Bolivar Technical College

Student Catalog

2016-2017

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Revision I

Effective July 1, 2016

Academic Calendar

Fall 2016

August
22   First Day of Fall Semester

September
05   Labor Day   No Classes
09   End of Drop/Add Period

October
06   Last day to drop a course
without receiving a grade

November
23   Last day to drop a course
24-25   Thanksgiving Break   No Classes
28   Classes Resume

December
09   Last day of semester

Spring 2017

January
09   First day of Spring Semester
27   End of Drop/Add Period

February
17   Last day to drop a course
without receiving a grade
20   President's Day   No Classes

April
14   Last day to drop a course
28   Last day of semester

Summer 2017

May
08   First Day of Summer Semester
26   End of Drop/Add Period
29   Memorial Day   No Classes

June
19   Last day to drop a course
without receiving a grade

July
04   Independence Day No Classes

August
04   Last day to drop a course
18   Last day of semester

Table of Contents

Bolivar Technical College is dedicated to the student's educational and personal development. The belief in professional, knowledgeable, dedicated faculty and specialized education will enable a student to be prepared for the job market.

Bolivar Technical College is committed to the community in providing a superior technical training facility that will provide for the educational needs of its people, whether it be for career growth or personal satisfaction. This college believes that through education, a dream or career goal can become reality. It is our mission to provide a quality education for the student.

Charlotte G. Gray, President

Bolivar Technical College

Bolivar Technical College (BTC) is a Not-for-Profit, 501 (c) (3), corporation specializing in adult education. The institution is governed by a Board of Directors, administered by the President, and staffed by faculty members with superior professional credentials and experience.

The members of the Board of Directors are:

President	Charlotte Gray
Vice-President	Dr. William Gray
Secretary/Treasurer	Rachael Hammon

The administrative staff members are:

Campus Director	Charlotte Gray
Director of Admissions/Registrar	Clarice Casebeer
Admissions/Student Services	Nancy Brannon/Abby Gordon
Librarian	Jo Bass
Financial Aid Representative	Wendy McGowin
Director of Professional Nursing Program	Marion Anema, Ph.D., RN
Director of Practical Nursing Program	Marion Anema, Ph.D., RN

Bolivar Technical College provides quality instruction and an ideal learning environment both in the classroom and through hands-on experiences. The college offers *Academic Associate Degrees* and *Certificates* upon satisfactory completion of a program.

Organization and Campus History

Texas County Technical College (TCTC) began classes on October 21, 1996, in a small rented office with a couple of classrooms. Understanding the value of higher education, Texas County embraced our vision and enrollment increased. Many of the TCTC students had jobs before enrolling but were looking to advance their skills or even change careers. In 2000, TCTC was awarded a state grant and now occupies its own facilities located on South US 63 in Houston, Missouri. Due to the increased demand in the medical field, TCTC added the Practical Nursing program in 2000, a Paramedic program in 2003, an RN Bridge program in 2005, and an Accelerated LPN to RN program in 2009. In the spring of 2009, the name, Texas County Technical Institute was officially changed to Texas County Technical College, and the college continues to have a substantial impact on Houston and the surrounding areas.

Due to the population of the community of Bolivar, Missouri, key leaders became aware of the need for individuals qualified for employment in the technical and nursing/healthcare fields. They requested that TCTC consider opening a branch campus in their community. Bolivar Technical College received authorization from the Accrediting Council of Independent Colleges and Schools (ACICS) to open a branch campus in May 2005.

Mission Statement

Bolivar Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, technical programs and general education in response to the ever changing employment needs of the community.

Educational Goals

The goals of Bolivar Technical College's programs are:

1. To provide occupational and supplemental educational programs to serve the needs of our community.
2. To provide retraining and career counseling for the labor force to meet today's changing technology.
3. To provide laboratories, classroom instruction, and work experience that reflects current practices.
4. To provide adult advanced programs creating opportunity for personal and career growth.
5. To provide the student with potential employment opportunities, aid in securing employment, and continued employment opportunities after graduation.

Approving Agencies and Affiliations

Bolivar Technical College is approved to operate or is recognized by the following agencies:

- Missouri State Board of Nursing

    *Full approval for the Practical Nursing program

    *Full approval for the Professional Nursing program

- Missouri State Department of Elementary and Secondary Education
- Missouri State Division of Aging
- Missouri State Department of Health and Senior Services, Bureau of Emergency Medical Services
- Veterans Education
- United States Department of Education
- Vocational Rehabilitation
- Workforce Innovation and Opportunity Act (WIOA: formerly WIA)
- Missouri Health Care Association

Bolivar Technical College is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates and academic associate degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The college is approved by the US Department of Education to participate in federally funded financial aid programs.

Bolivar Technical College holds memberships or affiliations in several educational or professional organizations, examples of which are:

American Association of Collegiate Registrars and Admission Officers

Missouri Association of Collegiate Registrars and Admissions Officers

National Healthcareer Association

Missouri Association of Student Financial Aid Professionals

Missouri League of Nursing

Physical Location and Contact Information

Bolivar Technical College is located at 1135 N. Oakland Avenue, PO Box 592, Bolivar, MO 65613. The main campus telephone number is 417-777-5062 or toll free 1-800-440-6135. The BTC World Wide Web address is: www.bolivarcollege.org

Notice of Non-Discriminatory Policies

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans' Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the college president.

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with the consent of the student.

The U.S. Department of Agriculture (USDA) Non-Discrimination Statement

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at:
> U.S. Department of Agriculture
> Director
> Office of Adjudication
> 14000 Independence Ave, S.W.
> Washington, D.C. 20250-9410

By Fax:
> (202) 690-7442

Or by email:
> program.intake@usda.gov

Admission

Admission requirements are based on current admissions policies and are aligned with the college's practices on equal opportunity. All students seeking admission to BTC must complete requirements listed below and must be admitted into a degree or certificate program. Additional requirements are in place for the Medical Assistant, Practical Nursing, Professional Nursing, and Medical Laboratory Technology programs, and students must be able to attend all clinical or externship sites. NO Exceptions. If a period of one year elapses during which an admitted student is not enrolled, the student must reapply for admission. Students receiving financial aid and/or students using veterans' assistance must be admitted to the college prior to receiving aid.

For admission, the requirements are:

1. Complete an application for admission to Bolivar Technical College.
2. Submit application with $50.00 fee.
3. Submit proof of high school completion with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED transcript from the state administering the test.

   The two most common alternatives to attending an accredited high school or earning a GED are: (1) completing a homeschool curriculum that is the equivalent of a high school diploma (2) earning a high school diploma from a school that has not received accreditation from the state or regionally accrediting association (non-accredited high schools).

BTC welcomes applications from all qualified students, including students who have chosen to complete high school course work through an alternate means. For admission criteria, these students may present the following documentation:

- Supply ACT scores less than five years old with a composite score of 18 or higher.
- Pass the GED test and supply an official transcript.
- Submit a homeschool transcript showing all courses/credits/grades earned from ninth grade through graduation. Transcript may be signed by parent or guardian administering the program and show date of completion.
- Submit an official transcript from the institution issuing the high school diploma.

   Documentation must be presented prior to the beginning of a program of study, and the Registrar will make the determination of acceptance.

4. Take the Wonderlic verbal skills test **and** the Wonderlic quantitative skills test. Prospective students are limited to three attempts to pass the basic entrance

examination. If a prospective student fails to achieve this standard after three attempts, he/she is not eligible to apply for any BTC programs until the next admission period. Retest fees apply.

5. Receive a satisfactory clearance on a Missouri Care Giver Background Screening and criminal background check. **
6. Students for whom English is a second language shall meet the same general admission/program requirements as other students.

Anyone seeking admission into BTC must have a copy of a photo ID and copy of his/her social security card on file with the college.

Medical Assistant, Medical Administrative Assistant and Medical Laboratory Technology:

Prior to entering the clinical classes for Medical Assistant/Medical Laboratory Technology, students will have to provide:

1. Proof of current American Heart Association Healthcare Provider CPR certification (prior to Externship or clinicals).
2. A current immunization record.
3. A satisfactory health physical.

The Admissions Office will review completed student applications for the nursing programs. Upon meeting minimum cohort standards or higher, qualified applicants will be offered a seat in the Professional Nursing cohort or Practical Nursing cohort as long as there are seats available. Once the class has been filled, qualified applicants will be offered an alternate position.

Cohort requirements for the Professional Nursing (Associate of Science Degree in Nursing):

1. College admission completed.
2. Official post-secondary transcripts showing completion of prerequisite courses (Bridge students only).
3. Satisfactory nursing entrance exam score.
4. A satisfactory background screening through Validity Screening Solutions. **

Candidates for the Bridge program must have an undisciplined Licensed Practical Nursing license from the state of Missouri or hold a current undisciplined Nursing Licensure Compact state license, and be IV certified.

Cohort requirements for the Practical Nursing (Certificate):

1. College admission completed
2. Satisfactory ATI TEAS test score.
3. A satisfactory background screening through Validity Screening Solutions. **

All students accepting a position in the Professional Nursing cohort or the Practical Nursing cohort must meet the following clinical requirements:

1. Proof of current American Heart Association Healthcare Provider CPR certification.
2. A satisfactory drug screening.
3. A satisfactory health physical.

4. Current immunization record.

*Students accepted into the Medical Assistant, Medical Administrative Assistant, Medical Laboratory Technology, Professional Nursing, and Practical Nursing cohorts must provide proof of the following immunizations (NO Exceptions):

Tuberculosis Testing (two step test required)

Diphtheria/Tetanus Booster

Measles/Mumps Rubella (MMR)

Hepatitis B (Medical waiver available for Hep B series only)

Other immunizations if requested by clinical site/facility

Students are REQUIRED to maintain current immunizations throughout the duration of their cohort program.

**Students must have background screening results that meet satisfactory requirements of the college. Due to the variety and complexity of background results, "satisfactory" will be determined on a case by case basis and in accordance with state and federal licensing agencies, externship and clinical sites. All documentation will be required in order to evaluate. Applicant will not be considered for acceptance into the college until all documentation has been evaluated and a determination has been made.

Admission and Applying as a Non-Degree/Non-Credential Student
The institution is not precluded from admitting, under different requirements, students who are considered to specially circumstanced due to unsuccessful attempts to pass NCLEX-RN testing. Following Missouri State Board of Nursing guidelines, such students may apply to take COMM 103, Personal and Vocational Concepts.

Requirements for admission in COMM 103 not leading to an academic credential are:

1. Complete the general application for admission.
2. Submit application with $50.00 fee.
3. Submit photo ID and copy of social security card.
4. Submit proof of high school completion with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED transcript from the state administering the test.
5. Submit official transcript from the institution granting the associate degree in nursing.
6. Submit official proof of unsuccessful completion of NCLEX-RN.
7. Take the Wonderlic exam.
8. Receive a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.
9. Submit a letter explaining the purpose of attending BTC as a non-degree seeking student.

