clerk and insurance biller/clerk. A graduate may also work in positions dealing with medical records. The Medical Administrative Specialist program is designed to prepare students to function as members of the healthcare management team with office responsibilities including insurance coding, processing, medical administrative procedures and regulatory requirements of the healthcare delivery system.

Program Objectives

- To provide training in the major roles of a medical administrative assistant
- To present professional ethics, of specialized terminology and of the legal responsibilities of a healthcare specialist
- Demonstrate and apply office and supervisory management skills
- Demonstrate ability to integrate office software applications
- Integrate technology into office scheduling, medical billing, and records management
- Develop proficiencies in office procedures via office simulation applications
- Perform routine office procedures in an efficient and professional manner
- To provide an understanding of healthcare knowledge, management skills and business administration methods
- To perform routine office procedures in an efficient and professional manner
- Routine general procedures and specialized procedures used in billing for insurance processing in a variety of healthcare settings

Equipment

Classrooms for the Medical Administrative Specialist program are equipped with desktop computers and LCD projectors. Internet connectivity is available for accessing electronic resources used in the program. A variety of medical software and computer-based programs will be utilized within the program. Lecture classrooms will not exceed 30 students and computer lab classrooms will not exceed 24.

Accreditation/Certification Information Disclosure

An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation). Institutional accreditation is not the same as or a substitution for programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. Also, in some cases, programmatic accreditation will allow the graduates of the accredited program to sit for some credentialing exams immediately upon graduation without any requirement of work experience. The Medical Administrative Specialist program is not programmatically accredited.

Factors Effecting Employment

Graduates of the program are encouraged to take voluntary certification examinations that may enhance employment opportunities in the industry. For example, graduates of this Missouri College program are eligible and encouraged to take the Certified Medical Administrative Specialist (CMAS) examination offered by the American Medical Technologist (AMT), upon graduation. Registration and certification requirements for taking and passing these examinations are not controlled by Missouri College but by outside agencies and are subject to change by the agency without notice. Therefore, Missouri College cannot guarantee that graduates will be eligible to take certification exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see www.bls.gov/ooh) are good places to start researching the specific requirements for employment in this field. Missouri College cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Missouri College does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.

This program may not be approved in all states. If you relocate while in school to a state that has not approved this program, you may not be able to continue in the program and/or obtain employment after graduation.

PROGRAM OUTLINE REQUIREMENTS

| Course Number | Course Title | Credits |
|--|---|----------------|
| ALH106 | Medical Law & Ethics | 3 |
| ALH122 | Medical Terminology-All Body Systems | 3 |
| ALH156 | Anatomy and Physiology for Health Professions | 3 |
| ALH186 | Career Success | 3 |
| CS102 | Student Success | 3 |
| MAB101 | Keyboarding | 2 |
| MAB120 | Medical Front Office Applications | 2 |
| MAB140 | Medical Front Office Procedures | 2 |
| MAB150 | Basic Coding Concepts | 3 |
| MAB190 | Electronic Health Records Management | 2 |
| MAB196 | Medical Administrative Externship | 3 |
| MAB200 | Certification Exam Review | 1 |
| Total Credits Required for Graduation | | 30 |

Course Numbering System

Missouri College uses a course numbering system that consists of a three-letter prefix followed by four numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year.

Courses numbered 200-299 are generally taken during a student's second academic year.

Courses numbered 300-499 are generally taken during a student's third and fourth academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from Director of Education. The unit of credit is the semester credit hour.

Please note: *The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every term.*

Distance Education – Flexible Learning Options

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

Course Descriptions

AC210

Principles of Accounting

3 Semester Credits

Prerequisite: MTH135

This course is designed to provide non-accounting major students with fundamental accounting concepts and principles. The structures and the operation of accounting systems will also be covered in this course.

AC250

Computerized Accounting

3 Semester Credits

Prerequisite: AC210

This course is a study of the current use of computer technology as an accounting tool. The student will be exposed to computerized use of the entire accounting cycle as studied in Principles of Accounting.

ALH106

Medical Law and Ethics

3 Semester Credits

Prerequisite: None

This course explores legal and ethical issues in healthcare delivery. Students will have the opportunity to review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

ALH116

Safety in the Healthcare Environment

1 Semester Credit

Prerequisite: None

This course addresses employee and patient safety concerns in the healthcare environment. Vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

ALH122

Medical Terminology – All Body Systems

3 Semester Credits

Prerequisite: None

This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

ALH133

Patient Relations

3 Semester Credits

Prerequisite: None

This course examines principles and methods to cultivate patient relations, provide beneficial support, reduce anxiety and improve customer satisfaction. Students will examine communication techniques and administrative practices that can be used to promote effective service.

ALH150

Health Information Technology

2 Semester Credits

Prerequisite: None

Prerequisite: None This course examines computer software and business procedures common to healthcare settings. Topics include patient billing, itemized statements, data entry, scheduling, electronic claims, professional fees and credit arrangements, and collections procedures.

ALH151

Health Records, Coding, and Reimbursement

3 Semester Credits

Prerequisite: None

This course focuses on skills related to health information management, billing, coding, and health insurance reimbursement. Topics include medical records management, patient scheduling and charting, procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claim forms, and billing and collecting for healthcare services.

ALH155

Anatomy and Physiology: Cardiovascular, Lymphatic, Blood

3 Semester Credits

Prerequisite: ALH122

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood and the special senses.

ALH156

Anatomy & Physiology for Health Professions

3 Semester Credits

Prerequisite: None

In this course, the student will have the opportunity to learn about general human anatomy and physiology. The study of cells, tissues and systems will be covered in this course. The students should have a general understanding of the Skeletal, Muscular, Integumentary, Nervous, Endocrine, Cardiovascular, Respiratory, Lymphatic/Immune, Gastrointestinal, Urinary, and Reproductive Systems.

ALH165

Anatomy and Physiology: Respiratory, Digestive, Urinary

3 Semester Credits

Prerequisite: ALH122

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

ALH175

Anatomy and Physiology: Endocrine, Reproductive, Nutrition

3 Semester Credits

Prerequisite: ALH122

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

ALH185

Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary

3 Semester Credits

Prerequisite: ALH122

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems, including a focus on cells and tissues.

ALH186

Career Success

3 Semester Credits

Prerequisite: None

This course covers such topics as self-assessment, employer expectations, communication skills, professional dress, resume writing and interviewing techniques. Students participate in mock employment interviews to help ease their transition from the class environment to the work force.

ALH201

Allied Health Core Bridge Credit

43 Semester Credits

Prerequisite: None

Students with an allied health related diploma or certificate from an approved institution who have earned a min. 2.0 CGPA will be awarded a bridge credit

ALH202

Healthcare Management

3 Semester Credits

Prerequisite: None

This course is designed to give students an understanding of healthcare business office skills. Administrative skills that may be covered include personnel management, risk management, and financial administration. This course also provides students with an understanding of how to review and implement healthcare regulations as they relate to the healthcare industries.

ALH204

Health and Wellness

3 Semester Credits

Prerequisite: None

This course introduces students to the dimensions of wellness, including the impact of psychological, emotional, and physical health, as well as environmental influences that affect behavior. This course covers the mind-body connection, the relationship between fitness and wellness, and the importance of taking personal responsibility for one's health.

BA120

Introduction to Business

3 Semester Credits

Prerequisite: None

An introduction to the practice of business through analysis of the role and function of accounting, management, marketing, finance, and economics within business organizations. Students will be introduced to common business terms and principles, and will examine the various activities of businesses in daily operations.

BA140

Business Computer Applications

2 Semester Credits

Prerequisite: NA100

This course introduces students to the use of computer application software to solve business communication and problems. Students are expected to use computer applications such as spreadsheets, database management and presentation to create business documents and reports.

BA150

Customer Relations

3 Semester Credits

Prerequisite: None

This course concentrates on developing workplace interpersonal skills and the role customer service plays in business success. Skills emphasized in the course may include teamwork, customer service, effective listening techniques, negotiations, and cultural diversity skills. The importance of positive telephone communications is discussed.

BA160

Business Communications

3 Semester Credits

Prerequisite: None

This course examines principles and theories of effective communication including perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts. Students will explore various styles of business communications including letters, presentations, promotional, and internal communication documents.

BA200

Marketing Principles

2 Semester Credits

Prerequisite: None

This course introduces students to the fundamentals of marketing and the operation of marketing systems. Topics include the evaluation of market opportunities, buyer behavior, market segmentation, targeting, positioning, developing new products, pricing, distributing and promoting goods and services, and market strategy and planning.

BA230

Principles of Management

3 Semester Credits

Prerequisite: None

This course examines the foundations of organizational management. The course is designed to provide students with the skills and knowledge needed to successfully manage an organization including diversity, competitive advantages, globalization, ethical behavior, planning, controlling, leading, and motivating.

BA240

Legal Environment of Business

3 Semester Credits

Prerequisite: None

This course is designed to provide an understanding of the foundation of our legal system and cover principles such as contract, criminal, and commercial law. This course emphasizes the practical application of business law.

BA250

Project Management

3 Semester Credits

Prerequisite: NA100

An introduction to the practice of managing business projects. A multi-disciplinary examination of practice implementing major projects (temporary track system) in work organization. Concepts and practices are drawn from telecommunications, marketing, operations management, and MIS. Students will be introduced to common business terms and principles, and will examine the various activities of businesses in daily operations.

BA260

Organizational Behavior

3 Semester Credits

Prerequisite: None

This course covers theories and concepts related to human behavior in organizations at the individual, group and organizational levels. Topics such as diversity at the workplace, motivation, group dynamics and team effectiveness will be discussed.

BA270

Business Internship

4 Semester Credits

Prerequisite: PD200

This course provides hands-on training in the business community. Students are placed in various internship sites to complete "real world" training.

BIO107

Biology

3 Semester Credits

Prerequisite: None

Biology is the science that deals with the origin, history, physical characteristics, processes, and habits of plants and animals. Students will study the principles of cellular life, genetics, evolution, biodiversity, the structure and function of living organisms, ecology, and behavior.

BIO130

Anatomy and Physiology I

3 Semester Credits

Prerequisite: None

A study of the structure and function of the systems and organs of the human body and their interrelationships. Emphasis on the musculoskeletal, nervous, and endocrine systems.

BIO131

Anatomy and Physiology II

3 Semester Credits

Prerequisites: BIO130

A study of the structure and function of the systems and organs of the human body and their interrelationships. Emphasis on the cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems.

BIO138

Human Body

3 Semester Credits

Prerequisite: None

This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body's systems. Emphasis is on the musculoskeletal, nervous, and endocrine systems.

BIO139

Anatomy and Physiology

3 Semester Credits

Prerequisite: None

This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body's systems. Emphasis is on the cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems.

BIO201

Health and Disease

3 Semester Credits

Prerequisite: None

This course provides students the opportunity to discover the mechanisms, manifestations, and prevention of the common diseases. We will explore the evolution of microbes and human disease. This course will also look at the influences that regular exercise, diet, and genetic factors have on everyday good health.

BUS305

Contract Law in Business

3 Semester Credits

Prerequisite: None

This course studies the fundamental principles of law as they apply in the business world. The course examines legal rights and remedies, and contracts. The student will have the opportunity to learn legal research techniques in the area of contract and business law. Critical thinking skills and business writing skills will be stressed in this course.

BUS310

Business Statistics

3 Semester Credits

Prerequisite: None

Business Statistics is the science of collecting, organizing, and summarizing data to provide information, stated in numerical form, for the purpose of making objective business decisions. Topics include methods of sampling, classifying, analyzing, and presenting numerical data; frequency distribution, averages, dispersion, times series analysis, correlation, and forecasting for business purposes.

BUS330

Human Resource Management

3 Semester Credits

Prerequisite: None

This course discusses the principles, policies, and practices of human resource management. The role of managing and enhancing the productivity and potential of the human resources of the business organization is the primary focus of the course.

BUS371

Organizational Behavior

3 Semester Credits

Prerequisite: None

This course will examine in detail the role of organizational behavior theory and individual, group and organizational performance as it relates to organizational structures in contemporary business and organizations. This course will also consider the role of managers and supervisors and how they effectively manage human resources.

BUS372

Training and Development

3 Semester Credits

Prerequisite: None

This course will examine various teaching, learning, and development techniques, methodologies, and practices for employees. This course will look at the concept of succession planning and its positive effects on low employee turnover. The Human Resource concepts involved in training programs will be discussed. Case studies will allow students to compare different delivery methods of company training and development programs and make an assessment as to which processes work the best.

BUS375

Leadership in Management

4 Semester Credits

Prerequisite: None

This course dissects the difference between managers and leaders in regards to skills, qualities, and communication styles. The purpose of this course is to be able to identify leadership qualities which can be incorporated at any management level. Students will examine, first hand, successful managers who display leadership qualities. Students will have the opportunity to interview and/or job shadow managers to prepare an analytical report on which leadership qualities make the greatest impact on employee performance and why.