Financial Aid nor scholarships are available to non-degree/non-credential seeking students.

Nursing Licensure

Nursing is a licensed profession with nurses practicing according to state-specific provisions outlined in the Nursing Practice Act, Missouri Statutes Chapter 335, RSMO and Missouri Code of State Regulations 4CSR 200-1.010 to 4CSR 200-6.010.

Graduates of Bolivar Technical College nursing programs are eligible to apply to take the National Council Licensure Examination (NCLEX®). This is a computer-adapted examination and may be taken at testing centers locally and across the United States. Successful completion of this examination will allow the graduate to begin practicing as a nurse (LPN or RN depending on course of study). Students may obtain information about licensure in other states by contacting boards of nursing in the individual state.

All applicants to Bolivar Technical College nursing programs are hereby notified that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime.

See State of Missouri Nursing Practice Act: <u>**Section 335.066**</u> **Denial, revocation, or suspension of license, grounds for, civil immunity for providing information –complaint procedures.**

Completion of the nursing program does not guarantee eligibility to take the licensure examination.

Applicants who meet the requirements and are accepted into Bolivar Technical College will be enrolled in their program of choice. Students will be notified by mail of their acceptance status.

Bolivar Technical College reserves the right to add or terminate classes/programs, update classes/programs, amend rules and regulations, change texts or faculty, and modify tuition or fees with adequate notice to the student.

Transfer of Credit and Transcript Evaluation Process

To transfer credits from another post-secondary institution to Bolivar Technical College, the student must provide an official transcript and catalog course description, if requested, from the school attended. Transfer credits must have been earned from a post-secondary institution recognized by the US Department of Education. Transfer grades must be a "C" or higher, and courses must be equivalent to those offered at Bolivar Technical College. Transfer equivalencies are based on current policies and courses at the time the evaluation is conducted. BTC courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well. ALL transcripts for transfer course evaluation MUST be submitted to the Registrar PRIOR to the beginning of a cohort. NO Exceptions.

Transfer credit is not awarded for remedial courses.

To be granted a certificate or associate degree, a student must complete a minimum of 50% of a program's total credit hours with BTC. Transferred grades are not computed in the student's grade point average, and thus, do not affect satisfactory academic progress.

Consideration for transfer of credit hours earned over five years prior to admission to BTC will require a review and evaluation by the Registrar and appropriate program director.

Advanced placement credit for the Professional Nursing program will be awarded on a case by case basis. Qualified LPNs may receive up to a total of eighteen (18) credit hours for LPN education. Upon meeting all prerequisites and successful completion of ADN-RN 190, LPN Transition Course, and NUR 120, Nursing Informatics, and advanced placement credit will be awarded on the transcript as a transfer grade.

Any transferability of credits from Bolivar Technical College to another post-secondary school is entirely up to the receiving school. Students are encouraged to discuss transferring of credit with that institution.

BTC has an articulation agreement with the University of Phoenix, Kaplan University, and Southwest Baptist University.

Academic Information and Policies

Academic Standard/Grading System
Credits are expressed in semester hours and are based on a four-point system.

A - 4.00
B - 3.00
C - 2.00
D - 1.00
F - 0.00
P - 0.00
W - 0.00

A - Superior
B - Above average
C - Average
D - Below average
F - Failure
P - Pass. Used only in the pass/fail grading system and is not calculated in the GPA.
I - Incomplete. Students have a specified time to complete course work, or the grade is changed to a failing grade.
W - Withdraw. Authorized withdrawal before the sixth week of the semester.
WP - Withdraw/passing after the sixth week of a semester.
WF - Withdraw/failing after the sixth week of a semester.
T - Transfer. Indicates credit transferred from another institution.
R - Repeated class.

"F" Course Failure: A course failure is a grade of "F". Should a student receive a failing grade, it becomes part of the student's record until the course has been retaken and successfully completed. When a student repeats a course, the higher of the two grades will be used in computing the cumulative grade point average. To qualify for graduation, the student must retake and pay additional tuition for any required course that was failed. If the course is a prerequisite for other courses, no subsequent course may be taken until the failed course has been retaken and successfully completed. A grade of "F" will be figured into the cumulative grade point average.

"I" Incomplete: If a student is unable to complete assigned work during a regular course due to mitigating circumstances such as extended illness, personal tragedy, accident, death in the immediate family or other special circumstances, a grade of "I" may be assigned by the course instructor with administrative approval. Any incomplete work must be completed within 15 business days from the end of the semester or grading period. Required class work will be determined by the instructor. An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of 15

business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average. An "I" grade is not an option in the Professional Nursing or Practical Nursing programs.

"W" Withdraw: A student may officially withdraw from BTC up until the end of the sixth week of the semester or grading period and receive a grade of "W". A "W" grade will not affect the cumulative grade point average.

"W/P" Withdraw Passing: A student may receive a grade of "W/P" if he/she officially withdraws from BTC after the end of the sixth week of a semester or grading period and is passing a course. "W/P" does not affect the cumulative grade point average.

"W/F" Withdraw Failing: A student may receive a grade of "W/F" if he/she officially withdraws from BTC after the end of the sixth week of a semester or grading period and is failing a course. "W/F" will be figured in to the cumulative grade point average.

"R": Courses that a student chooses to repeat to improve a grade are shown on the transcript with the designation of "R" beside the repeated course. The original course then has hours attempted, hours earned, grade and grade points removed, and the course is no longer figured into the GPA UNLESS the repeated course has a lower grade. ONLY the higher of a repeated course grade is recorded on the transcript with hours attempted, hours earned, grade, and grade points will be used to refigure the cumulative grade point average.

Good grades are usually correlated with regular attendance and with accurate and timely completion of all assignments. Poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

Grade Point Average (GPA)

Grades are based on total points possible. Total points earned are divided by the total points possible giving a percentage of the total points available. Total points awarded will be documented and demonstrate academic justification for assignments given. Students' homework will be factored in as points per assignment depending upon individual assignments given by instructors and will be counted into the total points possible in a class. The Practical Nursing certificate program course syllabi will articulate required course work including student assignments outside of class with specific requirements. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program

Grade Point Average (GPA) for Medical Administrative Assistant, Medical Assistant, Medical Laboratory Technology, Small Business Management and all general education courses:

Letter Grade	Percentage Grade	Grade Points
A	90 – 100%	4.00
B	80 – 89%	3.00
C	70 – 79%	2.00
D	60 – 69%	1.00
F	Below 60%	0.00

Grades are not rounded for any class. 59.99 is less than 60.00 and is an F in all programs except nursing and in all general education classes.

Grade Point Average (GPA) for the Professional Nursing cohort and Practical Nursing cohort program specific courses:

Letter Grade	Percentage Grade	Grade Points
A	94—100%	4.00
B	86—93%	3.00
C	80—85%	2.00
F	Below 80%	0.00

To determine the final grade, the same procedure stated above applies.

Grades are not rounded for any class. 79.99 is less than 80.00 and is an F in nursing classes.

Academic Dishonesty

Academic dishonesty is any behavior on the part of a student that results in the student receiving unauthorized assistance on an academic exercise or receiving credit for work which is not his/her own. Such acts include, but are not limited to:

Cheating:

- Copying from another student's exam and/or work of any kind
- Allowing another student to copy from one's exam
- Using unauthorized study aids (such as a formula, a computer, a calculator or any other unauthorized material) for an in class exam, take home exam or other work

Cheating may be either premeditated (using cheat sheets, etc.) or opportunistic (looking at another student's test paper).

Plagiarism:

- Using another person's idea, opinion, or theory
- Using facts, statistics, graphs, drawings—any information—that is not common knowledge
- Using sources without proper citations
- Paraphrasing materials without proper citations
- Quoting another person's actual words without proper citations
- Purchasing a work and submitting as one's own

Plagiarism may be deliberate or unwitting. It is the responsibility of a student to know what plagiarism is and avoid it at all costs.

Academic dishonesty is grounds for dismissal from the college.

Standards of Academic Progress

Professional Nursing and Practical Nursing: Students must reach and maintain grades of C or higher in nursing core classes and general education classes. Grades will be monitored, and written warning issued for a student's average that falls below 82% in a core nursing class. The program director, program coordinator, or faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student's file. Students who fail to achieve at least 80% in a core nursing class or a C grade in a general education class by the end of the semester will be terminated. Clinical components of theoretical courses are an integrated requirement for that specific course, and clinical components must be mastered in order to pass the corresponding course. Clinical evaluations will be completed regularly and available for review. A student will be terminated if he/she fails clinicals.

Medical Administrative Assistant/ Medical Assistant/Medical Laboratory Technology and Small Business Management: Should a student earn an F in a required course in a program, he/she will not be terminated from the program. A student can go the duration of the program but will not be eligible to graduate until the failed class has been retaken and passes. Course availability is dependent upon program sequence and is offered at the discretion of the college.

Satisfactory Academic Progress (SAP)

Bolivar Technical College requires students who are attending the school to be making satisfactory progress toward the completion of the educational objectives. All students must meet the minimum standards set forth in the Satisfactory Academic Progress table, or they shall be deemed not making satisfactory progress, and those students previously eligible for specific financial aid will be considered ineligible for financial aid until satisfactory standards are met.

All programs at Bolivar Technical College meet or exceed guidelines from United States Department of Education regarding establishment of satisfactory academic progress. Students may contact administration for copy of these guidelines.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the table below along with Rate of Progress requirements. These requirements will be reviewed at the end of each semester to determine if a student's CGPA is in compliance.

Rate of Progress toward Completion Requirements (Percent successfully completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the table below along with CGPA requirements. As with the determination of the CGPA, the percentage completion requirements will be reviewed at the end of each semester to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times or 150% of the number of credits in their program of study. Rate of progress measurements are to assure students are progressing at a rate that will enable them to complete their programs within the maximum time frame.

Maximum Time in Which to Complete by Program

Small Business Management	65.00 credit hours	97.50	Maximum
Medical Administrative Assistant	64.50 credit hours	96.75	Maximum
Medical Assistant (Associates degree)	61.50 credit hours	92.25	Maximum
Medical Assistant (Certificate)	46.50 credit hours	69.75	Maximum
Medical Laboratory Technology	69.00 credit hours	103.50	Maximum
Practical Nursing	62.00 credit hours	93.00	Maximum
Professional Nursing	72.00 credit hours	108.00	Maximum

A Bolivar Technical College student's progress is considered satisfactory when meeting the following minimum requirements:

Total Number of Credits Attempted	Rate of Progress* Earns/Attempted	Minimum **CGPA
1 - 25	55%	1.50
26 - 48	65%	1.75
49 - 72	75%	2.00
73 - 100	N/A	2.00

*Rate of progress toward completion
**Cumulative Grade Point Average

In addition to the above, Bolivar Technical College's policy requires students to reach a minimum CGPA of 1.75 and a rate of progress of 65% at the end of their first academic year. The student must reach a minimum CGPA of 2.00 and a rate of progress of 75% at the end of each subsequent semester

For the student who chooses to earn an additional degree, the maximum time frame will be based on the hours required to complete the program.