BUS381

Healthcare Laws and Regulations

3 Semester Credits

Prerequisite: None

This course looks at various laws and regulations that govern business operations in the healthcare field; this course presents an overview of the legal system, including legal principles, obligations, and rights. Topics include HIPPA regulations, contracts, civil and criminal law, and legal protection.

BUS382

Healthcare Operations Management

3 Semester Credits

Prerequisite: None

This course explores the operation of healthcare facilities by focusing on operation management planning, restructuring and control problems. Students will use case studies to look at current operations topics being discussed in the Healthcare Industry: (HIPPA processes, infectious disease control, outsourcing facilities management, staffing shortages).

BUS405

Entrepreneurship

4 Semester Credits

Prerequisite: None

This course presents a study of entrepreneurship and the theoretical and practical knowledge necessary to implement this spirit into new personal business endeavors as well as opening new markets and processes with current business entities. Students will research successful business leaders who have shown their entrepreneurial spirit. Research and discussion of the essence of entrepreneurial spirit should then allow the student to formulate in their own entrepreneurial ideas and put an action plan in writing that incorporates this spirit. Students will work in groups as the final project to present a business plan.

BUS415

Developing and Managing Teams

4 Semester Credits

Prerequisite: None

This course examines principles of team building and conflict resolution. The course also looks at what drivers are found in well run team environments. Methods of building cohesive teams and diffusing confrontation will be discussed. Students will also explore the opportunities and challenges that arise from a diverse workforce. Group Projects will encompass much of this coursework to allow each student the opportunity to assess the success of their interaction on a team. A final project will allow students to propose their ideas on how to accomplish hiring and managing a well diversified team.

BUS420

Developing a Customer Relations Program

3 Semester Credits

Prerequisite: None

Our focus will be on efficient and dynamic ways to deliver quality service and products to customers. We will use the text books as well as articles and other supplemental materials to explore such topics as: defining the scope of customer service, communicating effectively, developing a comprehensive customer service program, hiring and training service personnel, evaluating the service function, resolving customer complaints, projecting a professional image, retaining customers, working with culturally diverse customers and identifying ethical issues relating to customer service.

BUS455

Management Portfolio Development

3 Semester Credits

Prerequisite: None

This course offers instruction in the final preparation and presentation of an individual portfolio. Resume preparation, job search procedures, interviewing skills, marketing strategies, presentation techniques, and portfolio critique and revision will be emphasized. Students will be required to create a Portfolio of those assignments and accomplishments showing they have met the objectives of the management program and have developed skills sets to help a company manage and lead employees in an ethical and inclusive manner. The management portfolio can be produced in both hard copy and/or electronic formats.

BUS471

Policies and Procedures

3 Semester Credits

Prerequisite: None

This course will examine the role of policy structures in human organizations, why organizations need policies and procedures, tools and resources available when penning policies and procedures, laws and (common) violations, manuals and handbooks, what writing styles are best (example: narrative vs. technological), and communication and/or dissemination of policies and procedures in the workplace.

BUS472

Legal Issues in HR

3 Semester Credits

Prerequisite: None

This course will examine and review case studies on the various legal and ethical issues particularly regarding the human resource activities in Internet recruiting, selection testing, background investigations and verifications, credit history checks, expatriates/global employees, training, and management development methods.

BUS473

Advanced Topics in HR Management

3 Semester Credits

Prerequisite: BUS330

This course will address the benchmarking issues in business administration. Topics such as corporate social responsibility, personality profiling, and salary/compensation decisions will be discussed in this course. Students will be required to research an advanced HR topic, prepare a written report on the current corporate and/or legislative initiatives surrounding the chosen topic with the student's theory of the initiatives future implications.

BUS481

Healthcare Quality Management

3 Semester Credits

Prerequisite: None

In this course, students will explore quality management and risk management topics in healthcare facilities. The focus will be on the methodology of developing processes and tools for monitoring and evaluating patient care, physician and provider performance. Cost and quality control issues will also be discussed in this course.

BUS482

Healthcare Systems Management

3 Semester Credits

Prerequisite: None

This course focuses on the complex nature of healthcare systems management and administration. Healthcare services, organizational structures and administration will be examined. Discussion and written assignments will focus on topics such as Health Information Managements systems, patient rights, communication reporting systems and other current topics involved in systems management.

BUS483

Healthcare Financial Management

3 Semester Credits

Prerequisite: None

An exploration of the changing paradigm shift of the financial aspect of healthcare delivery is covered in this course. The student is expected to learn the ever-changing roles of providers and third party payers as they interface with integrated systems attempting to provide a continuum of services from wellness /prevention programs to acute care and extended care.

COM152

Interpersonal Communication Skills

3 Semester Credits

Prerequisite: None

This course examines perspectives and recent research on verbal and nonverbal elements affecting communication between individuals in a variety of contexts.

COM311

Public Speaking

3 Semester Credits

Prerequisite: None

The objective of this class is to provide an introduction to public speaking through a discussion of theory and application of communication theory to a number of different speaking situations. You will be required to research and present at least 2 prepared speeches. At the end of this class, you should be more comfortable presenting public speeches in your personal and professional life and be able to present a well-reasoned, well-presented speech that is appropriate for the situation in which it is presented.

COM320

Organizational Communications

3 Semester Credits

Prerequisite: None

Organizational Communications reviews the principles of communication in organizations. The most common organizational communication variables are reviewed (e.g., communication distortion, conflict, power, managerial leadership style, roles, interviewing, information overload and underload). Emphasis is on application of the principles reviewed to the organizational setting. Simulations, exercises, case studies, and visits to organizations are used to accomplish this goal. The first segment of the course considers theoretical approaches to the practice and study of communication within organizational settings, including classical theories, human relations theories, human resources theories, systems theories, cultural theories, and critical theories. The second segment of this course focuses on both organizational and relational challenges confronting organizations and emphasizes application of these principles in organizational settings.

CS102

Student Success

3 Semester Credits

Prerequisite: None

This course is designed to give students an awareness of the relationship between effective human relations skills and career success. The importance of self-esteem and its effect on work performance is emphasized. Effective communication skills, stress and time management skills along with other topics which help students become successful both personally and professionally are discussed.

DDA110

Introduction to Dental Assisting

3 Semester Credits

Prerequisite: None

This course includes an introduction to dentistry and begins the student's instruction on terminology, dentition, and dental health. The student will have the opportunity to also gain an understanding of ethics and jurisprudence as it relates to the modern dental team.

DDA120

Dental Sciences

3 Semester Credits

Prerequisite: None

This course begins with a brief look at general anatomy and physiology and continues by giving the student an in depth study of the head, neck, and oral cavity. It also includes instruction in microbiology and pharmacology. It includes instruction in the dental sciences that are essential to the functioning of an advanced level dental assistant.

DDA130

Pre Clinical

3 Semester Credits

Prerequisite: None

This course covers the critical theoretical knowledge and practical preclinical skills required in dental assisting. Topics include infection control, sterilizations, OSHA, and the handling of medical and dental emergencies.

DDA140

Chairside I

2 Semester Credits

Prerequisite: None

This course prepares the student for chairside assisting by providing theory and practice instruction related to the operator, equipment, instruments, pain management, moisture control, and four handed dentistry.

DDA145

Chairside II

3 Semester Credits

Prerequisites: DDA130, DDA140

This course contains theory and practice instruction on dental specialty procedures.

DDA150

Lab I

2 Semester Credits

Prerequisites: DDA130, DDA140

This course provides fundamental knowledge of the materials commonly used in dentistry. Hands-on manipulation provides the practical skills necessary for competent assisting during multiple procedures.

DDA155

Lab II

2 Semester Credits

Prerequisites: DDA130, DDA140

This course continues the instruction in laboratory materials including all materials needed for taking alginate impressions and constructing diagnostic casts.

DDA160

Radiography I

2 Semester Credits

Prerequisites: DDA130, DDA140

This course covers the basic concepts in radiation and principles of radiography, focusing on patient and operator safety. The student will practice paralleling techniques on manikins and be competent in exposure and processing techniques.

DDA165

Radiography II

3 Semester Credits

Prerequisite: DDA160

In this course the student will have the opportunity to continue to gain practical skill based knowledge and will practice clinical radiography skills on patients after proof of competency on manikins.

DDA170

Practice Management

3 Semester Credits

Prerequisites: DDA130, DDA140

This course will instruct students in the business of dentistry. Students will have the opportunity to gain skills in the area of front office procedures including phone management, appointment scheduling, recall management, clinical records maintenance, third party reimbursement, bookkeeping, and written & oral communications.

DDA175

Chairside III

2 Semester Credits

Prerequisites: DDA130, DDA140

This course continues the instruction in laboratory materials and also the chairside functions of coronal polishing procedures and charting.

DDA181

Externship

6 Semester Credits

Prerequisites: DDA130, DDA140

During Externship, students are placed on a clinical assignment in a dental office. Students will have the opportunity to continue to practice the clinical skills necessary to complete their dental assisting education. Faculty will evaluate each student on identified competencies during this assignment. The student must complete 300 externship hours in this course.

DDH100

Student Success and Career Development

3 Semester Credits

Prerequisite: None

This course is designed to give students an awareness of the relationship between effective human relations skills and career success. The importance of self-esteem and its effect on work performance is emphasized. Effective communication skills, stress and time management skills, along with other topics that help students become successful both personally and professionally are discussed. In addition, the course will cover topics such as self assessment, employer expectations, communication skills, professional dress, resume writing and interviewing techniques.

DDH110

Dental Anatomy and Morphology

3 Semester Credits

Prerequisites: BIO139, DDH100

This course introduces the dental hygiene students to the anatomical and morphological characteristics of the teeth and all supporting and surrounding structures, concepts of occlusion and how these relate to diagnosis and treatment planning. Students will have the opportunity to gain an understanding of the anatomical and morphological characteristics of the teeth and all supporting and surrounding structures; the relationship between dental anatomy, morphology and occlusion as it relates to diagnosis and treatment planning; the individual form and functions of permanent and deciduous teeth; principles of occlusion; and anomalies in tooth formation, development and function.

DDH112

Biochemistry for Allied Health Professions

3 Semester Credits

Prerequisite: DDH211

This course explores the basic principles of biochemistry in relation to chemical principles and introduces concepts of molecular biology, metabolism, cancer chemotherapy, and herbal dietary supplements. Students will have the opportunity to gain an understanding of the basic principles of general, organic, and biochemistry; the relationship between biochemistry and new developments in health therapy; and how chemical and biochemical principals relate to the health professions.

DDH114

Oral Microbiology and Immunology

3 Semester Credits

Prerequisite: DDH112

This course introduces the dental hygiene students to the principles of microbiology and immunology and the relationship to pathogenic disorders, with a special emphasis on caries and periodontal disease. Students will have the opportunity to gain an understanding of the ecology, virulence, molecular biology, immunogenicity of oral bacteria, viruses, and fungi; the biology of the oral ecosystem; and the relationship between microbiology and immunology and caries and periodontal disease.

DDH116

General and Oral Pathology

3 Semester Credits

Prerequisite: DDH112

This course introduces the dental hygiene student to the study of disease, general pathology terminology and disorders of the human systems, with a detailed study of pathologic conditions of the oral cavity and surrounding structures. This will include concepts of immunity, infectious diseases and cancer; oral manifestations of systemic diseases; and principles of oral-systemic relationships.

DDH120

Health Prevention and Promotion in Dentistry I

3 Semester Credits

Prerequisites: DDH110, DDH210

This course will provide the dental hygiene student with concepts, knowledge and skills needed to provide primary preventive dentistry and health promotion procedures. Students will have the opportunity to gain an understanding of the application of primary preventive and health promotion services and activities; the rationale, guidelines, and procedures for prevention of the plaque diseases; and the principles of dental public health programs and services.

DDH131

Preclinical Dental Hygiene

2 Semester Credits

Prerequisite: DDH230

This course will provide the dental hygiene student with concepts, knowledge and skills needed to provide prevention and patient services in the clinical setting. Students will have the opportunity to gain an understanding of the patient's personal, medical and dental health history; the importance of the prevention of caries and periodontal disease in the clinical setting; the basic instrumentation procedures for plaque and calculus removal; and the principles of periodontal patients and instrumentation of multi rooted teeth, root concavities and furcation areas.

DDH210

Oral Anatomy, Embryology and Histology

3 Semester Credits

Prerequisites: BIO139, DDH100

This course introduces the dental hygiene student to the study of anatomical structures and developmental stages of the head, neck and oral cavity. It will include the understanding of the basic structures of the head, neck and oral cavity; normal anatomical structures of head, neck and oral cavity; histology and embryology of the face and oral and nasal cavities; and the body systems and their interaction with head, neck and oral cavity.

DDH211

Life Support, Dental and Medical Emergencies and Infection Control Management

3 Semester Credits

Prerequisites: DDH110, DDH210

This course introduces the dental hygiene students to infection control, sterilizations, OSHA, and the handling of medical and dental emergencies. Students will have the opportunity to gain an understanding of the components of OSHA's Bloodborne Pathogen Standard; the causes, signs, and treatments of common medical emergencies that occur in the dental office; and common medical emergencies that occur in the dental office.

DDH212

Pharmacology for Dental Hygiene

3 Semester Credits

Prerequisites: DDH220, DDH131, DDH240

This course introduces the dental hygiene student to the study of pharmacology, the use and effects of pharmacological agents and the adverse and side effects of medications commonly used in Dentistry. This course will provide an understanding of the mechanisms of action of pharmacological agents; the pharmacological agents commonly used in dentistry; the indications for drug prescription; the adverse and side effects of medications commonly used in Dentistry; and the use of the PDR and Drug Reference manuals.

DDH220

Health Prevention and Promotion in Dentistry II

3 Semester Credits

Prerequisites: DDH131, DDH240

This course introduces and immerses the dental hygiene student in the clinical realm of providing primary preventive dentistry and health promotion procedures at the individual and community levels. Students will have the opportunity to gain an understanding of the importance of promoting preventive health behaviors for optimal oral and general health; how to assess the oral health needs of individuals and community groups; to conceptualize and implement activities and behaviors that encourage patients and communities to assume responsibility for their well-being including optimal oral and general health; and how public policy affects the generation of programs that promote health prevention and promotion.

DDH221

Community Dental Health

3 Semester Credits

Prerequisites: DDH212, DDH250

This course introduces the dental hygiene students to the concepts of Dental Public Health, the role of the dental hygienist in promoting dental health, and community assessment and health education program management. It will provide an opportunity for the Dental Hygiene student to practically apply concepts and in a clinical, community and/or educational setting, including a service learning opportunity. Students will have the opportunity to gain an understanding of the principles and concepts of dental public health; basic concepts of epidemiology; public policy as it relates to development of global, state and local oral health prevention and promotion programs; and the role of the dental hygienist in Dental Public Health.

DDH230

Dental Materials

2 Semester Credits

Prerequisites: DDH114, DDH116

This course introduces the dental hygiene student to the basic principles of the theory of the structure, properties, and procedures related to dental materials and their applicability in clinical settings. Students will have the opportunity to gain an understanding of the composition, properties and uses of dental materials; how to manipulate and clinically use various dental materials; and taking alginate impressions, pouring and trimming study models, polishing amalgams and restorations, using dental cements, bleaching materials and placing pit and fissure sealants.

DDH240

Dental Radiology I

2 Semester Credits

Prerequisite: DDH230

This course introduces the dental hygiene student to the basic principles of radiation, techniques of intra and extra-oral imaging of tooth and dento-alveolar structures and infection control principles for dental radiology. This course will provide an understanding of the essential principles of radiation; the safe and effective use of radiation in the dental office; the requirements to master intraoral radiographic techniques; and the principles of dental film developing.

DDH241

Dental Radiology II (15 week course)

2 Semester Credits

Prerequisites: DDH250, DDH212

This course immerses the dental hygiene student in the clinical environment of dental radiology, assists in mastering the techniques of intra and extra-oral imaging of tooth and dento-alveolar structures and introduces concepts of interpretation of dental radiographs. Students will have the opportunity to become proficient in the dental radiography paralleling, bisecting and bite-wing techniques; identifying preventing and correcting dental radiography exposure and technique errors; and in identifying normal and pathologic image characteristics.

DDH250

Clinical Dental Hygiene I (10 week course)

3 Semester Credits

Prerequisites: DDH131, DDH240

This course introduces and immerses the dental hygiene student to the clinical techniques for dental hygiene treatments. It will convey knowledge and skills on patient assessment, treatment planning, examination procedures and follow-up mechanisms. Students will have the opportunity to become proficient in the management of patient medical and dental histories, charts and informed consent; patient assessment; preventative procedures; discussion of clinical cases; and identifying the components and steps to generating a diagnosis.

DDH251

Clinical Dental Hygiene II (15 week course)

5 Semester Credits

Prerequisites: DDH250, DDH212

This course continues to immerse the dental hygiene student in clinical techniques for dental hygiene treatments, and immerses students to periodontal disease diagnosis, evaluation and treatment. Clinical experiences will be expanded to include coronal polishing, panoramic radiography and the management of pediatric patients. In addition, students will be focused on continuum of clinical practice procedures. Students will have the opportunity to gain proficiency in preventative procedures and health education protocols in the clinical environment; applying concepts of assessment and treatment planning for periodontal disease; coronal and amalgam polishing skills; and practice management skills.

DDH252

Clinical Periodontology (15 week course)

2 Semester Credits

Prerequisites: DDH241, DDH251, DDH321, DDH221

This immerses the dental hygiene student to the clinical aspects of treating the periodontally-compromised patient. Students will have the opportunity to participate in the evaluation, diagnosis, treatment and management of the periodontal patient in the clinic setting. Students will have the opportunity to become proficient in the management of periodontally-compromised patients; identifying the clinical manifestations of periodontal disease; applying the steps of designing a treatment plan for the periodontally-compromised patient; and providing periodontal maintenance instructions in a clinical setting.

DDH310

Nutrition and Health

3 Semester Credits

Prerequisites: DDH241, DDH251, DDH321

This course introduces the dental hygiene students to general concepts of nutrition and their relationship with oral health. In addition it will provide information on the nutritional characteristics and needs of diverse and multicultural groups and the promotion of nutritional diet counseling as mechanisms of oral health promotion. Students will have the opportunity to gain an understanding of the food patterns among diverse population groups; the principles of nutrition counseling to promote oral health; and how proper nutrition promotes oral health.

DDH321

Pain Management and Special Patient Dental Care (15 week course)

2 Semester Credits

Prerequisites: DDH212, DDH240

This course introduces the dental hygiene students to the special psychological and sociological aspects of treating medically-compromised and special needs patients. Students will be exposed to applications of pain management and anxiety control for diverse patient pools. Students should be able to understand and learn the principles of caring for patients with special needs; the principles of pain and anxiety control; the pharmacology, use and implications of anesthetic agents; strategies for managing fearful patients and or patients with dental anxiety; and indications, uses and applications of nitrous oxide.

DDH331

Ethical Issues for the Dental Profession

3 Semester Credits

Prerequisites: DDH241, DDH251, DDH321

This course introduces the dental hygiene students to the principles of law and ethics in dental practice and implications of behavior and conduct for the oral health provider. Students will have the opportunity to gain an understanding of the difference between the ethical and legal aspects of dentistry; the steps for solving ethical dilemmas; the five ADA principles in the Code of Ethics; the categories of law and their application to dental practice; the role of the board of dentistry and the purpose for the State of Missouri dental practice act; and the professional obligations of the dental hygienist.

DDH350

Clinical Dental Hygiene III (15 week course)

4 Semester Credits

Prerequisites: DDH241, DDH251, DDH321, DDH221

Supervised by a clinical dental professional, this course will provide the dental hygiene student with the opportunity to apply, improve proficiency and increase efficiency of all dental hygiene clinical skills and competencies in the College clinic setting and/or practicum rotation in affiliated dental practice. Procedures will be expanded to include the management of geriatric, special needs and periodontology patients and nutrition counseling. Students will have the opportunity to become proficient in instrumentation procedures in patient care, while maintaining and improving oral healthcare status of patients; preventative procedures and health education protocols in the clinical environment to all patients; the management of patient recall systems; and in providing nutrition counseling to patients.

ENG101

English Composition I

3 Semester Credits

Prerequisite: None

This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. The focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style, and effective organizational strategies.

ENG220

English Composition II

3 Semester Credits

Prerequisite: ENG101

This course explores the acceptable literary styles. Students are provided instruction in planning, organizing, and writing essays. Other emphasis includes library and internet research, effectiveness and appropriateness of style.

ENG330

American Literature

3 Semester Credits

Prerequisite: None

This course is a survey course designed to develop critical thinking and analytical skills through purposeful reading and discussion of and writing about modern American literature since 1900.

FTR110

Introduction to Fitness Training

2 Semester Credits

Prerequisite: None

This course is designed to provide the student with an overall understanding of the fitness industry and the career demands of a fitness trainer. Students will examine employment opportunities available to fitness trainers, gain an overview of the knowledge and business skills necessary for success, and discuss the day-to-day demands of the career. This includes topics such as work hours, potential ethical issues, client relations, and continuing education requirements.

FTR120

Business Management, Fitness Sales and Marketing

3 Semester Credits

Prerequisite: None

This course explores basic business principles necessary to establish and develop a successful career as a personal fitness trainer or business owner. Topics include business plan development, licensing, office productivity software, marketing materials, sales techniques, resume development, and continuing education opportunities in the fitness industry.

FTR130

Exercise Psychology and Lifestyle Coaching

3 Semester Credits

Prerequisite: FTR110

In this course, students will have the opportunity to study personal and professional leadership principles and motivational and situational techniques used to interact with clients and encourage positive behavioral change. Students will have the opportunity to apply a holistic, integrated, and principle-centered approach to organizing personal lives and motivating people to become physically active, with an emphasis on one-on-one teaching as well as small group (e.g. 2-to-1, 3-to-1, and 4-to-1) and large group instruction. Students will also have the opportunity to examine the effects of planned stress (e.g. exercise) and recovery (e.g. sleep, massage) on mental health, physical performance, and health-related quality of life. This course lays the foundation for students to effectively promote personal training as part of a healthy lifestyle.

FTR144

Exercise Physiology

2 Semester Credits

Prerequisites: MMA120, MMA121, PMT103, PMT105

This course examines the muscles of the body and their function in everyday activities, fitness, and sports as well as safety and training techniques used to help clients to achieve desired results. Students will have the opportunity to differentiate between muscle strength and muscle endurance and discuss the physiological adjustments that occur within the body during exercise (e.g. metabolic, respiratory, circulatory, nervous). Hands-on training in the many exercises available to build strength and endurance will be performed.

FTR154

Cardiorespiratory Training Concepts

2 Semester Credits

Prerequisites: MMA120, MMA121, PMT103, PMT105

This course will demonstrate the benefits of cardiorespiratory fitness and the means by which it can be improved for people of all fitness levels. Lab training consists of implementing the techniques and exercises used to improve cardiorespiratory health as well as flexibility. Students will also have the opportunity to apply principles of reactive neuromuscular (plyometric) training and integrated speed training that can be used to help clients that participate in sports to achieve their established goals.

FTR205

Corrective Exercise Techniques

2 Semester Credits

Prerequisites: MMA120, MMA121, PMT103, PMT105

This course is designed to prepare the fitness trainer student to assist clients with simple and complex health issues, common pathological conditions, or other physical challenges. This advanced-level course helps provide the students with the knowledge, skills, and abilities necessary to successfully work with clients experiencing musculoskeletal impairments, muscle imbalances, or post-rehabilitation concerns.

FTR206

Special Populations

2 Semester Credits

Prerequisites: MMA120, MMA121, PMT103, PMT105

In this course, students will have the opportunity to examine and practice skills needed to develop fitness programs for clientele requiring special considerations, including youth, seniors, pregnant, obese, diabetic, and those with increased cardiorespiratory disease risk factors or other conditions. The supervised lab experience helps enable students to perform subjective assessments and develop and test personal training programs applicable to these specific populations.

FTR210

Client Assessment and Program Design

4 Semester Credits

Prerequisites: FTR144, FTR154

Students will have the opportunity to develop the knowledge and skills needed to assess the physical fitness of clients and develop an appropriate exercise plan to achieve the clients' goals. The supervised lab experience helps enable students to evaluate flexibility, muscular strength, cardiorespiratory fitness, and body weight and composition. Students will have the opportunity to evaluate testing data and apply the information to develop adaptable, individualized fitness programs for each client's specific fitness level, needs, and goals. Students also have the opportunity to study the basics of various specialty fitness techniques (such as Yoga, Pilates, sports-specific training, and kettle bell training), examining the benefits and application of these techniques within a client's overall exercise regimen.

FTR212

Advanced Fitness Techniques

1 Semester Credit

Prerequisites: FTR144, FTR154

This course explores advanced fitness exercise techniques such as Yoga, Pilates, Olympic lifting, Kettle Bells, Tai Chi, and Cross-Fit. Students will have the opportunity to practice skills required to implement these techniques safely and effectively within a client's overall exercise regimen.

FTR220

Fitness Trainer Externship

2 Semester Credits

Prerequisite: FTR210

The externship involves the placement of each student in a specific fitness trainer work environment to shadow individuals in the field and receive hands-on experience in the design and implementation of fitness programs for a variety of clients. The externship experience allows students the opportunity to receive feedback and guidance from several individuals working in the industry, and can provide them with a perspective of the real work environment and demands.

FTR230

Fitness Trainer Seminar

2 Semester Credits

Prerequisite: FTR210

This course provides a comprehensive review of the curriculum specific to certification and career development. Students will have the opportunity to complete practice exams, assess performance, develop a professional resume, practice interviewing techniques, and study areas of knowledge requiring additional attention.

GE110

English

3 Semester Credits

Prerequisite: None

This course examines principles and theories of effective communication including perspectives and recent research on verbal and non-verbal elements effecting communication between individuals in a variety of contexts.

GE150

Psychology

3 Semester Credits

Prerequisite: None

This course is an introduction to the art and science of psychology. Its history, principles and applications are included. The course explores scientific fact and theory, some of the physiological workings of the brain and the influences of heredity and environment.