Application of Grades and Credits

In calculating rate of progress, grades of "F" (Failure) and "W/F" (Withdrawal Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CGPA and is indicated with the grade earned and "R".

Transfer credits are not included in the calculation of CGPA; however, the original course credits remain included in the total number of hours attempted and hours earned in order to determine the required levels of CGPA and rate of progress.

For students who transfer between BTC programs or seek an additional degree, all grades and credits attempted for courses common to both programs will transfer into the new program and be calculated in the satisfactory academic progress measurements of the new program. If a student graduates from one program and then enrolls in another BTC program, all grades and credits attempted for courses common to both programs will transfer to the new program and be calculated in the satisfactory academic progress measurements of the new program.

An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of 15 business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average and calculated in the satisfactory academic progress (SAP) measurement.

Bolivar Technical College does not offer remedial courses.

Students who take non-credit classes are not accepted into the college and do not receive financial aid. Satisfactory academic progress (SAP) is not applicable to non-credit classes.

Academic Probation

A student will be placed on academic probation when his/her rate of progress or cumulative grade point average (CGPA) is less than the minimum at the end of a semester. During the period of academic probation students are considered to be on financial aid warning.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be asked to participate in academic advising or extra tutorial sessions. Upon completion of the probationary period of one semester, the student's progress will be reevaluated to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or cumulative grade point average (CGPA) at the close of the probationary semester or grading period will be dismissed and will no longer be eligible for financial aid.

A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the Campus Director level if he/she feels the academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstances. Students who choose to appeal must submit a completed appeal form to the Registrar's office within 10 days of notification they are not achieving SAP. If the appeal is granted, the student will be entered on academic probation and financial aid probation. Students on financial aid probation are eligible to receive financial aid during this period. If, at the next review point, the student meets both requirements, he/she will be removed from academic and financial probation. If the student fails to meet the requirements of the probation, the student will be withdrawn and will be ineligible for financial aid.

Extended Student Status

A student who has been dismissed for failure to maintain satisfactory academic progress may be allowed to continue on extended student status under the following conditions:

- A student is allowed to continue in an extended student status for a period of time not greater than 25% of the normal program length.
- A student is not eligible for financial aid.

- The student must pay tuition according to the established tuition rate per credit hour for any courses in which the student enrolls.
- During this extended student status, the student is expected to be working toward compliance with the standards of satisfactory academic progress.
- All credits attempted while a student is on extended status count toward satisfactory academic progress.

If by the end of the maximum time allowed on extended student status, a student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reestablishing Satisfactory Academic Progress

Students returning to Bolivar Technical College following academic dismissal must submit an application for readmission. The campus director, program director and registrar must approve the readmission. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within the first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal (1) will be reentered on academic/financial aid probation (2) are eligible for financial aid, and (3) must bring their CGPA or rate of progress up to the minimum standards by the end of the first academic semester. If the student does not meet minimum standards at the end of the probation semester, he/she will be academically dismissed a second time. However, a student may submit an appeal if he/she feels extenuating circumstances resulted in lack of progress during the probation semester. (See Academic Probation)

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory progress in order to remain eligible to receive financial assistance as well as to continue as a student of Bolivar Technical College.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, academic dismissal, and appeals procedures as outlined in the satisfactory academic progress section of this catalog.

Students who have been academically dismissed are no longer active students and are ineligible for federal financial assistance. Reinstatement of financial assistance eligibility will occur only after a student is readmitted following dismissal or in the event the student's appeal results in re-admittance.

Graduation Requirements

To graduate, students must have earned a minimum cumulative grade point average of 2.00 and successfully completed the required number of courses in their program of choice within the maximum number of credits that may be attempted. Upon satisfactory completion of their program, students will receive a **Certificate** or **Associate Degree.** No student will be allowed to graduate with an "F" in any required course without retaking the course and successfully completing it.

Graduation Honors

Degree programs

Students who graduate with outstanding academic achievement from the degree programs are entitled to the following honors based upon cumulative grade point average.

- Cum laude   3.50 – 3.75
- Magna cum laude   3.76 – 3.89
- Summa cum laude   3.90 – 4.00

Certificate programs

Students who graduate with outstanding academic achievement from a certificate program are entitled to the following honor based upon cumulative grade point average.

- Honors   3.85 – 4.00

Cancellation and Withdrawal

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student **must** notify the office in writing with intent to withdraw. There are no exceptions. Refer to refund policy. Nursing students are required to confer with program directors. **Non-attendance does not constitute official withdrawal.**

A withdraw from class after the end of the sixth week of a semester will be assigned a withdraw/passing (W/P) or withdraw/failing (W/F). Withdraw/failing will be included in the calculation of the CGPA; withdraw/passing does not affect the calculation of the CGPA.

NO course may be dropped the last two weeks of a semester.

Appeal and Grievance Policy

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise. Grievances or appeals submitted signed by a group will not be addressed.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen business days of the last day of a class and should initially be addressed to the instructor of the class. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: Loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to positive drug screens. Please refer to substance abuse policy on page 29.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1: Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present his/her complaint as outlined in Step 2.

Step 2: A student may present his/her grievance to the program director (or campus director as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the campus director's decision, the student may proceed with Step 3.

Step 3: A student may then present the grievance to the Bolivar Technical College president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the president's decision, the student may proceed with Step 4.

Step 4: A student may then present the grievance to the Board of Directors. The student has three (3) business days to present the grievance in writing to the Board of Directors after Bolivar Technical College's president has made a decision. The decision of the Board of Directors is final.

Complaints against the school may be registered with:
Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980,
Washington, DC 20002-4241
Toll free: 1-866-510-0746

Missouri Department of Higher Education
205 Jefferson Street
PO Box 1469
Jefferson City, MO 65102-1469
1-800-473-6757

Attendance Policy

Good attendance is a mark of dedication which is a component of professionalism that future employers consider seriously. Students are expected to attend all classes in order to get maximum benefits from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility. Employers consider regular attendance as the first step in becoming a successful and productive employee. Education at BTC is designed to prepare students in the proper skills and attitudes necessary for success in their chosen field.

Each program varies by credit hours. Satisfactory progress towards earning an academic degree or certificate means students must meet academic and attendance requirements.

1. Students are to maintain a 90% attendance for each semester. Minimum 90% attendance average is required to begin externship or graduate.
2. Students who are below the required 90% attendance at the end of a semester will be placed on attendance probation and given the following semester to demonstrate the ability to maintain the 90% attendance average. At the end of the attendance probation semester, if the student has not met the 90% requirement, he/she will be terminated from the program. **Due to the nature of the Practical Nursing cohort and Professional Nursing cohort programs, attendance probation is NOT an option for those programs.**
3. Extenuating circumstances will be considered on a case by case basis. Documentation for extenuating circumstances must be submitted within seven (7) calendar days of return to class.
4. A student may make up assignments missed for class at the discretion of the instructor.
5. Students are required to call the school if they are going to be late or unable to attend class.
6. Doctor's visits and other appointments should be scheduled beyond school hours.
7. Any hospitalization requires a release from the doctor to return to class.
8. If a student is absent in excess of four (4) consecutive class days or ten (10) business days, whichever comes first, without notifying the school, the student will be subject to termination.
9. Early departures/tardies will be calculated as follows: if the student is 1-15 minutes late, one quarter of an hour will be added to total hours missed; 16-60 minutes tardy/early departure will result in one hour being added to total hours missed.
10. Non-compliance with attendance policy is grounds for dismissal.

Leave of Absence Policy

Bolivar Technical College's programs are designed as uninterrupted programs. If it becomes necessary for a student to interrupt training due to mitigating circumstances, which can include but are not limited to, serious health issues or personal issues, a leave of absence (LOA) or permanent withdrawal must be approved by the campus director. The student must meet with the campus director and program director, provide documentation, if possible, and sign a written request prior to the leave of absence. If unforeseen circumstances prevent the student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time. The campus director will then determine if there is a reasonable expectation the student will be able to return to school. A release to return to school may be required. LOA is not counted as hours attempted. The maximum length of the total LOA time within a twelve month period is ninety (90) calendar days.

If a permanent withdrawal is approved, the student will be officially dropped from the program, and all monies required to be refunded to the student or to financial aid resources will be refunded within 30 days. A student who fails to return from a LOA on or before the date on the written request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution earned and make any refunds required under federal, state, or institutional policy.

The effect the LOA has on satisfactory progress is dependent upon the length of the leave and timing of classes. Students considering requesting a leave of absence should be aware that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Maximum length of LOA granted within a semester's time is thirty calendar days with approved documentation.
- Students returning from a LOA are not guaranteed that the class required to maintain progress in their program of choice will be available at the time of reentry.
- Students may have to wait for the program/class to be offered.
- Students may be required to repeat the entire semester from which they took a LOA prior to earning a final grade.
- Receipt of financial aid can be suspended during a LOA.

Due to the intensity of the Practical Nursing cohort program or Professional Nursing cohort program, a leave of absence is not permitted.

Termination

A student may be terminated from class or a program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, inability to attend or participate in clinical/externship, or academic dishonesty. The student will receive a refund according to the refund policy.

Readmission

Students who wish to reenter Bolivar Technical College after withdrawing due to mitigating circumstances or academic dismissal must submit an application for readmission. If reapplying within one calendar year from the date of initial application, students do not have to retake the Wonderlic entrance exam. Students who left the college with a balance owed must pay the balance in full before reapplying. If accepted, students in general programs (programs except RN and PN) will reenter the semester from which they withdrew or were terminated (if returning on academic probation, please refer to Reestablishing Satisfactory Academic Progress policy).

If a student withdraws or is terminated from a nursing cohort, he/she may reapply for acceptance into a cohort if he/she meets current college admissions criteria as found on Page 4 and program cohort admissions as found on Page 5. This includes but is not limited to:

- Repeat the Wonderlic entrance exam if reapplying over one year from initial test date.
- Retake the TEAS and meet minimum criteria or higher.
- Submit a satisfactory health physical examination.
- Submit record of current immunizations.
- Submit updated satisfactory Missouri Care Giver background screening.
- Submit a satisfactory updated Validity criminal background check. The student is responsible for the fee.
- Complete a satisfactory drug screen.

Students who successfully complete cohort Practical Nursing/Professional Nursing readmissions criteria may seek to have previously passed first (1st) semester nursing core classes waived following the procedure below. The waiver applies to the Practical Nursing/Professional Nursing first semester only pending the same curriculum/classes are available.