GE190

College Math

3 Semester Credits

Prerequisite: None

This course is a thorough review and study of algebraic concepts utilizing a balanced approach of algebraic theories with practical applications and conceptual understanding. The course provides a review of basic algebraic concepts, operations and functions.

GE200

U.S. History

3 Semester Credits

Prerequisite: None

This course examines the history of the United States since 1865. This survey course will explore the emergence of the US as a global power and the prevailing ideas and resulting conflicts.

GE210

Survey of Science

3 Semester Credits

Prerequisite: None

This course examines principles and theories of science. The emphasis includes general principles and their application to real-world situations.

GE220

English II

3 Semester Credits

Prerequisite: None

This course explores the acceptable literary styles. Students are provided instruction in planning, organizing and writing essays. Other emphasis includes: library and Internet research, effectiveness and appropriateness of style.

GE320

Sociology

3 Semester Credits

Prerequisite: None

This course focuses on the study of human behavior as a product of group membership and social interaction. Basic concepts include culture, social organization, social change, social control, social power, crowd behavior, the community, the population, and social mobility.

MA140

Clinical Procedures

2 Semester Credits

Prerequisite: ALH116

This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

MA150

Electrocardiography

2 Semester Credits

Prerequisite: ALH116

This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also have the opportunity to practice taking patient vital signs, including temperature, pulse, respiration, and blood pressure.

MA155

Pharmacology

2 Semester Credits

Prerequisite: ALH116

A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

MA160

Medical Laboratory Procedures

2 Semester Credits

Prerequisite: ALH116

This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

MA165

Hematology

2 Semester Credits

Prerequisite: ALH116

This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

MA180

Medical Office Administration

3 Semester Credits

Prerequisite: None

This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education, and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.

MA200

Medical Assistant Externship

3 Semester Credits

Prerequisites: ALH122, NA100, ALH116, ALH151, MA180, ALH106, MA140, ALH155, MA150, ALH165, MA155, ALH175, MA160, ALH185, MA165

This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

MAB101

Keyboarding

2 Semester Credits

Prerequisite: None

This course is devoted to developing and improving basic keyboarding skills. Emphasis is placed on skill building and speed. Competence in keyboarding is developed through concentrated, hands on production typing of business correspondence, envelopes, tabulation problems and corrections, as well as proofreading from rough draft materials, reports, forms, etc.

MAB120

Medical Front Office Applications

2 Semester Credits

Prerequisite: None

This course provides the skills needed to perform the procedures in the front office of a medical facility. Topics include appointments and scheduling, telephone communications, correspondence and the introduction of medical management software.

MAB140

Medical Front Office Procedures

2 Semester Credits

Prerequisite: None

In this course theory and practices of commercial medical insurance, billing and collections will be discussed. CMS-1500 forms, manual and electronic billing will be completed with the use of Medical Billing software.

MAB150

Basic Coding Concepts

3 Semester Credits

Prerequisite: None

This course is designed to provide the background and skills needed for beginning ICD-10-CM, CPT, and HCPCS coding specific to out-patient care settings. Practical competency questions are featured through the course.

MAB190

Electronic Health Records Management

2 Semester Credits

Prerequisite: NA100

This course covers electronic health information systems, their designs, implementation, and application. This course provides the student the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic healthcare records (E.H.R.) and allows the student to learn about E.H.R. management practices. This course uses software such as Med-soft and Practice Partner, patient billing and accounting software programs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.

MAB196

Medical Administrative Externship

3 Semester Credits

Prerequisites: MAB120, MAB150, MAB101, MAB140, MAB190

This course provides the opportunity for students to gain experience integrating the theoretical knowledge of the medical billing and coding program into real-world practice. Students will be supervised in a selected physician's office or other healthcare facility and will be evaluated by personnel from the site and program faculty. The students will be expected to document coding and billing activities they perform on a weekly basis.

MAB200

Certification Exam Review

1 Semester Credit

Prerequisites: MAB120, MAB150, MAB101, MAB140, MAB190

This course provides the students with a review of program material in preparation for writing the CMAS exam offered by the American Medical Technologist (AMT).

MMA120

Anatomy and Physiology I

3 Semester Credits

Prerequisite: None

This course explores the systems of the human body and their structure and function in both health and disease. Students will have the opportunity to examine cellular structure and homeostasis as well as the integumentary, musculoskeletal, nervous, cardiovascular, and respiratory systems.

MMA121

Anatomy and Physiology II

3 Semester Credits

Prerequisite: None

This course explores the systems of the human body and their structure and function in both health and disease. The major systems explored in this course include lymphatic, digestive, urinary, reproductive, endocrine, and sensory. Attention will also be paid to the common diseases and diagnostic tests associated with these systems.

MMA125

Anatomy and Physiology II

3 Semester Credits

Prerequisite: None

This course explores the systems of the human body and their structure and function in both health and disease. The major systems explored in this course include lymphatic, digestive, urinary, reproductive, endocrine, and sensory. Attention will also be paid to the common diseases and diagnostic tests associated with these systems.

MTH100

College Mathematics

3 Semester Credits

Prerequisite: None

In this course, students will develop the ability to solve a variety of problems through the use of mathematical structures such as algebra, geometry, and statistical analysis.

MTH135

Algebra

3 Semester Credits

Prerequisite: None

This course involves the study of linear and quadratic algebraic expressions. Students develop problem-solving skills through the study of absolute values, graphs, quadratic and fractional equations, inequalities, rational and inverse functions, polynomials, and exponential and logarithmic functions.

NA100

Introduction to Computers

2 Semester Credits

Prerequisite: None

This course is an overview of computer concepts and applications. The course is designed to provide students with a basic understanding of computers, different components, and operations. The computer applications in the business world will be examined.

OTA101A

Occupational Therapy Assistant I

3 Semester Credits

Prerequisite: None

This course provides an introduction to the history, philosophy, and basic concepts of occupational therapy. Focus will include the presentation of occupational therapy practice and definition of the role of the Certified Occupational Therapy Assistant as an occupational therapy practitioner.

OTA130

Kinesiology for Occupational Therapy

2 Semester Credits

Prerequisite: BIO131

This course focuses on the study of the musculoskeletal system and its effect on posture and movement. Emphasis is on normal human function. Laboratory sessions focus on development of observational and practical skills.

OTA140

Activity Analysis

1 Semester Credit

Prerequisite: OTA101

This course provides an introduction to the essential skill used in Occupational Therapy of activity analysis. Through the identification and analysis of a variety of purposeful activities, students can learn to identify tasks in component parts and develop an understanding of treatment options which may be used as treatment modalities in clinical practice.

OTA150

Therapeutic Media

2 Semester Credits

Prerequisite: None

This course provides the theory and practice of selected activities used in Occupational Therapy. The course includes basic skills, activity analysis, therapeutic use, adaptation, cost, and maintenance of equipment and supplies.

OTA180

Fieldwork IA

1 Semester Credit

Prerequisite: OTA101

This course is designed to provide the students with the observation of clients of all ages with mental and/or physical disabilities in a variety of community settings. The course offers a variety of interactions which may include supervised participation in a patient treatment. A student journal is used for development of observation and documentation skills.

OTA181

Fieldwork IB

1 Semester Credit

Prerequisite: OTA180

This course is designed to provide the students with the observation of clients of all ages with mental and/or physical disabilities in a non-traditional, school system, work or community based practice setting. The course offers a variety of interactions which may include supervised participation in a patient treatment. A student journal is used for development of observation and documentation skills.

OTA190

Fieldwork II Prep

1 Semester Credit

Prerequisite: OTA180

This course provides an opportunity for students to prepare for the fieldwork experience. The course includes a review of the standards of practice, the fieldwork evaluation form, and the COTA Certification Guide.

OTA201

Occupational Therapy Assistant II

2 Semester Credits

Prerequisite: OTA101

This course describes organization, administration, and management of an occupational therapy department. Issues of professional behavior and documentation are examined. The national and state organizations are explained as well as the importance of professional development and research.

OTA210

Principles of Mental Health

3 Semester Credits

Prerequisite: OTA101

This course provides an overview of mental health with an emphasis on psychosocial behavior. The focus of this course is on the student's therapeutic relationship with the client and on the role of occupational therapy in mental health. This course includes data gathering, treatment planning, treatment techniques and documentation of Occupational Therapy service in the mental health setting.

OTA211

Therapeutic Groups

2 Semester Credits

Prerequisite: OTA101

This course offers the student the opportunity to participate in and lead task orientated groups used in Occupational Therapy. An introduction to group theory as well as actual group experience will take place.

OTA220

Principles of Pediatrics

3 Semester Credits

Prerequisite: OTA101

This course provides a review of the normal development of children and an introduction to the disabilities that impair function in childhood and may persist throughout life. Emphasis is on the role of the certified occupational therapy assistant in pediatric settings. Student activities include data gathering, treatment planning, treatment techniques and documentation.

OTA230

Physical Disabilities

3 Semester Credits

Prerequisite: OTA101

This course provides the foundations for evaluation and treatment of individuals with physical dysfunction. The causes and symptoms of disabilities seen in the occupational therapy practice will be discussed. Through exploration, the Occupational Therapy Assistant student will identify the role of the certified occupational therapy assistant and process, includes data gathering, treatment planning, treatment techniques, and documentation.

OTA231

Adaptive Living Modalities

2 Semester Credits

Prerequisite: OTA101

This course is an application of basic skills in the management of the physical needs of the disabled individual. Included in this course are activities of daily living, safety, homemaking, energy conservation techniques, the making and/or use of adaptive equipment, and functional mobility.

OTA232

Technological Concepts

1 Semester Credit

Prerequisite: OTA101

This course provides an introduction to the variety of technical equipment used to adapt the environment for an individual with special needs. The course provides practical use of a variety of advanced technical equipment of devices used to compensate for physical, mental and developmental disabilities

OTA240

Principles of Aging

3 Semester Credits

Prerequisite: OTA101

This course provides an introduction to the process of aging. The course will explore the psychosocial and functional aspects of activity and the role of the Certified Occupational Therapy Assistant in the treatment of the elderly. Activities will include data gathering, treatment planning, treatment techniques and documentation.

OTA250

Fieldwork IIA

4 Semester Credits

Prerequisite: OTA190

This course provides an opportunity for students to apply the knowledge, skills and attitudes learned in the classroom to the clinical setting under the supervision of a Registered Occupational Therapist or Certified Occupational Therapy Assistant with a minimum of one year experience.

OTA251

Fieldwork IIB

4 Semester Credits

Prerequisite: OTA250

This fieldwork shall be provided with various groups across the lifespan, not limited to mental and physical performance deficits, but to include various service delivery models including non-traditional, school systems, work or community based reflective of current practice in the profession. Fieldwork must be supervised by a Registered Occupational Therapist or a Certified Occupational Therapy Assistant with a minimum of one year experience.

OTA252

Fieldwork IIC

8 Semester Credits

Prerequisite: OTA251

This fieldwork shall be provided with various groups across the lifespan, not limited to mental and physical performance deficits, but to include various service delivery models including non-traditional, school systems, work or community based reflective of current practice in the profession. Fieldwork must be supervised by a Registered Occupational Therapist or a Certified Occupational Therapy Assistant with a minimum of one year experience.

PD200

Career Development

2 Semester Credits

Prerequisite: None

This course covers such topics as self-assessment, employer expectations, communication skills, professional dress, resume writing and interviewing techniques.

PHL310

Moral Philosophy

3 Semester Credits

Prerequisite: None

This course explores with the student an understanding of Moral Philosophy and prepares the student to make decisions that are ethically correct and legal. The development of ethical standards, prima facie obligations, responsibilities, societal aims and professional codes of conduct are included in this study. The course utilizes moral reasoning in a critical thinking process driven mode. The students should expect to participate and become involved in case studies, hypothetical situations and discussions in order understand the application of moral reasoning in current issues facing our society.

PHY113

Introduction to Physics

3 Semester Credits

Prerequisite: None

An introduction to motion, gravity, work, energy, power, rotation, states of matter, waves, light, illumination, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

PMT101

Massage Therapy Foundations

4 Semester Credits

Prerequisites: PMT103, PMT105, MMA120, MMA125

This course introduces the student to the practice of massage therapy, including basic theory and skills. Topics covered are benefits, contraindications, endangerment sites, SOAP charting, client intake and medical history, safety/sanitation, equipment and supplies, interviewing, communication, history, and touch. Skills include self-care, draping, body mechanics, assessment and basic massage techniques.

PMT103

Kinesiology and Joint Movements of the Lower Body

3 Semester Credits

Prerequisite: None

Students are expected to learn about human movement, including body mechanics and basic exercise theory and practice, through lecture and hands-on lab experience. Students focus on the functions of structures, joint movements, muscles, palpation, function enhancement and major functional concerns. In this course, an emphasis is placed on the lower extremities.

PMT105

Kinesiology and Joint Movements of the Upper Body

3 Semester Credits

Prerequisite: None

Students are expected to learn about human movement, including body mechanics and basic exercise theory and practice. Students will have the opportunity to focus on the functions of structures, joint movements, muscles, palpation, function enhancement, and major functional concerns of the upper extremities.

PMT106

Contemporary Massage and Bodywork

2 Semester Credits

Prerequisite: None

This course focuses on considerations for giving massage to special populations including athletes, pregnant women, infants, elderly and terminally ill. Course work includes specific approaches for each population, their special needs, contraindications and cautions.

This course introduces the students to popular contemporary massage modalities.

PMT108

Clinical Applications

2 Semester Credits

Prerequisites: PMT103, PMT105, PMT101

This course focuses on gaining knowledge of the conditions a massage therapist may see in their practice. These conditions may include, but not limited to, carpal tunnel syndrome, plantar fasciitis, thoracic outlet syndrome, piriformis syndrome and tendonitis.

PMT118

Business Practices

3 Semester Credits

Prerequisite: None

Students will be guided through the basic processes of running a small business in the field of massage and bodywork. Topics that will be addressed include building a clientele, how to perform research, developing a marketing strategy, managing the financial aspects, and operating within the laws of the municipality, town, city, and state. The emphasis of this class will be on marketing. The student will be expected to write a resume and a cover letter and participate in a professional interview.

PMT124

Pathology for Massage Therapists

3 Semester Credits

Prerequisite: None

This course is designed to prepare the massage therapy student for the various simple and complex health issues of their future clients. A basic understanding of the common pathological conditions of the different body systems will be studied.

PMT125

Therapeutic Chair Massage

2 Semester Credits

Prerequisite: PMT101

This course focuses on the applications of therapeutic massage for the client who is seated in a massage chair, regular chair or wheel chair. Topics include history, equipment, positioning, and adapted massage techniques. Students have the opportunity to learn about the techniques and applications for special events, office workers, geriatric clients, cancer patients and other medically frail patients.

PMT128

Student Clinic

4 Semester Credits

Prerequisites: PMT103, PMT105, PMT101, PMT108, PMT125, MMA120, MMA125

Students provide massage therapy to the general public in a clinic setting under faculty supervision. Tasks include space setup and cleanup, client file reviews, client intake and interviews, session planning and implementation, and writing notes. Students will be required to complete CPR and First aid certification. Students will be preparing to take the state licensing exam via testing scenarios, study groups and mock testing.

PMT201

Fundamentals of Nutrition and Wellness

3 Semester Credits

Prerequisite: None

This course is designed to foster a thorough understanding of scientific principles of physical fitness, nutrition, and personal wellness, and to enhance the ability to utilize these principles toward achievement of healthful living.

PSC301

Current Global Events

3 Semester Credits

Prerequisite: None

This course has several purposes. First and foremost, students will become exposed to events happening locally, nationally and internationally. This course is also designed to stimulate students' interest in news pertaining to politics, economics, health, religion, justice, civil liberties and democracy. We will investigate, analyze and interpret news events reviewing both the nature of the event(s), the way in which it has been reported and the potential impact on us. Students will be expected to utilize critical thinking and writing skills to articulate their opinions on possible implications of today's events.

PSY101

Introduction to Psychology

3 Semester Credits

Prerequisite: None

This course examines the biological and mental processes that are related to human and animal behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, language and behavior.

PSY110

Human Growth and Development

3 Semester Credits

Prerequisite: None

A study of the basis of human growth and development. Emphasizes the physical, mental, and emotional needs of the individual from conceptions to death. Analyzes multiple factors which influence human behavior and personality.

SOC101

Introduction to Sociology

3 Semester Credits

Prerequisite: None

This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.

SOC310

Perspectives of Sociology

3 Semester Credits

Prerequisite: None

This course explores the concepts, theory, and methods of sociology. Students can develop a better understanding of society, culture, social institutions, social behavior, and other general social processes that operate in the social world. This course will discuss social labels and analyze their effects on breaking and creating social barriers.

SOC331

Cross Cultural Relations

3 Semester Credits

Prerequisite: None

Cross Cultural Relations will cover a broad range of contemporary topics involving the American Constructions of sociological and psychological concepts inherent in Race, Sex, Gender, Social Class, and Sexual Orientation. Students will be expected to use critical thinking skills in the analysis of researched case studies on the positive and negative effects of inclusion, affirmative action, and business diversity programs. A global, an American societal, and labor relations perspective will be discussed in both group work and written assignments.



1405 S. Hanley Rd.  Brentwood, MO 63144

missouricollege.edu



Tuition and Fees

As of 04/29/2015

| Allied Health – AAS completion | |
|--------------------------------|---------|
| Application fee: | \$25.00 |
| Tuition: | \$2,200 |
| Total Cost: | \$2,225 |

| Dental Hygiene – AAS | |
|----------------------|----------|
| Application fee: | \$25.00 |
| Fees: | \$6,102 |
| Tuition: | \$35,501 |
| Total Cost: | \$41,628 |

| Healthcare Management – BA completion | |
|---------------------------------------|----------|
| Application fee: | \$25.00 |
| Tuition: | \$37,270 |
| Total Cost: | \$37,295 |

| Human Resource Management - Bachelor | |
|--------------------------------------|----------|
| Application fee: | \$25.00 |
| Tuition: | \$37,270 |
| Total Cost: | \$37,295 |

| Dental Assistant – Diploma | |
|----------------------------|----------|
| Application fee: | \$25.00 |
| Tuition: | \$15,050 |
| Total Cost: | \$15,075 |

| Massage Therapy – Diploma | |
|---------------------------|----------|
| Application fee: | \$25.00 |
| Tuition: | \$10,500 |
| Total Cost: | \$10,525 |

| Medical Administrative Specialist - Diploma | |
|---|----------|
| Application fee: | \$25.00 |
| Tuition: | \$10,250 |
| Total Cost: | \$10,275 |

| Medical Assistant – Diploma | |
|-----------------------------|----------|
| Application fee: | \$25.00 |
| Tuition: | \$15,050 |
| Total Cost: | \$15,075 |



| | |
|---------------------------|---------|
| Fitness Trainer – Diploma | |
| Application fee: | \$25.00 |
| Tuition: | \$9,750 |
| Total Cost: | \$9,775 |

| | |
|------------------------------|----------|
| Business Administration- AAS | |
| Application fee: | \$25.00 |
| Tuition: | \$17,500 |
| Total Cost: | \$17,525 |

| | |
|------------------------------------|----------|
| Occupational Therapy Assistant-AAS | |
| Application fee: | \$25.00 |
| Tuition: | \$21,500 |
| Total Cost: | \$21,525 |



Academic Calendar

As of 11/20/2014

2014-2015 Academic Calendar

| Module Start Date | Module End Date |
|-------------------|-----------------|
| 09/29/2014 | 11/02/2014 |
| 11/03/2014 | 12/07/2014 |
| 12/08/2014 | 01/25/2015 |
| 01/26/2015 | 03/01/2015 |
| 03/02/2015 | 04/05/2015 |
| 04/06/2015 | 05/10/2015 |
| 05/11/2015 | 06/14/2015 |
| 06/15/2015 | 07/26/2015 |
| 07/27/2015 | 08/30/2015 |
| 08/31/2015 | 10/04/2015 |
| 10/05/2015 | 11/08/2015 |
| 11/09/2015 | 12/15/2015 |

Classes are offered on days marked with an "x":

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------|----------|-----------|----------|--------|----------|
| | X | X | X | X | | |

Observed Holidays-No Classes

| Holiday | Date(s) of Break: Classes Resume: |
|-----------------------------|--|
| Thanksgiving | Thursday, 11/27/2014 – Sunday, 11/30/2014 Classes resume on Monday, 12/01/2014 |
| Winter Break | Wednesday, 12/24/2014 – Sunday, 01/04/2015 Classes resume on Monday, 01/05/2015 |
| Martin Luther King, Jr. Day | Monday, 01/19/2015 Classes resume on Tuesday, 01/20/2015 |
| Memorial Day | Monday, 05/25/2015 Classes resume on Tuesday, 05/26/2015 |
| Summer Break | Friday, 06/26/2015 – Sunday, 07/5/2015 Classes resume on Monday, 07/06/2015 |
| Labor Day | Monday, 09/07/2015 Classes resume on Tuesday, 09/08/2015 |
| Thanksgiving | Wednesday 11/25/2015 – Sunday, 11/29/2015 Classes resume on Monday, 11/30/2015 |
| Winter Break | Wednesday, 12/16/2015– Sunday, 01/03/2016 Classes resume on Monday, 01/04/2016 |



| |
|--------------------------|
| Faculty and Staff |
|--------------------------|

Faculty- as of 01/15/2015

| Name | Discipline | Education & Professional Licensure/Certification | Full/Part Time |
|-----------------------|---|--|-----------------------|
| Ahillen, Sandra | Dental Hygiene | <ul style="list-style-type: none"> BS Dental Hygiene- Southern Illinois University Carbondale | Part-Time |
| Amsler, Peggy | Massage Therapy | <ul style="list-style-type: none"> AAS General Studies-St Louis Community College Certificate Massage Therapy- Missouri College | Full-time |
| Archer, Emily | General Education | <ul style="list-style-type: none"> MA Sociology - Florida Atlantic University BA Sociology - Florida Atlantic University AA Liberal Arts - Broward Community College Certificate Women's Studies - Florida Atlantic University | Part-Time |
| Arnold, Kelly | Occupational Therapy Assistant | <ul style="list-style-type: none"> AAS-Occupational Therapy-Sanford-Brown College BS-Healthcare Administration-Sanford-Brown College COTA-NBCOT OTA-Missouri Board of Occupational Therapy | Full-Time |
| Banks, Dr. Lindsay | Medical Assistant | <ul style="list-style-type: none"> DC Chiropractic- Logan College BS Life Science- Logan College BA Zoology- Southern Illinois University Certified Personal Trainer- American College of Sports Medicine | Full-Time |
| Bradford, Ryan | Medical Assistant | <ul style="list-style-type: none"> BS Nursing - University of Missouri - St. Louis AA Liberal Arts - Lincoln College | Part-Time |
| Chagala, Jennifer | General Education | <ul style="list-style-type: none"> MA Literature and Writing - California State University San Marcos BA English - University of California, Los Angeles | Part-Time |
| Clark, Lisa | Medical Assistant | <ul style="list-style-type: none"> Master of Education—Amercian InterContinental University BS Nursing - University of Missouri - St. Louis AAS Nursing Science - Lincoln University | Part-Time |
| DiGirolamo, Melinda | General Education | <ul style="list-style-type: none"> MA Curriculum and Instruction - University of Missouri - Kansas City BA English/Secondary Education - University of Missouri - Kansas City | Part-Time |
| Dodd-Mueller, Shannon | Dental Assistant | <ul style="list-style-type: none"> BS Clothing and Textiles- Southern Illinois University Carbondale Diploma Dental Assistant - Missouri College | Part-Time |
| Dujmovic, Kristina | Fitness Trainer | <ul style="list-style-type: none"> BA Psychology; Science, Maryville University of Saint Louis Certified Personal Trainer, Performance Enhancement Specialist, Corrective Exercise Specialist- National Academy of Sports Medicine | Part-Time |
| Engel, Dr. Leslie | Medical Assistant; Massage Therapy; Fitness Trainer; Dental Hygiene | <ul style="list-style-type: none"> PHD Anatomy, Case Western Reserve University MA Biological Sciences- University of Missouri-Columbia BA Biological Sciences- University of Missouri- | Part Time |



| | | | |
|-------------------------|--|---|-----------|
| | | Columbia | |
| Evans, Brittany | Dental Hygiene | <ul style="list-style-type: none"> • BS Dental Hygiene-Southern Illinois University • Certificate Dental Assisting- Parkland College | Part Time |
| Finks, Michael Jason | Medical Assistant; General Education | <ul style="list-style-type: none"> • MED Curriculum and Instruction -American Intercontinental University • BGS Human Biology- University of Kansas | Full-Time |
| Fisher, Tamara | General Education | <ul style="list-style-type: none"> • MS Psychology - Western Illinois University • BA Psychology/Certificate in Aging Studies - The University of Iowa | Part-Time |
| Frank, Patricia | Dental Assistant; Business | <ul style="list-style-type: none"> • MA Management and Leadership- Webster University • BA Business Administration- Fontbonne University • AAS General Studies- St Louis Community College • Certificate Dental Assistant- St, Louis Community College | Full-Time |
| Frydrych, Emily | General Education | <ul style="list-style-type: none"> • MA Social Science - University of Chicago • BA Women's Studies - University of Michigan | Part-Time |
| Gielow, William | Medical Assistant;Occupational Therapy Assistant | <ul style="list-style-type: none"> • MS Management-Maryville University • BS Occupational Therapy-Washington University in St. Louis • AA- -St. Louis Community College • OTR-NBCOT • OTA-Missouri Board of Occupational Therapy | Full-Time |
| Hable, Julie | Medical Assistant; Business | <ul style="list-style-type: none"> • MBA Business Administration - Regis University • BA Health Information Management - College of St. Scholastica • AAS Health Information Tech - Chippewa Valley Technical College | Part-Time |
| Hamer, Faith | Medical Assistant | <ul style="list-style-type: none"> • DC Chiropractic - Palmer College of Chiropractic | Part-Time |
| Hiner, Vance | General Education | <ul style="list-style-type: none"> • MS Speech and Drama, Radio and TV--University of Kansas • BS Journalism-- University of Kansas | Full-Time |
| Huber, Dawn | Medical Assistant | <ul style="list-style-type: none"> • DC Chiropractic/Life Science - Logan College of Chiropractic | Part-Time |
| Huber, William | Medical Assistant, General Education | <ul style="list-style-type: none"> • DC Chiropractic - Logan College of Chiropractic • MS Anatomy - St. Louis University • BS Human Biology and Chiropractic - Logan College of Chiropractic | Part-Time |
| Hughes, Colby | Fitness Trainer | <ul style="list-style-type: none"> • BES Professional Educational Studies--University of Missouri, St. Louis • Certified Personal Trainer-- National Academy of Sports Medicine • Speed, Agility, and Quickness Specialist-- National Exercise and Sports Trainers Association | Part-Time |
| Irving, Charlotte | Business | <ul style="list-style-type: none"> • MAEd Curriculum & Instruction - University of Phoenix • BBA Business Administration - Montreat College • AS Administration - Montreat College | Part-Time |
| Johnson, Brenda | Medical Assistant; | <ul style="list-style-type: none"> • MBA Healthcare Management—Colorado Technical | Full-Time |