- Pass the Assessment Technologies Institute (ATI) comprehensive exams with a Level 2 competency for nursing courses that were successfully completed. The student is responsible for testing fees.
- Pass nursing courses' final exam for which there is not an ATI comprehensive exam. Applies to prior nursing courses within the first semester successfully completed. If applicable, student must also pass both the Pharmacology calculation and conversion tests with a 90% or higher (PN) or 95% or higher (RN). The student is responsible for testing fees.
- Demonstrate proficient nursing skills in a lab setting. The student is responsible for a $25.00 per hour lab usage fee.

First semester Practical Nursing/Professional Nursing core classes only may be waived due to the clinical components within subsequent semesters.

PLEASE NOTE: Nursing curriculum may change. Students, if accepted, will reenter under the current catalog.

Students reapplying for ANY program after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program director, faculty and president.

Students in Small Business Management, Medical Administrative Assistant, Medical Assistant, and Medical Laboratory Technology programs applying for readmission after being dismissed for attendance issues, once readmitted, will reenter the program on attendance probation for one semester. Students are then expected to end the probation semester with a 90% attendance average or higher to remain in the program of choice.

Repeating courses has a direct impact on financial aid available to the student. Check with the financial aid officer for further information. Applying for readmission does not guarantee acceptance into a program.

Financial Aid

Bolivar Technical College students may apply for scholarships, grants, or loans to assist them with school expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's education costs. Students do not repay scholarships or grants but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms.

Bolivar Technical College's administrative staff will provide information and various forms needed to determine financial aid eligibility. Financial aid forms must be accurate and complete. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support themselves throughout the academic year. Though Bolivar Technical College's financial aid officer is responsible for accurate distribution, explanation, documentation with validation of federal financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits.

Bolivar Technical College has been approved by the U.S. Department of Education for participation in the Title IV programs listed in this section. When completing a Free Application for Federal Student Aid (FAFSA) on-line (www.fasfa.ed.gov), BTC's school code is: 035793. Once eligibility is determined, an electronic report will be sent or mailed to both the student and the respective campus. Please note the

FAFSAs submitted may require additional verification documentation from the student. Award letters will be sent to the student upon receipt and acceptance of those documents.

Clock to Credit Hour Definition for the Purpose of Awarding Federal Financial Aid

Non-degree programs that are not fully transferrable to degree programs of at least two years in length at the same institution are eligible to convert clock hours to credit hours for purposes of awarding federal financial aid. In doing so, these programs may seek to combine a minimum number of hours in a range of hours of student work outside of class with a required minimum number of hours of instruction alone to meet or exceed a total number of clock hours of instruction. The evaluation of the clock-to-credit hour program is based upon the following federal conversion formulas:

The institution's student work outside of class combined with the clock hours on instruction meet or exceed the following numeric requirements:

(1) A semester hour must include at least 37.50 clock hours of instruction.
(2) The clock hours of instruction must include at least 30 hours with at least 7.5 hours of out-of-class work.

Students' homework will be factored in as points per assignment depending upon individual assignments given by instructors and will be counted into the total points possible in a class. The Practical Nursing certificate program course syllabi will articulate required course work. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program.

Financial Aid Application and Forms

Students are required to submit student aid applications on an annual basis. Students may be eligible to receive Federal Student Aid (FSA) funds once they have completed the entire financial aid process.

Application Process

1. FAFSA (Free Application for Federal Student Aid)

   - Each applicant requesting federal financial aid completes a FAFSA according to its accompanying instructions. The FAFSA form is available online at www.fafsa.ed.gov. From the application data, the financial aid staff obtains the Expected Family Contribution (EFC) and makes a preliminary determination of Federal Pell Grant eligibility. The application data is also used to determine the amount of a student's federal Stafford loan and campus-based funds.

   - The FAFSA documents the student's intent to use all federal aid solely for educational purposes. The student also certifies that he/she is not in default on a federal financial aid loan and does not owe a refund to a federal financial aid grant received at any post-secondary institution.

2. Verification

   - Students may be asked to verify information given on the FAFSA. Verification requires the student submit a verification worksheet and federal tax return transcript for the most recent calendar year. Additional documents may be required during verification.

- Students may be asked to provide additional documentation to resolve an Unusual Enrollment History flag on the FAFSA. Documentation may include, but is not limited to, transcripts from ALL previously attended post-secondary institutions.

- NO federal student aid can be disbursed until all verification documentation has been submitted, evaluated, and approved.

3. Master Promissory Note

- In order to be eligible to receive a Direct Loan, a student must sign an MPN. The MPN will be completed by the student on the MPN web site, which will include the Borrower's Rights and Responsibilities (www.studentloans.gov). Students are able to obtain additional loans without having to sign a new MPN for each academic year.

- The Financial Aid Office can refuse to certify a student's loan application on a case-by-case basic if the reason is documented for the action, and the office provides the reason in writing to the student.

4. Entrance Counseling

- First time Direct Loan borrowers must receive entrance counseling before the first disbursement of the loan can be made. BTC will provide access to entrance counseling online, or students may go to www.studentloans.gov to complete entrance counseling.

General Title IV Student Eligibility Requirements

To be eligible for Federal Student Aid (FSA) funds, a student must meet the criteria listed below. Bolivar Technical College staff ensures that eligibility requirements are met before the awarding of aid occurs. A student must:

- Be accepted into the college.
- Have a high school diploma or its recognized equivalent (e.g., a GED).
- Have a valid social security number with the Social Security Administration.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service, if required.
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder.
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not be liable for an overpayment of a Title IV grant or federal student loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt.
- Be making satisfactory academic progress (SAP).
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either ED or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.

Students must complete the Free Application for Federal Student Aid (FAFSA) and arrange for an Institutional Student Information Record (ISIR) to be received electronically by BTC. Once the student Aid Report (SAR)/ISIR is received, it is reviewed to ensure that the student meets the eligibility criteria.

If the student meets the eligibility criteria for federal financial aid and all the required documents have been received, he/she is then awarded financial aid funds.

Financial Aid History

Prior to disbursing FSA program funds, BTC will check the financial aid history for a student who has received aid at another institution. This will be done by reviewing the financial aid history from the National Student Loan Data System (NSLDS) that appears on the student's ISIR or directly from the NSLDS web site. Students may track their entire federal financial aid history by going to www.nslds.ed.gov.

PELL Grant

The Federal PELL Grant is an entitlement program through the US Department of Education which provides grants for students' education based on need. The amount of the grant is based on family size, income, assets, number of credit hours per semester, and cost of attendance at a given school. Students must file a FAFSA to determine eligibility. Students do not repay PELL Grants.

William D. Ford Federal Direct Loan Program

The Direct Loan program provides low interest, long-term loans to students and their parents to help meet educational expenses. Direct Subsidized Stafford Loans are awarded on the basis of financial need. Direct Unsubsidized Stafford Loans are designed to provide financial aid to students who do not demonstrate need for the Subsidized Stafford Loan. Payment on both the subsidized and unsubsidized loan begins six months after the student completes or leaves his/her educational program. Students must first file a FAFSA (Free Application for Federal Student Aid) to apply for student loans. Any student who borrows student loan funds must complete a Master Promissory Note and entrance loan counseling as conditions of receiving student loan monies. Students must also complete exit counseling up graduating, withdrawing, or dropping below half time status. Master Promissory Notes, Entrance Counseling, and Exit Counseling must be completed at: www.studentloans.gov. **This is a loan, and repayment is required.**

Federal Plus Loans

Direct Plus Loans are available to assist qualified parents to borrow in order to pay the education expenses of a dependent student. Plus Loans are limited to the difference between the student's total cost of education and other financial aid the student may receive. **This is a loan, and repayment is required.**

Loan Disbursement Notification

Students and parents (if applicable) are notified of the amount of Title IV loan funds they can expect to receive. The notification outlines the type of loan (i.e. Subsidized, Unsubsidized, etc.), the disbursement date, and the amount. Students and parents are notified in writing of the date and the amount of the disbursement no earlier than 30 days before and no later than 7 days after crediting the student's account. The notice explains the borrower's right to cancel all or a portion of the disbursement and the procedures for doing so.

Credit Balances

Credit balances are released to the borrower within 14 days after the credit balance occurs.

Federal Supplemental Education Opportunity Grant (FSEOG)

FSEOG funds are awards based on the availability of funds and the student's level of need. There is no guarantee every eligible student will be able to receive an FSEOG.

The purpose of the FSEOG Program is to provide grants to undergraduate students - who have not received a bachelor's or first professional degree - to help pay for their postsecondary education. All such students are eligible to apply for the grant, regardless of enrollment status or dependency status.

The institution ensures that FSEOG funds are reasonably available to eligible students (to the extent of available funds) who demonstrate financial need. Funds are reserved throughout the year to ensure that no advantage exists for students enrolling early in the award year as opposed to those enrolling later in the award year. To this end, the institution has established and published deadlines throughout the award year that students must meet in order to be considered for the grant.

Application Procedure**:**

Students make application by submitting completed 2016/2017 FAFSA data to the federal processor via FAFSA on the Web or by other means and meeting with the published deadline. The deadlines are as follows:

Fall 2016	September 23, 2016
Spring 2017	February 10, 2017
Summer 2017	June 9, 2017

Selection Procedure**:**

Students who meet the deadline are evaluated as to which of the following selection groups they belong:

First Selection Group - those who have the lowest Expected Family Contributions who are also eligible to receive Federal Pell Grants.

Second Selection Group - those who have the lowest Expected Family Contributions who will not receive a Federal Pell Grant.

Awards are made first to the First Selection Group and then to the Second Selection Group, as funds allocated for the quarter allow.

Timing of Disbursements**:**

Disbursements are made on a per semester basis.

Award amounts**:**

The FSEOG funds received by the college will change each award year therefore allocations will be made on a projected award year basis. Awards are made in the amount of a minimum of $200 per award year (assuming unmet need allows) and available funds.

Award Notification Method**:**

Students are notified as to their award amounts via a written Award Letter.

Federal Work Study Program

The Federal Work Study Program provides jobs for eligible students who must earn funds to pay a portion of their educational expenses. Students must be PELL eligible and enrolled for a least half time to qualify. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work, and availability of FWS funds at the institution. Students must apply for a position according to college guidelines to be considered for Work Study.

NOTE: The regulations governing all federal financial assistance programs are subject to change.

State Financial Aid Programs

Access Missouri Financial Assistance Program:

This grant is administered by the State of Missouri and requires the following:

- Have a FAFSA on file by April 1 of each year.
- Have any FAFSA corrections made by July 31 of each year (if a student is eligible, school choices may be added until September 30 of each year by contacting the MDHE).
- Be a U.S. citizen or permanent resident and a Missouri resident.
- Be an undergraduate student enrolled full time at a participating Missouri school. (Students with disabilities who are enrolled in at least six credit hours may be considered to be enrolled full time.)
- Have an EFC of $12,000 or less.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have received a first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 semester credit hours.