| | | | |
|----------------------|---|---|-----------|
| | Medical Billing Administrative Specialist | <ul style="list-style-type: none"> University • BA Healthcare Management-- Missouri College • AAS Nursing-- Jewish School of Nursing • Certificate Medical Assisting-- Al-Med Academy | |
| Koltun, James | Healthcare Management | <ul style="list-style-type: none"> • MHA-- Tulane University • BA Psychology-- Maryville University • AA Liberal Arts-- St. Louis Community College | Part-Time |
| Komm, Michelle | Medical Assistant | <ul style="list-style-type: none"> • DC Chiropractic - Cleveland Chiropractic College • BS Education/Sport Science - University of Kansas | Part-Time |
| Kornblum, Dr. Ken | Dental Hygiene | <ul style="list-style-type: none"> • DDS Dentistry-- Washington University | Part-Time |
| Lane, Heather | Massage Therapy | <ul style="list-style-type: none"> • BS Geoscience-- Southeast Missouri State • Diploma Massage Therapy-- Missouri College | Full-Time |
| Lewis, Phil | General Education | <ul style="list-style-type: none"> • MA Sociology - Queens College • BA Reticor & Communications - University at Albany • Certificate Taxation - New York University | Part-Time |
| Lopez, Lauren | General Education | <ul style="list-style-type: none"> • MS Mathematics - Clark Atlanta University • BS Mathematics - Clark Atlanta University | Part-Time |
| McCullar, Steven | Business; General Education | <ul style="list-style-type: none"> • MBA- Keller Graduate School of Management • MPH- Wright State University, School of Medicine • BS Recreation- Central State University | Part-Time |
| Miller, Terri Beth | General Education | <ul style="list-style-type: none"> • PHD English - University of Tennessee • MA English Language & Literature - University of Virginia • BA English - Tusculum College | Part-Time |
| Morgan, Trina | Dental Hygiene | <ul style="list-style-type: none"> • BA English- Tennessee State University • AAS Dental Hygiene- Tennessee State University | Full-Time |
| Muller, Romana | Dental Hygiene | <ul style="list-style-type: none"> • BA, Healthcare Administration and Management- Webster University • AAS Dental Hygiene- St. Louis Community College | Part-Time |
| O'Sullivan, Carolyn | Medical Assistant | <ul style="list-style-type: none"> • Certificate of Achievement, LPN - Joliet Junior College • BS Recreation - Southern Illinois University Carbondale | Part-Time |
| Otterstetter, Kim | Business | <ul style="list-style-type: none"> • MBA Strategic Management Specialty - Davenport University • MAT Education - Wayne State University • BBA - Management - Davenport University | Part-Time |
| Paulsen, Heidi | Massage Therapy | <ul style="list-style-type: none"> • MS Nutrition & Dietetics—St. Louis University • MA Urban Affairs-- St. Louis University • BS Nutrition & Dietetics -- St. Louis University • BA Communication, Cert in Political Journalism --St. Louis University • Diploma Massage Therapy -- Chicago School of Massage Therapy | Part-Time |
| Peebles, Regina Bell | General Education | <ul style="list-style-type: none"> • MA English - University of Missouri - St. Louis • BA English - St. Louis University | Part-Time |
| Piper, Jerry | Dental Assistant | <ul style="list-style-type: none"> • BA Healthcare Management- Missouri College • AAS Business Administration- Missouri College • Certificate Dental Assisting- Community College of the Air Force | Full-Time |



| | | | |
|-------------------------|---|--|-----------|
| Rosen, Marjorie | Medical Billing Administrative Specialist | <ul style="list-style-type: none"> • MBA- Colorado Technical University • BA Psychology- University of Missouri • AA General Transfer Studies- St Louis Community College | Full-Time |
| Ruiz, Sherry | Dental Hygiene | <ul style="list-style-type: none"> • BA Business Administration- National Lewis University • AAS Dental Hygiene - St Louis Community College | Full-Time |
| Schubert, Erin | General Education | <ul style="list-style-type: none"> • MS Teaching Mathematics - University of Illinois at Chicago • BA Pure Mathematics/Teaching Certification - University of Saint Francis | Part-Time |
| Schwartz, Kelly | Medical Assistant | <ul style="list-style-type: none"> • BS Nursing - St. Louis University • Diploma Nursing - Jewish Hospital School of Nursing | Part-Time |
| Seawel, Suzanne | Dental Hygiene | <ul style="list-style-type: none"> • BS Family Studies/Human Services- Kansas State University • AAS Dental Hygiene- St Louis Community College | Full-Time |
| Simpson, Cindy | General Education | <ul style="list-style-type: none"> • DC -Chiropractic- Logan College • BS - Logan College • AA Liberal Arts- St Louis Community College | Part-Time |
| Smith, Tamra | Medical Assistant, General Education | <ul style="list-style-type: none"> • DC Chiropractic - Logan College of Chiropractic • BA Communication/Sociology - Alma College | Part-Time |
| Thomas, Karis | Massage Therapy | <ul style="list-style-type: none"> • BA Theology , Loyola University of Chicago • Certificate Massage Therapy- Chicago School of Massage Therapy | Full-Time |
| Todd, Marcie | Dental Assistant | <ul style="list-style-type: none"> • BA Business Administration-Lindenwood University • Certificate Dental Assistant- Concorde Career College | Full-Time |
| Walentynowicz, Sarah | Fitness Trainer | <ul style="list-style-type: none"> • MS Fitness Management- Missouri Baptist University • BS Physical Education with a specializational in Exercise Science- University of South Florida | Full-Time |
| Whitfield, Cecilyn | Medical Assistant | <ul style="list-style-type: none"> • Medical Assistant Diploma- Missouri College | Part-Time |
| Whitlock, Nicole | Medical Assistant | <ul style="list-style-type: none"> • AA General Transfer Studies, St Louis Community College • Diploma Medical Assistant - Missouri College | Part-Time |
| Winter, Celine | Dental Assistant | <ul style="list-style-type: none"> • BS Healthcare Administration – Sanford Brown College • Diploma – Dental Assistant – Missouri College | Full-Time |



Staff- as of 01/15/2015

| Name | Position |
|------------------------|--|
| Petersen, Karl | President |
| Gramlich, Nicole | Director of Education |
| Gramlich, Nicole | Title IX Coordinator |
| Gramlich, Nicole | ADA/Section 504 Coordinator |
| Holmes, Heidi | Director of Admissions |
| Rentfro, Angela | Director of Career Services |
| Visnovske, Chris | IT Manager |
| Luepke, Cathy | Front Office Support Manager |
| Shortt, Holly | Business Operations Manager |
| Blankenship, Benjamin | Senior Career Service Representative |
| Glenn, LaTunija | Career Service Representative |
| Lee, Suzanne | Employment Development Specialist |
| Maxwell, Carla | Librarian |
| Menke, Brandi | Registrar |
| Alexander, Cathy | Student Finance Representative |
| Ziegenbein, Deborah | Student Finance Representative |
| Harris, Arleen | Admissions Representative |
| Hicks, Daris | Admissions Representative |
| Kraus, Terri | Admissions Representative |
| Madden, Sonya | Admissions Representative |
| Thompson, Anthony | Admissions Representative |
| Tingley, Andrew | Admissions Representative |
| Williams, Chancia | Admissions Representative |
| Young, Cheryl | Admissions Representative |
| Sayles, Sherrie | Receptionist |
| McConnell, Judith | Dental Hygiene Clinic Coordinator |
| Finks, Michael (Jason) | Program Chair, General Education, Online Advocate |
| Frank, Patricia | Program Chair, Dental Assistant, Business Administration, Healthcare Management, and Human Resource Management |
| Gielow, William | Program Director, Occupational Therapy Assistant |
| Arnold, Kelly | Occupational Therapy Assistant- Clinical Coordinator |
| Johnson, Brenda | Program Chair, Medical Assistant, Medical Billing/ Administrative Specialist, and Allied Health |
| Lane, Heather | Program Chair, Massage Therapy |
| Morgan, Trina | Program Chair, Dental Hygiene |
| Walentynowicz, Sarah | Program Chair, Fitness Trainer |
| Kraleman, Jill | Faculty Operations Specialist; Coordinator of Continuing Education |
| Zimbelman, Shelly | Interim Manager of Online Operations/Director of Continuing Education |



| |
|--------------------------------------|
| Catalog Revisions and Updates |
|--------------------------------------|

| Page # | Policy/Section | Effective Date |
|--------|--------------------|----------------|
| 4 | Executive Officers | 8/12/2015 |

Catalog information is revised to read:

The Executive Officers of Career Education Corporation

Todd Nelson,
President and Chief Executive Officer

David Rawden,
Interim Senior Vice President and Chief Financial Officer

| Page # | Policy/Section | Effective Date |
|--------|------------------------|----------------|
| 4 | CEC Board of Directors | 5/14/2015 |

The current members of the CEC Board of Directors are:

Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Leslie T. Thornton
Richard Wang

| Page # | Policy/Section | Effective Date |
|--------|-------------------------------|----------------|
| 6 | Selective Admissions Criteria | 9/1/2014 |

The Accuplacer score (overall) for the Occupational Therapy Assistant program is revised to **110**. The Accuplacer Math score is no longer applicable.

| Page # | Policy/Section | Effective Date |
|--------|---|---|
| 6 | Additional Entrance Requirements by Program | 8/26/2014- Effective at time of catalog publication |

The following revisions are made:

All Dental Hygiene/ Occupational Therapy Assistant program applicants who have met the requirements listed above must complete a writing sample on the authorized program form which will be used in the selection process. In addition, all Dental Hygiene/ Occupational Therapy Assistant program applicants will be scheduled for an admissions interview with the Dental Hygiene/ Occupational Therapy Assistant Program Admissions Committee.

| Page # | Policy/Section | Effective Date |
|--------|------------------------|----------------|
| 8 | Missouri College Grant | 2/28/2015 |

Missouri College Grant

The Institution offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Missouri Grant ranges from \$10 to \$10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon the completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Missouri College Grant Application, the student must have established an In-School Payment Plan (IPP) *with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was \$250)*.



The minimum IPP amount is subject to change please contact your aid administrator for current information. The Missouri College Grant Application must be submitted prior to the end of the school's add/drop period of the applicant's first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Missouri College Grant, students must remain continuously enrolled and maintain satisfactory academic progress.

The Missouri College Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Missouri College Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Missouri College Grant is awarded in conjunction with other institutional grants, the Missouri College Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding has been exhausted, the Missouri College Grants will not be available to otherwise eligible students.

The Missouri College Grant Program limits are:

- Certificate/Diploma programs - \$3,100
- Associate Programs - \$10,000
- Bachelor Programs - \$10,000

| Page # | Policy/Section | Effective Date |
|--------|------------------------|----------------|
| 9 | Financial Aid Programs | 2/6/2015 |

The Missouri College Transfer Credit Grant information found in the catalog is replaced with the following:

Missouri College is committed to helping students meet their educational and professional goals. The Transfer Credit Grant program was established to provide tuition assistance to students with transfer credits who wish to complete their education. In order to qualify for this grant, transfer credits must be accepted by the institution. Students will be considered for the grant upon completion of the admissions application process, the establishment of an accepted tuition method of payment plan, and completion of the Transfer Credit Grant Application. To maintain grant eligibility, students must remain enrolled in the same program of study without interruption and maintain satisfactory academic progress.

Grant Criteria

- Complete a Transfer Credit Grant Application
- Be a first time full-time Missouri College student pursuing an Associate Degree or a one Academic Year Diploma or Certificate as listed below
- Must submit an official transcript and have the credits accepted by Missouri College
- Must maintain Satisfactory Academic Progress as outlined in the catalog to remain eligible for the grant and receive subsequent disbursements
- Must be continuously enrolled full-time in the same program of study
- Establish a tuition payment plan

The Missouri College Transfer Credit Grant limit is:

- Certificate/Diploma programs - \$1,000
- Associate Degree - \$1,000
 - Business Administration

The Transfer Credit Grant will be disbursed in equal installments to be paid at the end of each payment period within the academic year. The Transfer Credit Grant is awarded one time and is not renewable.