Renewal Students

- Continue to meet the eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5 and otherwise maintain satisfactory academic progress as defined by the school. If this is the first academic year in which you have received an Access Missouri payment, this requirement does not apply.
- Not have received an Access Missouri award for a maximum of five semesters at a 2-year school or 10 semesters at any combination of 2-year or 4-year schools, whichever occurs first.

Marguerite Ross Barnett Memorial Scholarship:

This grant is administered by the State of Missouri and requires the following:

- Have a Free Application for Federal Student Aid (FAFSA) on file by August 1 of each year.
- Be enrolled at least half time, but less than full time (6-11 credit hours), at a participating Missouri postsecondary school.
- Be employed and compensated for at least 20 hours per week.
- Be at least 18 years old.
- Demonstrate financial need.

- Be a Missouri resident and a United States citizen or a permanent resident.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have not received a first bachelor's degree or completed 150 semester credit hours.
- Not be employed under the Title IV College Work Study program.

Renewal Students

- Continue to meet the eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average of 2.5.
- Otherwise maintain satisfactory academic progress as defined by the school.

Veterans Assistance

Students who are or may be eligible for educational benefits from the U. S. Department of Veteran Affairs are required to notify the financial aid office to complete the enrollment process. Each benefit is unique and requires program specific paperwork to be completed in a timely manner to facilitate processing a claim. Additionally, Veterans programs vary extensively in terms of compensation, dependent upon such factors as time in service and rate of progression through a program.

To begin the process of applying for GI Bill benefits, visit: http://www.gibill.va.gov and click on "Apply for GI Bill Benefits" completing the correct form. Prospective students are urged to contact their local Military Education Officer to discuss benefit options. BTC is committed to assisting veterans in every possible way so as to take full advantage of the benefits earned while in service to our country.

Other Financial Aid Resources

- Vocational Rehabilitation
- Workforce Innovation and Opportunity Act (WIOA; formerly WIA)
- TRA (Division of Workforce Development)

Institutional Scholarships

High school seniors are eligible for the BTC institutional scholarship awarded in the spring of the current academic year.

Criteria include:

- Must be seniors and graduate by the end of the current academic year.
- Must be accepted into a Bolivar Technical College program the summer or fall following graduation from high school.
- Must complete and return applications no later than deadline given on application.
- Must demonstrate financial need.
- Must demonstrate participation and leadership in school and community activities.
- Two applicants will be selected from each high school represented and will be notified by mail.

Bolivar Technical College will award scholarships of $500.00 each.

Bolivar Technical College reserves the right not to award either scholarship if there are no applicants who meet the minimum criteria.

Bolivar Technical College CMH Employee Institutional Scholarship

Citizen Memorial Healthcare employees are eligible for the Bolivar Technical College CMH Employee Institutional scholarship. Awards are available during the fall, spring, and summer semesters.

Criteria include:
- Current CMH employee & compensated for at least 20 hours per week.
- Enrolled in a cohort program of at least half-time (6 credit hours).
- Completed a current Free Application for Federal Student Aid (FAFSA).
- Demonstrate financial need.
- Be a Missouri resident and a United States citizen or permanent resident.

Renewal Students:
- Continue to meet eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5.
- Maintain satisfactory academic progress as defined by BTC.

To apply, complete the employment verification form available in BTC's financial aid office. The deadline for applying is as follows:

Semester	Available	Deadline (by 5:00 p.m.)
Fall 2016	July 22, 2016	August 22, 2016
Spring 2017	December 9, 2016	January 9, 2017
Summer 2017	April 7, 2017	May 8, 2017

Awards and award amounts are provided each semester based on limited funding availability. Student's must reapply each semester and complete the employment verification form. All eligible students may not be funded. If a student does not complete a semester, the scholarship awarded for that semester will be rescinded.

Each semester the BTC financial aid office will certify the student's eligibility based on the completed employment verification form and enrollment status. Final eligibility is determined by BTC. The financial aid office will notify the student of the scholarship awarded through an award letter.

Refund Policy

Once the student officially notifies the administrative office and the program director/instructor with the request to withdraw or is terminated, the school will calculate a refund or payment arrangement as of that date. If the student is a minor, requests should be signed by both the student and parent/guardian. Any balance of the refund money due the student shall be made within thirty (30) days. If a student receives funds from any other financial aid program, all refunds shall be as prescribed by that funding agency's refund policy.

Federal regulations require that when a student officially withdraws or stops attending classes, the amount of Federal Title IV aid assistance a student has "earned" up to the last date of attendance must be calculated using a pro-rata formula. If a student completes more than 60% of a period of

enrollment, (fall semester, spring semester, summer semester) a student will have earned all of the financial aid awarded, and his/her account will not be adjusted. Students attending less than 60% of a semester will have federal financial aid recalculated. If a student received more financial aid than he/she has earned, the excess funds will be returned on the student's behalf by the college to the program from which aid was received. In most instances, a student will be left owing the college.

Upon official notification of withdrawal, the financial aid officer will perform the return calculation, and students will be notified by mail. If there is an outstanding balance, students are responsible for making payment arrangements with the college.

Students who withdraw from all classes prior to completing more than 60% of a semester will have their federal financial aid recalculated based on the percent of the semester they have completed. For example, a student who withdraws completing only 30% of the semester will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned. "Title IV funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

Refunds are returned according to federal policy in the following order: Unsubsidized Direct; Subsidized Direct; Direct Plus loans; PELL Grant; other federal, state private, institutional sources of aid, and then the student.

Students in credit or clock hour programs who drop or withdraw may be entitled to a refund for tuition and semester fees (preadmission fees are not included in refund) according to the following schedule:

Within the first week of the semester	100%
Within the second week of the semester	75%
Within the third week of the semester	50%
Fourth week or later	no refund

Tuition and Payment Plans
Bolivar Technical College's administrative office staff is available to discuss financial aid and payment plans with the student and/or parents. Tuition is on a per program/credit hour basis. Tuition and other semester fees are due on the first day of a semester. All fees are the responsibility of the student.

Payment Options

Tuition and fees are payable in full before the start of the scheduled semester, or students may elect to pay their tuition & fees over the course of the semester by using the college's payment plan. BTC offers a payment plan to students who need to pay tuition and fees or balances after financial aid (if applicable) has been applied over the duration of the semester.

A student may select one of the following options:

a. Full payment – Pay in cash, check, credit/debit card, or money order.

b. Payment plan. A monthly payment plan is available to pay tuition and fees over the duration of the semester. A BTC promissory note must be completed. Payments are due on the fifth (5th) of every month. Students will pay a monthly payment plan fee of $25.00 per month if

tuition and fees are not paid in full at the start of the scheduled semester. The monthly fee will not be waived.

Students will pay the college within ten (10) days from the due date on the most recent billing statement to avoid late fees. Late fees are assessed at 12% per annum on any past due account. Any balances not paid as agreed upon in the payment plan, will be assessed interest at 1% per month on the unpaid balance or 12% per annum. Any collection costs or legal fees incurred during collecting an account will be the responsibility of the student.

Students who fail to comply with payment plan in any semester may be denied the opportunity to register for future semesters and may be denied the opportunity to participate in future payment plans.

All delinquent accounts will be charged accumulated interest/late fees/any attorney/ legal fees and collection fees.

Transcripts and diplomas will not be released until all the student's financial obligations to the school have been met. Requests for transcripts and/or diplomas will be held for 10 business days when payments for outstanding charges are made by personal check.

General Information and Regulations
Clinicals
Training specific to health related courses is offered in a health-care facility that is contracted to provide instructional opportunities for medical related activities. Students must be eligible to attend and participate in all clinical sites/activities. BTC is not obligated to locate an additional clinical site to accommodate a student.

Conduct
Each student is required to conduct him or herself in a professional manner while attending Bolivar Technical College and facilities Bolivar Technical College contracts with (externship, clinical sites, etc.). Violation of conduct will subject the student to suspension or termination. Students may be terminated for any of the following reasons: smoking in the building/per smoking policy, intoxication, stealing, destroying or vandalizing school or an individual's property (student will be held responsible for the cost of any damages), deliberate breach of dress code, academic dishonesty, profanity, lewd or inappropriate gestures, comments or jokes considered undesirable, insubordination to school officials, weapon usage, the possession, distribution, or usage of drugs/alcohol at the facilities or at any school activity.

Students must also conduct themselves in such a manner so their behavior does not significantly disrupt or interfere with the learning process or infringe on the rights/safety of other students or staff.

Facilities must be left clean and orderly. **Food and drinks will be allowed in designated areas only.**

Children are not permitted in instructional facilities at any time.

All electronic devices MUST be turned off during class unless device is approved by the instructor.

Credit Hour Courses

Bolivar Technical College reserves the right to change a course, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

Definition of Credit Hour

A credit hour course consists of a minimum of 15 classroom lecture periods of not less than 50 minutes each; 30 laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; 45 hours of external discipline-related work experience with indirect instructor, supervision, or employer assessment, or combination of all three.

Dress Code

Students attending Bolivar Technical College are required to dress appropriately for the academic setting. Certain restrictions are made in an effort to promote the development of both a professional appearance and an image that will positively reflect the standards of the college.

Externship

The school will recruit local businesses to participate in externship training. Students are required to complete the entire externship hours of their program working in a program-related industry; externship hours are defined by each program curriculum. Students do not receive any wages for the externship hours.

Inclement Weather Policy

Extreme weather may require Bolivar Technical College to cancel classes. Information regarding class cancellation will be available on local television and radio stations. If no announcement is made, it may be assumed classes will be in session.

If students believe road conditions are unsafe near their home, and school is in session, they are responsible for contacting the school.

Days missed due to inclement weather will be made up, and regularly scheduled days or holidays may be required as make-up days. Every effort will be made to post make-up days as soon as possible.

Tobacco-Free Facilities

Effective August 26, 2013, BTC is a tobacco free school and campus.

The tobacco-free policy prohibits the use of tobacco products in our college and all adjacent areas. Tobacco products cannot be used by students/employees anywhere on the grounds or inside the facilities. Furthermore, students/employees may not smoke or use tobacco in any form while wearing their BTC ID badge, at any clinical facility, or college activity representing BTC.

Students/employees may NOT smoke in their vehicles while on campus. Employees/students with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students/employees may smoke or use other forms of tobacco while off duty and off college grounds as long as they are not representing BTC in an official capacity.

Drug and Alcohol Abuse Prevention

Bolivar Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

BTC has created a program that complies with the Drug-Free Schools & Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the US Department of Education, the campus can submit it.

DFSCA Biennial Review Information

The regulations do not specify a date by which the biennial review must be completed and on file – they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-number year (1990), BTC will conduct a biennial review by the end of each even number calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

Documentation

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

Policy/Program

BTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance into any nursing program.
2. Random drug screening for any student or employee if deemed necessary.
3. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.
4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of BTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

Legal Sanctions
Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to $20,000 to imprisonment for terms up to and including life.

Health Risks: Specific serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.
- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc.): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc.): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.

- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.

2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student/employee and must be paid at the time the appeal is submitted.

   The findings from the second independent laboratory are final, and decisions made regarding student/employee retention resulting from those findings are final.

BTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. BTC will provide assistance with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

Substance Abuse Treatment Locator
- www.findtreament.samhsa.gov   1-800-662-HELP
                                                                             or
                                                                        1-800-662-4357

Alcoholics Anonymous
- www.aa.org

Cocaine Anonymous
- www.ca.org   1-800-347-8998

Nar-Anon
- http://nar-anon.org   1-800-477-6291

National Council of Alcoholism and Drug Dependence Hopeline
- www.ncadd.org   1-800-NCA-CALL

Mtn. Grove
- Family Counseling Center INC 417-926-1500

West Plains
- Family Counseling Center 417-257-9152
- Turning Leaf Adult Treatment Center 417-256-5395
- Alcoholics Anonymous 417-256-8988

Rolla
- Gibson Recovery Center 573-368-7302
- 24 Hour Drug & Alcohol Helpline 888-413-6364
- SE Missouri Community Treatment Center 573-364-8511

Springfield
- Alcoholics Anonymous 417-823-7125
- Carol Jones Recovery Center for Women 417-862-3455
- Alternatives Counseling Center 417-883-7227
- Alcohol and Other Drug Information and Referral 417-865-5200

Texas County
- Sheriff's Office 417-967-4165
- Houston Police 417-967-3348

Dent County
- Sheriff's Office 573-729-3241

Phelps County
- Sheriff's Office 573-426-3860
- Rolla Police 573-308-1213

Wright County
- Sheriff's Office 417-741-7576
- Mtn. Grove Police 417-926-5181

Greene County
- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Missouri Drug Rehabilitation Treatment Center 800-435-2890

Polk County
- Bolivar Police 417-326-5298

- Polk County Sheriff's Office   417-777-9020

Testing, Tuition, Books, Supplies, Application, Lab, and Equipment Usage Fees

Tuition is based on operating expenses and will vary from year to year. Refer to the tuition, books and supplies, and fee charges.

Educational Materials and Supplies

Appropriate textbooks and materials/supplies are used for each course. Students will be given the opportunity to select to (1) purchase all books and supplies through BTC or (2) purchase all books and supplies on their own. If students choose to purchase supplies or books on their own, they may not change their first decision once forms have been submitted to administration. A book/supply list will be made available listing all information needed to purchase the correct book or supplies. It is the student's responsibility to have the correct books/supplies available by the first day of class or when the instructor requests them. BTC is not responsible for textbooks or supplies that do not match the textbook/supply list bought by the students on their own.

Students must make sure all books/materials/supplies purchased match exactly the list distributed prior to the beginning of a class/program.

Student Services

Academic Counseling

Individual faculty and administrative staff are available to students during regular office hours for discussion of course or program academic concerns. Students experiencing academic difficulties are required to meet with course instructors to determine a plan for improving the student's academic standing. Faculty may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources.

Housing

Bolivar Technical College neither has nor provides residential housing. The administrative office can provide a list of local realtors that can provide such information.

Illness and Injury

In the case of emergency illness or an injury, Bolivar Technical College will activate EMS and notify the responsible persons listed on the emergency list. Bolivar Technical College is not responsible for injuries or any expenses incurred.

Insurance

Each student is responsible for his/her own medical costs. The school does not provide accident or health insurance.

New Student Orientation

An orientation for students is provided at the beginning of each program. Specific time and content will be determined by each program director.

Parking

Parking must be in a designated area. This applies to the college and any facilities that the college may use for classroom, externship, clinical, or other school activity.

Personal Calls

No personal calls will be accepted. Emergency calls will be handled on an individual basis.

Personal Property

Bolivar Technical College, any of its agents, or facilities used are not responsible for personal property. Students must take responsibility for their own personal property.

Placement

The administrative office will assist students and graduates of Bolivar Technical College in seeking employment. The assistance may be in completing employment applications, reviewing and enhancing a resume, interviewing techniques, and determining appropriate positions for which the student can apply. Although Bolivar Technical College cannot guarantee placement, the school will maintain and seek information concerning current employment opportunities. Placement assistance is not provided for individuals who terminate their program prior to course completion.

Library Services

The library at BTC is open to all students during regular business hours. BTC students have available the Library & Information Resources Network (LIRN) 24/7, which can be accessed at the college or at home. The LIRN system consists of the following online services: LIRN Search, InfoTrac, ProQuest (including Nursing & Allied Health Source and Health & Medical Complete), eLibrary, and Bowker's Books in Print & RCL web. These are online databases for research featuring complete articles, full-text and graphics.

Computer Requirements

Computers are an essential part of all programs at BTC. Students are required to have one of the following:

1. A personal computer with some type of word processing software and reliable internet access. Or,
2. Access to a personal computer with some type of word processing software and reliable internet access.

BTC students may use the school's computer labs/library anytime they are available during regular business hours.

Information Technology Guidelines

- **Students may NOT BRING IN any outside storage devices TO BE USED ON COLLEGE COMPUTERS. Outside storage devices include, but are not limited to, flash drives, thumb drives, removable drives, etc.**
- All use of the Bolivar Technical College web sites must be in support of education and research consistent with the educational goals of BTC.
- Any use of the BTC web sites for product advertisement is prohibited.
- Any use of the BTC web sites for political lobbying is prohibited.
- No use of the BTC web sites shall serve to disrupt the use of the network or the web site by other users.
- Any use of the BTC web sites for personal commercial purposes is prohibited.
- All communications accessible via the BTC web sites will reflect respect for others and appropriate language.
- All communications and information accessible via the BTC web sites should be assumed to be the property of BTC.
- Any of the BTC web sites user's traffic that traverses another network is subject to that network's acceptable use policy.
- BTC technological equipment and resources may not be used to install or illegally obtain software or data. Any software installation on College owned computers must be approved by the President.
- BTC technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of BTC technological equipment and resources to illegally copy, download, access, print or store copyrighted material is forbidden.
- An account is assigned to an individual and must not be used by others. The individual is responsible for proper use of the account, including password protection. The individual must take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent use of their account by others.
- College records and course work are considered confidential and are to be protected in accordance with federal and state laws and College policies.
- Copying, renaming, changing, or deleting files belonging to the College or any other user with malicious intent is prohibited.
- Attempts to bypass the College's standard technological procedures are prohibited (e.g., hacking). This includes, but is not limited to, attempts to discover another user's password, taking resources from other users, distribution or execution of a program that damages another user's files or computing resources, and gaining access to resources for which proper authorization has not been given.
- College computing resources, including email and other electronic communications, will not be used to harass others. Sending of obscene, abusive, or threatening messages is prohibited and may be a violation of state and/or federal law. Accessing pornographic or obscene material via the Internet through College computing resources that is not related to work or educational purposes is prohibited.
- The administration will make decisions on whether specific uses of the BTC web sites are consistent with this policy.
- BTC will maintain an official presence on social networking sites to support the college in accomplishing its mission and achieving its goals and objectives. The college encourages feedback and comments from fans, including prospective students, current students, alumni, faculty, staff and members of the community.

The college remains committed to maintaining these sites as a safe and family-friendly forum for sharing information. In maintaining a positive environment to site visitors, the college maintains the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to BTC or any individual.

The college is responsible for posting materials to the college's main social networking sites. Instructors, program departments, and student organizations may also maintain other social networking pages for their specific needs and areas. If so, these sites should be approved by the campus director and approved prior to posting any materials. The procedures for establishing social media sites, general computer and social networking guidelines, and disclaimers are available on the college's main webpage and are provided to each student.

Students pay a technology fee per semester which covers the cost of printing for school related papers/information, and students' per page printing amount will be monitored and recorded by semester. Once students have maxed out the allotted number of pages allowed in a given semester, they will be charged a per page fee for each page printed/copied over their allotted amount for the remainder of the semester.

Use of Technology and Social Media

Policy: Students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle and other online tools used in courses are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

All students must follow the related policies of the clinical/externship sites and the school.

Students may be subject to disciplinary action by the school and the externship/clinical site for comments that are either unprofessional or violate patient privacy if applicable. HIPAA regulations apply to comments and images made and shared on social networking sites. Moodle or other online tools violations are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and therefore should refrain from negative posts regarding school, courses, classmates, or instructors.

Guidelines:

- Social media includes but are not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Instagram, Twitter, and Facebook.

- Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.

- Restricted postings include but are not limited to protected health information –individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for that care.

- Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which someone is referring

based on the context. Remember, if individuals wouldn't want their own health information being posted to the internet, do not post that of anyone else.

- Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.

- Statements made by students within online networks will be treated as if students verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, learning to be a professional includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care related tasks <u>only</u>. Students are not allowed to use hospital computers for Facebook, personal email or any other use.

Staff use always take priority over student use of the computers. It is essential that faculty clarify with managers and staff, before students begin externship/clinical, what access students will have to the computers with the manager and staff of the externship/clinical site where students are placed.

Students are not allowed to use electronic devices for personal reasons while in an externship/clinical setting. Students may only use their phones on lunch or dinner break, or by special arrangement with the externship/clinical instructor.

Instructors are to bring any violations to the attention of the course coordinator immediately.

Source: Modified from Wegmans School of Nursing- St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines & Information (2013).

Family Educational Rights and Privacy Act of 1974

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents maintained by the school that pertain to them. Bolivar Technical College must permit students to examine such records within forty-five days after submission of a written request and to obtain copies of such records upon payment of the reproduction cost. Students may request the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. In the event that the school refuses to amend the records, students may utilize the college's grievance procedure to request a hearing.

Bolivar Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Bolivar Technical College informs students of their rights relating to FERPA. The act was designated to protect the privacy of education records and to provide for the correction of inaccurate or misleading data through formal and informal hearings.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S. W., Washington, D.C. 20202 concerning this institution's alleged failure to comply with FERPA.

The college has designated certain information contained in the education records of its students as **directory information** for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including email address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) dates of attendance (including matriculation and

withdrawal dates), (8) academic classification by year, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) student's photograph.

Directory information may be disclosed by this institution for any purpose at its discretion without the consent of the student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrative office during regular business hours within the first week of a program/classes. The written notification does not apply retroactively to previous releases of directory information.

In the event a refusal is not filed, this institution assumes a student does not object to the release of the directory information designated. Questions or inquiries should be addressed to the administrative office.

Campus Crime Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a current copy of the Bolivar Technical College Annual Security Report which contains information about campus security and campus security regulations, is available at the BTC website or upon request from the administrative office. This report is updated annually and includes a summary of all crimes which have occurred on campus. This report is also available in hard copy to any prospective student, parent, or other interested person upon request from the administrative office.