Please refer to the Financial Aid Office (or Business Office) for additional information on the Transfer Grant.

| Page # | Policy/Section | Effective Date |
|--------|---------------------------------|----------------|
| 11 | Return of Title IV (R2T4) Funds | 7/1/2015 |

The policy is revised as follows:

Replace:

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

With:

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:

| Page # | Policy/Section | Effective Date |
|--------|-----------------------------------|--|
| 15 | Application of Grades and Credits | effective for terms starting in January 2015 |

The current policy is replaced with the following:

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of "F" (failure), "NP" (not pass), and "W" (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any required course in which a grade of "F", "NP", or "W" is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of "D" is received.

"TC" and "PR" credits are included in the maximum time in which to complete and the rate of progress calculation, but are not counted in the CGPA

| Page # | Policy/Section | Effective Date |
|--------|----------------|--|
| 16 | Grading System | effective for terms starting in January 2015 |

The table in the current catalog is replaced by the following:

Grade Scale

| Letter Code | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Quality Points |
|----------------------|----------------------------|-------------------------------|------------------|----------------|
| A | Yes | Yes | Yes | 4.00 |
| B | Yes | Yes | Yes | 3.00 |
| C | Yes | Yes | Yes | 2.00 |
| D* | Yes | Yes | Yes | 1.00 |
| F | No | Yes | Yes | 0.00 |
| AU (Audit) | No | No | No | N/A |
| I (Incomplete) | No | No | No | N/A |
| P (Pass) | Yes | Yes | No | N/A |
| NP (Non-Pass) | No | Yes | No | N/A |
| TC (Transfer Credit) | Yes | Yes | No | N/A |
| PR (Proficiency) | Yes | Yes | No | N/A |



| | | | | |
|----------------------|----|-----|----|-----|
| W (Withdrawn) | No | Yes | No | N/A |
| L (Leave of Absence) | No | No | No | N/A |

*Students enrolled in allied health programs must repeat all Core Requirements courses for which they receive a "D" grade.

| Page # | Policy/Section | Effective Date |
|--------|--------------------------------------|---|
| 16 | Academic Information/Academic Honors | Effective for students graduating 9/28/2014 forward |

Academic Honors

Upon successful completion of Associate or Bachelor Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

| | |
|-----------------|-----------|
| Summa cum Laude | 3.90-4.00 |
| Magna cum Laude | 3.7-3.89 |
| Cum Laude | 3.50-3.69 |

Upon successful completion of Diploma program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

| | |
|-----------------|-------------|
| Highest Honors: | 3.90 – 4.0 |
| Honors: | 3.50 – 3.89 |

| Page # | Policy/Section | Effective Date |
|--------|----------------|--|
| 16 | Course Repeats | effective for terms starting in January 2015 |

The current policy is replaced with the following:

Repeated Courses

The student must repeat any required course in which a grade of "F", "NP", or "W" is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of "D" is received. A student who receives a "D", "F", "NP", or "W" grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course. Please contact the Financial Aid Office for more information about the impact of repeating courses on Financial Aid.

| Page # | Policy/Section | Effective Date |
|--------|---------------------|----------------|
| 18 | Externship Policies | 2/16/2014 |

The current Externship Policies information is replaced with the following:

Health Programs Externship

Most programs offered by Missouri College provide the opportunity for students to participate in an externship course. An externship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an externship course should contact the Designated Academic Official prior to the term in which the externship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained.

Organizations that accept students for externship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education,



licensure, and/or certification for employment in some positions. Employment and externship decisions are outside the control of the School.

Internship for all other programs

Most programs offered by the college provide the opportunity for students to participate in an internship course. An internship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an internship course should contact the Director of Education prior to the term in which the internship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained.

Organizations that accept students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of the college.

Health Externship Assignment

Externship assignments are typically made near the end of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the school and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externship at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

Internship Assignment for all other programs

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

Health Externship Attendance Requirements

Students must attend their externship on the days and hours designated by the site. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site. Students are required to complete 100% of required externship hours. Scheduled Missouri College holidays do not apply to students on externship. It is the responsibility of a student to provide the school with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.

Internship Attendance Requirements for all other programs

Students must attend their externship/internship on the days and hours designated by the site. Days or times of externship/internship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship/internship hours.



Scheduled Missouri College holidays do not apply to students on externship. It is the responsibility of a student to provide the School with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their externship/ internship until the site supervisor and appropriate school official has certified all required attendance hours.

Externship/Internship Conduct

Externship/Internship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the externship/internship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

| Page # | Policy/Section | Effective Date |
|---------------|-------------------------|-----------------------|
| 19 | Graduation Requirements | 1/1/2015 |

The current policy is revised as follows:

To graduate, a student must have earned a minimum of a 2.0 cumulative grade point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

Graduating under earlier catalogs

Any student may graduate under the graduation requirements in effect at the time of graduation. The institution policy on use of earlier graduation requirements also provides that if fewer than ten years have elapsed since a student's admission into the program, she or he may choose to graduate under the program requirements in effect at the time of admission, or under any subsequent requirements.

| Page # | Policy/Section | Effective Date |
|---------------|-----------------------|-----------------------|
| 19 | Leave of Absence | 03/02/2015 |

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's



attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

- *There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.*
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as one 15 week term.
- Prior to applying for an LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (A-F) for that quarter.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

| Page # | Policy/Section | Effective Date |
|--------|----------------|----------------|
| 20 | Transcripts | 01/05/2015 |

Replace the transcript fee information with the following:

- \$10 – Transcripts (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus
- \$35 – Overnight/U.S. Mail delivery



Program and Course Description Changes

| Page # | Policy/Section | Effective Date | Description of Revision or Update |
|-----------|-------------------|----------------|---|
| 28 | Program Offerings | 03/24/2015 | Revision to the Business Administration (AAS) program |

Program Credits is revised to 61 Semester Credits
The current curriculum is replaced with the following:

Core Curriculum

| Course Code | Course Title | Semester Credits |
|---|--------------------------------|------------------|
| AC210 | Principles of Accounting | 3 |
| AC212 | Principles of Accounting II | 3 |
| BA120 | Introduction to Business | 3 |
| BA140 | Business Computer Applications | 2 |
| BA150 | Customer Relations | 3 |
| BA160 | Business Communications | 3 |
| BA212 | Marketing Principles | 3 |
| BA230 | Principles of Management | 3 |
| BA232 | Small Business Management | 3 |
| BA240 | Legal Environment of Business | 3 |
| BA245 | Entrepreneurship | 3 |
| BA260 | Organizational Behavior | 3 |
| BA265 | E-Commerce | 3 |
| CS102 | Student Success | 3 |
| NA100 | Introduction to Computers | 2 |
| Total Core Curriculum Requirements | | 43 |

General Education Requirements

| Course Code | Course Title | Semester Credits |
|---|------------------------------------|------------------|
| COM152 | Interpersonal Communication Skills | 3 |
| ENG101 | English Composition I | 3 |
| ENG220 | English Composition II | 3 |
| GE200 | US History | 3 |
| MTH135 | Algebra | 3 |
| PSY101 | Introduction to Psychology | 3 |
| Total General Education Requirements | | 18 |
| Total Program Requirements | | 61 |

| Page # | Policy/Section | Effective Date | Description of Revision or Update |
|-----------|-------------------|----------------|---|
| 40 | Program Offerings | 04/29/2015 | Fitness Trainer Diploma program – revisions to existing program |

Replace the program heading and program outline found in the catalog with the following:

Fitness Trainer

Diploma Program

Program Length: 30 Weeks

30 Semester Credits



| Course Number | Course Title | Credits |
|-----------------------------------|-------------------------------------|-----------|
| CS102 | Student Success | 3 |
| FTR105 | Introduction to Fitness Training | 3 |
| FTR108 | Biomechanics | 3 |
| FTR115 | Nutrition and Supplementation | 3 |
| FTR144 | Exercise Physiology | 2 |
| FTR154 | Cardiorespiratory Training Concepts | 2 |
| FTR208 | Principles of Client Assessment | 2 |
| FTR215 | Program Design Concepts | 2 |
| FTR221 | Fitness Trainer Externship | 2 |
| FTR230 | Fitness Trainer Seminar | 2 |
| MMA120 | Anatomy and Physiology I | 3 |
| MMA125 | Anatomy and Physiology II | 3 |
| Total Program Requirements | | 30 |

| Page # | Policy/Section | Effective Date | Description of Revision or Update |
|--------|-------------------|---|--|
| 46 | Program Offerings | 8/26/2014- Effective at time of catalog publication | The following version of the Massage Therapy program is closed to new enrollments: |

**Massage Therapy
Diploma Program
Program Length: 45 Weeks
Credits: 43 semester hours**

Program Description

The Massage Therapy program at Missouri College provides students with instruction in both practical and theoretical massage, anatomy, physiology, pathology, ethics, clinical practice, kinesiology, and hygiene. The program offers training in therapeutic massage principles, hydrotherapy and allied therapeutic modalities, including massage techniques, the external application of water, heat, cold, and topical preparations. The core curriculum is structured to include a lecture component and a clinical component. The final portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their clinical rotation, studied, and practiced their skills should have the skills to seek entry-level employment as massage therapists.

Program Objectives

- To provide a balanced education of massage therapy / bodywork through theory, lecture and application that meets state and national certification requirements.
- To create a group-learning environment which nurtures an in-depth experience of massage therapy/bodywork.
- To prepare graduates with basic and advanced concepts of wellness through a whole body approach to massage and bodywork therapies for personal and professional development.
- To prepare graduates to become innovative in their role as a massage therapist/body worker in a growing profession through continued education and personal development.

Equipment



Classroom equipment and teaching aids are available for massage therapy training. They include: lecture rooms, massage labs, a massage clinic, anatomical models and other teaching aids. The clinical lab includes massage tables and accessories, anatomical charts and hydro/cryotherapy equipment.

Accreditation/Certification Information Disclosure

The Massage Therapy program is not programmatically accredited.

Graduates of the program are required to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification exam or the Massage and Bodywork Licensing Examination (MBLEX). This credential is a nationally recognized, voluntary certification that could enhance employment opportunities or income potential, and may be required to practice in a particular state. Certification requirements for taking and passing this examination are not controlled by Missouri College but by outside agencies and are subject to change without notice. Missouri College cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure Information

The state of Missouri requires massage therapists to be licensed in order to practice in the state. Passage of the NCBTMB certification exam or the MBLEX is required in order to apply for state licensure and may be required to practice in other states. Missouri College does not control state licensure in Missouri or the licensure/registration requirements in any other state. Missouri College cannot guarantee that graduates will be eligible to work as massage therapists in Missouri or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Program Outline

Core Curriculum

| Course Code | Course Title | Credits |
|------------------------------------|---|-----------|
| ALH122 | Medical Terminology – All Body Systems | 3 |
| PMT101 | Massage Therapy Foundations | 4 |
| PMT102 | Therapeutic Massage of the Lower Body | 2 |
| PMT103 | Kinesiology and Joint Movements of the Lower Body | 3 |
| PMT104 | Therapeutic Massage of the Upper Body | 2 |
| PMT105 | Kinesiology and Joint Movements of the Upper Body | 3 |
| PMT106 | Contemporary Massage and Bodywork | 2 |
| PMT107 | Anatomy for Massage Therapist | 3 |
| PMT117 | Building a Massage Therapy Practice | 3 |
| PMT121 | Hydrotherapy and Spa Modalities | 2 |
| PMT122 | Physiology for Massage Therapist | 3 |
| PMT123 | Deep Tissue Massage | 2 |
| PMT124 | Pathology for Massage Therapist | 3 |
| PMT126 | Seated Massage and Energy Bodywork | 2 |
| PMT127 | Student Clinic | 3 |
| Total Required Core Credits | | 40 |

| Course Code | Course Title | Credits |
|--|-----------------|---------|
| CS102 | Student Success | 3 |
| Total College Curriculum Credits | | 3 |
| Total Credit Hours Required for Graduation | | 43 |

The following course information applies only to the Massage Therapy program listed above:

PMT101

Massage Therapy Foundations

1405 S. Hanley Brentwood, MO 63144 (314) 768-7800

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ID#LC81215- Publication Date 8/14/2015



4 Semester Credits

Prerequisites:

ALH122, CS102, PMT107, PMT122, PMT103, PMT105

This course introduces the student to the practice of massage therapy, including basic theory and skills. Topics covered are benefits, contraindications, endangerment sites, SOAP charting, client intake and medical history, safety/sanitation, equipment and supplies, interviewing, communication, history, and touch. Skills include self-care, draping, body mechanics, assessment and basic massage techniques.

PMT102

Therapeutic Massage of the Lower Body

2 Semester Credits

Prerequisites: ALH122

This course focuses on gaining knowledge of conditions of the foot, ankle, leg, knee, thigh, hip and pelvis. Other topics include soft tissue, HORPS methods and general soft tissue disorders.