Sexual Assault Prevention

The college educates the student community about sexual assaults and date rape in the mandatory orientation held before the start of each nursing program and on the first day of class for all other programs. Program includes guest speakers from local and area support organizations, power point presentations, and contact information. The staff of BTC may also choose to use Sexual Violence Training Modules made available through the Saint Louis University's Heartland Center for Public Health and Preparedness.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment as it is extremely important for the survivor's well-being. For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, he/she must be informed that the appropriate agency must be contacted. Filing a report with a school official will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions.

Since TCTC nor BTC has on-campus law enforcement officials, all sexual offenses should be reported to local law enforcement and directly to a school official. Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Bolivar Missouri Police Department
417-326-5298

Polk County Sheriff's Office
417-326-7684

When a sexual assault survivor contacts the local police department, a representative of the school should be notified as well. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college or only the latter. A representative from the police department or the school will guide the survivor, upon request, through the available options and support the survivor in his/her decisions. Though there are no on campus counseling and support services, outside counseling may be obtained through the following:

- Emergency Room of the Citizens Memorial Hospital in Bolivar, MO
  417-326-6000

Since TCTC nor BTC does not provide campus-based housing or facilities other than those offered for educational purposes, we cannot assist survivors of a sexual offense with changes in their living situation but will assist in changes to academic situations if changes are requested by the student and are reasonably available.

A student must contact a school official to begin disciplinary proceedings. Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. After TCTC/BTC has a reached a final determination following the disciplinary proceeding with respect to the alleged offense, both the accuser and the alleged accused will be informed of any sanction that is imposed against the accused. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution.

Harassment Policy

Bolivar Technical College is committed to providing a workplace and learning environment that are free from harassment to any group protected by basic laws. Harassment is conduct that is unprofessional, unproductive, and illegal. Consequently, all conduct of this nature is expressly prohibited.

Sexual harassment is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.

Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Other forms of harassment include (but are not limited to) verbal abuse, insulting comments, gestures, and bullying when directed at any individual. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such adverse behavior.

Sanctions. Violators of this policy will be subject to sanction ranging from letters of reprimand to dismissal, according to the severity of the offense.

Complaints should be made as soon as possible after the alleged incident of discrimination has occurred to an immediate supervisor or administrator with no worry of recrimination. Complaints should

be presented in writing and signed by the complainant.   Each complaint will be investigated in a timely manner with confidentiality and recourse.

In most cases, the person accused of discrimination will be notified of the complaint by the President of the college.   Bolivar Technical College will take prompt corrective action, if an investigation confirms the allegations, which may include discipline, up to and including immediate dismissal.

Implementation.   In support of this policy, the college shall conduct periodic orientation and educational programs for faculty, students and staff on the nature of harassment in order to ensure an academic and work environment free of harassment.

Transcript Requests

Requests for transcripts must be in writing. Forms are available from the administrative office and should include student's name, social security number, dates attended, program completed, address to where transcript should be sent and the signature of student. One official transcript is provided with the degree or certificate upon program completion; additional copies (official or faxed) are $5.00 each. Transcripts will be available only when all financial obligations to the college have been met and/or Direct Loan exit counseling (if applicable) has been completed at: www.studentloans.gov.

NCLEX Review Requirement

Nursing Students: The college schedules an NCLEX review for all nursing students the week following program completion, and students are required to attend the entire NCLEX review. Once verification of attendance at the review has been turned into the administrative office staff, and all other graduation/financial obligations are met, those students who attended **ALL** sessions of the NCLEX review offered by the college will have official transcripts send to the Board of Nursing.

Students who cannot or choose not to attend all of the scheduled NCLEX review at the college may select from a list of pre-approved NCLEX reviews (list available in the administrative office). Upon successful completion of an alternate review course, students must provide documentation to the registrar showing proof of completion. Students taking an alternate NCLEX review are responsible for cost incurred.

Transportation

It is necessary for students to have their own reliable transportation. Students will need to travel between classroom, externship sites, college sponsored events/activities, and clinical sites.

Program Descriptions
Medical Administrative Assistant
Associate of Science Degree

The Medical Administrative Assistant program develops administrative and medical office skills required for employment in a hospital, physician's office, other medically related organizations, or a general business office. Qualified students will take the National Healthcareer Association certification tests. Upon completion of the program, graduates will be granted an Associate of Science Degree for Medical Administrative Assistant. Classes listed below are not necessarily taught in the sequence shown. The Medical Administrative Assistant program requires 16 months/ 4 semesters to complete.

Program Prerequisites: None

Learning Objectives:

To prepare the student with the knowledge and necessary skills to enter the medical field as a multi-skilled professional assisting in patient care management.

To develop administrative skills including basic education, technical training, and interpersonal skills.

Acquire knowledge in general education content.

COURSE NUMBER		COURSE NAME	CREDIT HOURS
MED	110	Medical Terminology ◊	4
CIS	120	Computer Concepts ◊	4
CIS	120 – L	Computer Concepts Lab ◊	1
OFA	120	Office Administration I ◊	2
MED	140	Anatomy & Physiology ◊	4
BUS	120	Business English ◊	3
OFA	122	Office Administration II ◊	3
BUS	110	Business Math ◊	3
MED	112	Pharmacology ◊	3
MED	118	Introduction to Billing and Coding◊	2
PSY	101	Introduction to Psychology**	3
BUS	130	Business Communications ◊	2
MED	122	Coding Concepts◊	6
MED	180	Electronic Medical Records ◊	2
OFA	104	Electronic Transcription ◊	2.5
BIO	103	Biology Concepts**	3
MED	132	Insurance Concepts◊	4
MTH	101	Fundamental Mathematical Concepts**	3
COM	211	The Art of Human Communication**	3
ENG	150	Composition**	3
EXT	102	Externship ◊	4
			Total 64.50

◊ indicates core classes   **indicates general education classes

MEDICAL ADMINISTRATIVE ASSISTANT EMPLOYMENT OPPORTUNITIES

Billing Clerk	Nursing Home Clerk
Medical File Clerk	Office Assistant
Hospital or Clinic Clerk	Medical Administrative Assistant in a Corporation
Insurance Claims	Medical Receptionist
Insurance Company	Medical Secretary

Medical Assistant
Associate of Science Degree

The Medical Assistant program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field. The student will possess a broad range of administrative skills to educate patients and support business aspects of the medical organization, and the clinical skills to support the medical staff. Students will possess the requisite skill and knowledge to obtain a national Medical Assistant certification at the end of the course of study. Classes listed below are not necessarily taught in the sequence shown. The Medical Assistant program requires 16 months/4 semesters to complete. *Program Prerequisites: None*

Learning Objectives:

To prepare the student with the knowledge and necessary skill to enter the medical field as a multi-skilled professional assisting in patient care management.

To develop clinical skills including phlebotomy and clinical fundamentals. Acquire knowledge in general education content.

COURSE NUMBER		COURSE NAME	CREDIT HOURS
MED	110	Medical Terminology ◊	4
CIS	120	Computer Concepts ◊	4
CIS	120-L	Computer Concepts Lab ◊	1
OFA	120	Office Administration I ◊	2
MED	140	Anatomy & Physiology ◊	4
MED	150	Phlebotomy ◊	2
OFA	122	Office Administration II ◊	3
MED	152	Laboratory & Surgical Procedures ◊	3
MED	112	Pharmacology ◊	3
MED	118	Introduction to Billing & Coding ◊	2
PSY	101	Introduction to Psychology**	3
MED	160	Clinical Fundamentals I ◊	3
MED	260	Clinical Fundamentals II ◊	5
MED	180	Electronic Medical Records ◊	2
OFA	104	Electronic Transcription ◊	2.5
BIO	103	Biology Concepts**	3
MED	164	Electrocardiography ◊	2
MTH	101	Fundamental Mathematical Concepts **	3
COM	211	The Art of Human Communication **	3
ENG	150	Composition **	3
EXT	104	Clinical Externship ◊	4

Total Hours 61.50

◊ indicates core classes   **indicates general education classes

MEDICAL ASSISTANT EMPLOYMENT OPPORTUNITIES

Doctor's Office   Occupational Health Centers Long Term Care Facilities   Hospitals

Medical Assistant

Certificate

The Medical Assistant program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field. The student will possess a broad range of administrative skills to educate patients and support business aspects of the medical organization, and the clinical skills to support the medical staff. Students will possess the requisite skill and knowledge to obtain a national Medical Assistant certification at the end of the course of study. Classes listed below are not necessarily taught in the sequence shown. The Medical Assistant program requires 8months/2 semesters to complete. *Program Prerequisites: None*

Learning Objectives:

To prepare the student with the knowledge and necessary skill to enter the medical field as a multi-skilled professional assisting in patient care management.

To develop clinical skills including phlebotomy and clinical fundamentals. Acquire knowledge in general education content.

COURSE NUMBER		COURSE NAME	CREDIT HOURS
First Semester			
OFA	120	Office Administration I ◊	2
OFA	122	Office Administration II ◊	3
CIS	120	Computer Concepts ◊	4
CIS	120-L	Computer Concepts Lab ◊	1
MED	110	Medical Terminology ◊	4
MED	112	Pharmacology ◊	3
MED	140	Anatomy & Physiology ◊	4
MED	180	Electronic Medical Records ◊	2
Second Semester			
OFA	104	Electronic Transcription ◊	2.5
MED	150	Phlebotomy ◊	2
MED	160	Clinical Fundamentals I ◊	3
MED	118	Introduction to Billing & Coding ◊	2
MED	164	Electrocardiography ◊	2
MED	260	Clinical Fundamentals II ◊	5
MED	152	Laboratory & Surgical Procedures ◊	3
EXT	104	Clinical Externship ◊	<u>4</u>
			Total Hours 46.50

◊ indicates core classes

MEDICAL ASSISTANT EMPLOYMENT OPPORTUNITIES

Doctor's Office   Occupational Health Centers Long Term Care Facilities   Hospitals

Medical Laboratory Technology

Associate of Science Degree

This program is to prepare the student for employment as an entry level Medical Lab Technician. Students graduating from this program will have the necessary skills to obtain employment in the medical laboratory working in both administrative and clinical laboratory areas. The student will possess a broad range of technical skills to conduct medical laboratory tests on blood, urine, and other bodily fluids that assist physicians in making diagnostic and therapeutic decisions. In addition to employment in hospital and clinical laboratories, graduates can pursue positions in research, blood centers, medical equipment sales and technical support. The program includes clinical experience in area medical facilities, along with the classroom and laboratory education provided on campus. Students will possess the requisite skills and knowledge to obtain a national certification at the end of the course of study. The Medical Technology program requires 20 months/5 semesters to complete.