PMT103

Kinesiology and Joint Movements of the Lower Body

3 Semester Credits

Prerequisites: ALH122

Students are expected to learn about human movement, including body mechanics and basic exercise theory and practice, through lecture and hands-on lab experience. Students focus on the functions of structures, joint movements, muscles, palpation, function enhancement and major functional concerns. In this course, an emphasis is placed on the lower extremities.

PMT104

Therapeutic Massage of the Upper Body

2 Semester Credits

Prerequisites: PMT101, ALH122

This course focuses on gaining knowledge of conditions of the lumbar and thoracic spine, cervical spine, shoulder, elbow, forearm, wrist, and hand. Other topics include reviewing soft tissue, HOPRS method of assessment and general soft tissue disorders.

PMT105

Kinesiology and Joint Movements of the Upper Body

3 Semester Credits

Prerequisites: ALH122

Students are expected to learn about human movement, including body mechanics and basic exercise theory and practice, through lecture and hands-on lab experience. Students focus on the functions of structures, joint movements, muscles, palpation, function enhancement and major functional concerns. In this course, an emphasis is placed on the upper extremities.

PMT106

Contemporary Massage and Bodywork

2 Semester Credits

Prerequisite: PMT101

This course focuses on considerations for giving massage to special populations including pregnant women, infants, elderly, terminally ill, pre and post event sports massage. Coursework includes specific approaches for each population, their special needs, contraindications and cautions. This course introduces the students to massage modalities including seated chair, trigger points, Neuromuscular, Structural Integration, Hellerwork, Myofascial Release, Bindegewebs massage, Trager, Feldenkrais, Lymphatic Drainage, and Craniosacral Technique.

PMT107



Anatomy for Massage Therapists

3 Semester Credits

Prerequisites: ALH122

In this class, students will examine the structure and function of the human body. Topics include the cell, tissues, and integumentary, skeletal, muscular and nervous systems.

PMT117

Building a Massage Therapy Practice

3 Semester Credits

Prerequisites: ALH122

Students will be guided through the basic processes of running a small business in the field of massage and bodywork. Topics that will be addressed include building a clientele, how to perform research, developing a marketing strategy, managing the financial aspects, and operating within the laws of the municipality, town, city, and state. The emphasis of this class will be on marketing.

PMT121

Hydrotherapy and Spa Modalities

2 Semester Credits

Prerequisites: ALH122, PMT101

This course focuses on the therapeutic use of water and common spa modalities. Topics include the therapeutic properties of water, physiological and physiological effects of hydrotherapy, aromatherapy, spa modality applications, and the effects of heat and cold. Techniques studied include applications of hot and cold packs, Epsom salts, body wraps (clay, seaweed), paraffin treatments, stone massage, Aromatherapy, steam sauna, and full-body tandem massage.

PMT122

Physiology for Massage Therapists

3 Semester Credits

Prerequisites: ALH122

In this class, students will examine the structure and function of the human body. Topics include the endocrine, cardiovascular, respiratory, blood, lymph, immune, digestive, urinary and reproductive systems.

PMT123

Deep Tissue Massage

2 Semester Credits

Prerequisites: ALH122, PMT101

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues, and specific muscular structures. Topics include the use of pressure, specificity, and monitoring pain. Physical skills focus on body mechanics, palpation skills, tissue assessment, and deep tissue massage techniques.

PMT124

Pathology for Massage Therapists

3 Semester Credits

Prerequisites: ALH122

This course is designed to prepare the massage therapy student for the various simple and complex health issues of their future clients. A basic understanding of the common pathological conditions of the different body systems will be studied.

PMT126

Seated Massage & Energy Bodywork

2 Semester Credits

Prerequisites: ALH122, PMT101



This course focuses on the applications of seated massage on the client in a seated position on both regular and special massage chairs. Topics include history, equipment, positioning, and adapted massage techniques. Students have the opportunity to learn about the techniques and applications for special events, office workers, shiatsu, integrated seated massage; and special seated positioning. This course also introduces the student to forms of energy bodywork including polarity therapy, Asian bodywork therapy, and reflexology. This course includes theory, basic techniques, routines, and integration into massage sessions.

PMT127

Student Clinic

3 Semester Credits

Prerequisites: ALH122, CS102, PMT101, PMT102, PMT103, PMT104, PMT105, PMT106, PMT107

Students provide massage therapy to the general public in a clinic setting under faculty supervision. Tasks include space setup and clean-up, client file reviews, client intake and interviews, session planning and implementation, writing notes, and self-evaluation reports. Students will be preparing to take the National Board via testing scenarios, study groups and mock testing.

| Page # | Policy/Section | Effective Date | Description of Revision or Update |
|--------|-------------------|---|---|
| 46 | Program Offerings | 8/26/2014- Effective at time of catalog publication | The Medical Billing/Administrative Specialist program is closed to new enrollments: |

Medical Billing/Administrative Specialist

Diploma Program

Program length: 45 weeks

Credits: 43 semester hours

Program Description:

A graduate of this program may become a multi-skilled individual who works in the business office of a variety of medical settings. The skilled and talented Medical Billing/Administrative Specialist aids the physician by performing various administrative and billing procedures in an office or clinic setting. Graduates of this program may work in an entry level position in a medical office, clinic, hospital, pharmaceutical company, medical lab or insurance company. Some of the positions in which a graduate may work are: medical receptionist or secretary, administrative assistant, unit or admitting clerk and insurance biller/clerk. A graduate may also work in positions dealing with medical records. The Medical Billing/Administrative Specialist program is designed to prepare students to function as members of the health care management team with office responsibilities including insurance coding, processing, medical administrative procedures and regulatory requirements of the health care delivery system.

Program Objectives

- To provide training in the major roles of a medical administrative assistant.
- To present professional ethics, of specialized terminology and of the legal responsibilities of a healthcare specialist.
- Demonstrate and apply office and supervisory management skills
- Demonstrate ability to integrate office software applications
- Integrate technology into office scheduling, medical billing, and records management
- Develop proficiencies in office procedures via office simulation applications
- Perform routine office procedures in an efficient and professional manner
- To provide an understanding of health care knowledge, management skills and business administration methods.



- To perform routine office procedures in an efficient and professional manner.
- Routine general procedures and specialized procedures used in billing for insurance processing in a variety of health care settings.

Equipment

Classrooms for the Medical Billing/Administrative Specialist program are equipped with desktop computers and LCD projectors. Internet connectivity is available for accessing electronic resources used in the program. A variety of medical software and computer-based programs will be utilized within the program. Lecture classrooms will not exceed 30 students and computer lab classrooms will not exceed 24.

Program Outline

| Course Code | Course Title | Credits |
|---------------------------------------|---|---------|
| ALH106 | Medical Law and Ethics | 3 |
| ALH122 | Medical Terminology - All Body Systems | 3 |
| ALH150 | Health Information Technology | 2 |
| ALH151 | Health Records, Coding, and Reimbursement | 3 |
| ALH156 | Anatomy and Physiology for Health Professionals | 3 |
| ALH186 | Career Success | 3 |
| CS102 | Student Success | 3 |
| ENG101 | English Composition I | 3 |
| MAB101 | Keyboarding | 2 |
| MAB120 | Medical Front Office Applications | 2 |
| MAB140 | Medical Front Office Procedures | 2 |
| MAB150 | Basic Coding Concepts | 3 |
| MAB190 | Electronic Health Records Management | 2 |
| MAB195 | Medical Billing Externship | 4 |
| MAB199 | Certification Exam Review | 3 |
| NA100 | Introduction to Computers | 2 |
| Total Credits Required for Graduation | | 43 |

The following course information applies only to the Medical Billing/Administrative Specialist program listed above.

MAB195

Medical Billing Externship

4 Semester credits

Prerequisite: MAB120, ALH151, ALH 150, MAB150, MAB101, MAB140, MAB190

This course provides the opportunity for students to gain experience integrating the theoretical knowledge of the medical billing and coding program into real-world practice. Students will be supervised in a selected physician's office or other health care facility and will be evaluated by personnel from the site and program faculty. The students will be expected to document coding and billing activities they perform on a weekly basis.

MAB199

Certification Exam Review

3 Semester Credits

Prerequisite: MAB120, ALH151, ALH 150, MAB150, MAB101, MAB140, MAB190

This course provides the students with a review of program material in preparation for writing the CMAS exam offered by the American Medical Technologist (AMT).

| Page # | Policy/Section | Effective Date | Description of Revision or Update |
|--------|---------------------|------------------------|-------------------------------------|
| 48-63 | Course Descriptions | Listed for each course | New and revised course descriptions |

**AC210 - 3/24/2015****Principles of Accounting***3 Semester Credits**Prerequisite: MTH135*

This course is designed to provide non-accounting major students with fundamental accounting concepts and principles. The structures and the operation of accounting systems will also be covered in this course.

AC212 - 3/24/2015**Principles of Accounting II***3 Semester Credits**Prerequisite: AC210*

Students continue their study of accounting principles and standards and their application to the interpretation and presentation of financial data for corporations and partnerships. Procedures involving receivables, investments, liabilities, equity, and financial statement analysis are emphasized.

BA212 - 3/24/2015**Marketing Principles***3 Semester Credits**Prerequisite: None*

This course introduces students to the fundamentals of marketing and the operation of marketing systems. Topics include the evaluation of market opportunities, buyer behavior, market segmentation, targeting, positioning, developing new products, pricing, distributing and promoting goods and services, and market strategy and planning.

BA232 - 3/24/2015**Small Business Management***3 Semester Credits**Prerequisite: BA120*

This course covers principles involved in initiating, operating and successfully administering a small business. Subjects covered include financing, managing and marketing, legal responsibilities, organizational partnerships, and proprietorships. Key business principles and practices are covered through case studies.

BA245 - 3/24/2015**Entrepreneurship***3 Semester Credits**Prerequisite: BA120*

This course focuses on development and management strategies used in the creation of new business ventures. Students will have the opportunity to research entrepreneurial case studies, and will discuss processes used to generate ideas, develop business plans, consolidate resources, finance projects, manage human resources, and design profitable businesses. Legal and regulatory issues related to business entities will be discussed.

BA265 - 3/24/2015**E-Commerce***3 Semester Credits**Prerequisite: None*

This course prepares students with a solid understanding of e-commerce principles and practices. Students will analyze emerging online technologies, trends, and social networking applications that influence e-commerce, mobile commerce, and global marketing

FTR105 – 04/29/2015**Introduction to Fitness Training**



3 Semester Credits

Prerequisites: None

This course is designed to provide the student with an overall understanding of the fitness industry and career demands of a fitness trainer. Students will examine the employment opportunities available to fitness trainers, gain an overview of the knowledge and business skills necessary for success, and discuss the day-to-day demands of the career. This includes topics such as work hours, potential ethical issues, client relations, and continuing education requirements. Students will also explore the basic business principles necessary to establish and develop a successful career as a personal trainer or business owner. Topics include business plan development, marketing materials, and sales techniques. Students will have the opportunity to prepare for CPR and First Aid certifications during this course.

FTR108 – 04/29/2015

Biomechanics

3 Semester Credits

Prerequisites: None

In this course, students will explore the human movement system of the body. Topics include body mechanics, joint movement, and muscular structure and function, including muscle origins, insertions and actions. Students will be given the opportunity to name the isolated and integrated functions of muscles as well as understand how basic exercise theory and practice relates to muscular function.

FTR115 – 04/29/2015

Nutrition and Supplementation

3 Semester Credits

Prerequisites: None

This course is designed to give students an understanding of the scientific principles related to nutritional intake and its effect on health and wellness. Students will have the opportunity to evaluate nutritional and supplemental information and the relationship to attaining various health, fitness, and performance goals.

Revised Prerequisite– 04/29/2015

FTR144 Exercise Physiology

2 Semester Credits

Prerequisites: MMA120, MMA125

Revised Prerequisite – 04/29/2015

FTR154

Cardiorespiratory Training Concepts

2 Semester Credits

Prerequisites: MMA120, MMA125

FTR208 - 04/29/2015

Principles of Client Assessment

2 Semester Credits

Prerequisites: None

In this course, students will have the opportunity to develop the knowledge and skills needed to assess the various components of physical fitness of clients. The supervised lab experience helps enable students to evaluate flexibility, muscular strength, cardiorespiratory fitness, and body weight and composition.

FTR215 – 04/29/2015

Program Design Concepts

2 Semester Credits

Prerequisites: None



In this course, students will have the opportunity to evaluate testing data and apply the information to develop adaptable, individualized fitness programs for each client's specific fitness level, needs, and goals. Students will also have the opportunity to study the basics of various specialty fitness techniques and examine the benefits and application of these techniques within a client's overall exercise regimen.

Revised Prerequisite and Course Code – 04/29/2015

FTR221 Fitness Trainer Externship

2 Semester Credits

Prerequisites: FTR208, FTR215

Revised Prerequisite – 04/29/2015

FTR230

Fitness Trainer Seminar

2 Semester Credits

Prerequisites: FTR208, FTR215