Program Prerequisites: None

Learning Objectives: Upon completion the student will be able to:

- Collect specimens and samples for laboratory analysis
- Identify proper administrative and record keeping procedures for laboratory reporting
- Properly utilize diagnostic equipment and analysis procedures
- Advise physicians and health care providers in diagnostic and therapeutic decisions
- Demonstrate professional attitudes towards patients and co-workers
- Have requisite skills and knowledge to obtain certification

COURSE NUMBER		COURSE NAME	CREDIT HOURS
MTH	101	Fundamental Mathematical Concepts **	3
MLT	105	Medical Office Ethics ◊	3
CHE	103	Fundamentals of Chemistry**	4
HCI	120	Health Care Informatics**	3
BIO	111	Anatomy & Physiology I**	4
MED	110	Medical Terminology ◊	4
BIO	211	Anatomy & Physiology II**	4
BIO	208	Microbiology**	4
PSY	101	Introduction to Psychology**	3
ENG	150	Composition **	3
MLT	212	Laboratory Methods ◊	3
MED	150	Phlebotomy ◊	2
MLT	203	Clinical Chemistry ◊	6
MLT	214	Parasitology, Mycology and Virology ◊	1
MLT	216	Hematology ◊	6
MLT	218	Immunology ◊	2
MLT	228	Clinical Microbiology ◊	6
MLT	222	Immunohematology ◊	6
MLT	224	Urinalysis and Body Fluid ◊	2
			Total 69

◊ indicates core classes   ** indicates general education classes

MEDICAL LABORATORY TECHNOLOGY EMPLOYMENT OPPORTUNITIES

Hospital clinical laboratories   Transplant & Blood Donor Centers   Public Health Laboratories

Pharmaceutical Health Laboratories   Biotechnology companies

Veterinary clinics

Practical Nursing

Certificate Program

        The Practical Nursing program is designed to develop the attitudes, skills, and theoretical basis for competent entry-level practice as a Practical Nurse.

        The curriculum is developed and implemented with the goal of successful graduate attainment of the program terminal objectives. Graduates are eligible to make application to take the NCLEX-PN Licensure examination and, upon successfully completing the NCLEX-PN, become Licensed Practical Nurses. However, successful completion of the Practical Nursing program does not guarantee licensure (see section 335.066 RSMO).

        Bolivar Technical College's Practical Nursing program will provide the students with 62 credit hours of theory, laboratory, and clinical practice. The Practical Nursing program requires 12 months/ 3 semesters to complete.

Program Prerequisites: None

Theory offered in biologic and behavioral sciences, developmental and cognitive theories throughout the lifespan as well as nursing concepts and clinical nursing practice provides the basis for the graduates to:

        Utilize critical thinking skills
        Assume leadership responsibilities appropriately in stable situations
        Demonstrate attitudes and behaviors respectful to the client and his/her significant others
        Apply appropriate communication skills
        Implement skillful competency
        Apply scientific principles while implementing safe, effective, therapeutic and holistic nursing care
        Function cooperatively as a member of the health care team while reflecting caring, conscientious, ethical and legally accountable actions reflective of the Practical Nursing scope of practice

COURSE NUMBER		COURSE NAME	CREDIT HOURS
First Semester			
BIO	111	Anatomy & Physiology I**	4
COMM	103	Personal & Vocational Concepts ◊	3
NURS	103	Introduction to Pharmacology ◊	2
NURS	112	Fundamentals of Nursing ◊	9
PSY	230	Life Span Development**	3
Second Semester			
BIO	211	Anatomy & Physiology II**	4
BIO	302	Principles of Human Nutrition**	3
NURS	213	Medical Surgical Nursing I ◊	10.5
NURS	204	Maternal Child Nursing I ◊	3
NURS	202	Pharmacology II ◊	2
Third Semester			
NURS	343	Leadership ◊	3
NURS	313	Medical Surgical Nursing II ◊	6.5
NURS	323	Mental & Community Health ◊	3
NURS	305	Learning Lab III ◊	1
NURS	302	Pharmacology III ◊	2
NURS	304	Maternal Child Nursing II ◊	<u>3</u>
			Total 62

◊ indicates core classes   ** indicates general education classes

PRACTICAL NURSING EMPLOYMENT OPPORTUNITIES (with licensure)

Hospital	Home Health
Nursing Home	Clinic LPN
School Nurse	Most medical facilities

Professional Nursing
Associate of Science Degree in Nursing

The Professional Nursing Program is designed for students who have chosen to pursue a career as a Registered Nurse. The program consists of 72 credit hours with clinical in various health care facilities. A student will be prepared to take the NCLEX-RN and upon successfully passing the NCLEX and upon State licensure, can become a Registered Nurse (RN). Professional Nursing from Bolivar Technical College will provide the students with training in: Fundamentals of Nursing, Pharmacology, Medical-Surgical, Maternal/Child Nursing, Mental Health Nursing, and Leadership and Management. Classes listed below are not necessarily taught in the sequence shown. Successful completion of the Professional Nursing program does not guarantee licensure (see section 335.066 RSMO). The Professional Nursing program requires 20 months/4 semesters to complete.

Program Prerequisites: None

LPN's bridging into the Professional Nursing program are required to successfully pass the ADN-RN 190 LPN Transition Course/ 6 credit hours; NURS 120 Nursing Informatics Course/3 credit hours: prerequisites for the Bridge are Chemistry 4 credits, Anatomy and Physiology w/ lab 8 credits, Human Nutrition 3 credits, Introduction to Psychology 3 credits.

Learning Objectives: Students will have basic knowledge in*:*
- Historical and present views of professional practice.
- Physical assessment and client interview.
- Health promotion and current health trends.
- Critical thinking as part of the nursing process.
- Evidence-based practice and the role of the professional nurse.
- Nursing research and care issues.
- Integration of theoretical content of general education classes with nursing theory and practice.

COURSE NUMBER		COURSE NAME	CREDIT HOURS
First Semester			
BIO	111	Anatomy & Physiology I **	4
NUR	120	Nursing Informatics ◊	3
CHE	103	Fundamentals of Chemistry **	4
ADN-RN	101	Fundamentals of Nursing ◊	6
ADN-RN	110	Pharmacology I ◊	1
Second Semester			
BIO	211	Anatomy & Physiology II **	4
PSY	101	Introduction to Psychology**	3
ADN-RN	125	Medical Surgical Nursing I ◊	5
ADN-RN	112	Pharmacology II ◊	3
BIO	302	Principles of Human Nutrition **	3
Advanced Placement Bridge Semester			
ADN-RN	190	LPN Transition Course ◊ (Bridge Students Only)	6
NUR	120	Nursing Informatics ◊	3
Third Semester			
COM	211	The Art of Human Communication **	3
ENG	150	Composition**	3
BIO	208	Microbiology **	4
ADN-RN	220	Medical Surgical Nursing II ◊	5
ADN-RN	210	Mental Health Nursing ◊	3
Fourth Semester			
		General Education Elective of choice**	3
ADN-RN	230	Medical Surgical Nursing III ◊	5
ADN-RN	240	Maternal Child Nursing ◊	6
ADN-RN	250	Management & Leadership ◊	<u>4</u>
			Total 72

◊ indicates core classes** indicates general education classes

PROFESSIONAL NURSING EMPLOYMENT OPPORTUNITIES **(***with licensure)*

Hospital	Home Health
Nursing Home	Clinic RN
School Nurse	Most medical facilities

Small Business Management

Associate Degree in Science

The curriculum is structured to provide the student with the ability to comprehend the various types of business organizations and the relative accounting concepts. Students will learn the aspects of the business cycle and how to complete the various aspects of the cycle for each business organization. These concepts are presented in a simulation of actual transactions and functions for the students to utilize the procedures and concepts that they learn through the course. Guest lecturers and subject matter experts will give presentations periodically. Classes listed below are not necessarily taught in the semester sequence shown. The Small Business Management program requires 16 months/4 semesters to complete.

Program Prerequisites: None

Learning Objectives:

To acquire conceptual understanding of the various roles in business and the operational support in the various business organizations.

To develop an in-depth awareness of the impact of information on managerial decision-making, as well as organizational competitiveness.

To understand the basic principles underlying the design and effectiveness of business and its various information systems.

To gain an appreciation of the functions of business and be able to analyze unstructured problems and develop a practical solution for the situation.

To develop effective communication skills in conveying business solutions both orally and in writing.

COURSE NUMBER		COURSE NAME	CREDIT HOURS
First Semester			
CIS	120	Computer Concepts ◊	4
CIS	120-L	Computer Concepts – Lab ◊	1
BUS	112	Principles of Management ◊	3
ACC	106	Introduction to Accounting ◊	6
BUS	120	Business English I◊	3
Second Semester			
BUS	160	Human Resource Management ◊	3
BUS	110	Business Math ◊	3
BUS	180	Office Management◊	3
BUS	150	Marketing ◊	3
PSY	101	Introduction to Psychology **	3
BUS	130	Business Communications ◊	2
ACC	120	Individual Income Tax ◊	2
Third Semester			
BUS	170	Financial Planning and Budgeting ◊	3
BUS	190	Legal and Ethical Aspects of Management ◊	3
ACC	116	Payroll Accounting ◊	3
BIO	103	Biology Concepts **	3
ACC	122	QuickBooks ◊	2
Fourth Semester			
ACC	114	Spreadsheet for Accounting ◊	2
MTH	101	Fundamental Mathematical Concepts **	3
COM	211	The Art of Human Communication **	3
ENG	150	Composition **	3
EXT	102	Externship ◊	<u>4</u>
			Total 65

◊ indicates core classes   ** indicates general education classes

SMALL BUSINESS MANAGEMENT EMPLOYMENT OPPORTUNITIES

Small Business Owner   Small Business Manager   Warehouse Manager   Office Manager   Banking   Account Manager

Course Identifiers

Bolivar Technical College uses a three letter course identifier*. The letter prefix identifies the type of course:

ACC	Accounting
BIO	Biology
BUS	Business
CHE	Chemistry
CIS	Computer Information Systems
COM	Communication
ENG	English
EXT	Externship
HCI	Health Care
MED	Medical Administration
MLT	Medical Laboratory Technology
MTH	Math
NUR	Nursing core
PSY	Psychology
OFA	Office Administration

*Professional Nursing and Practical Nursing classes do not follow the three letter course identifier (see Course Descriptions).

Course Descriptions

Students can expect to devote a minimum of 37.5 hours of classroom, lab, practicum, and out-of-class work (or combination of) for a 1 credit hour class in the Practical Nursing certificate program. Certificate program courses listed below are designated with an asterisk.*

Students can expect to devote a minimum of 45 hours of classroom, lab, practicum, and out-of-class work (or combination of) for a 1 credit hour class in the associate degree programs and general education classes.

ACC 106   Introduction to Accounting   **6 credit hours**
This course is designed to introduce students to the basic elements of accounting concepts, terms, and methods. The student will become familiar with an overview of accounting practices including financial statements, double entry framework, posting entries, and standard adjustment procedures. The student will be familiarized with career opportunities and business applications. *Prereqs: None*

ACC 114   Spreadsheets for Accounting   **2 credit hours**
This course of study is designed to teach students to utilize electronic spreadsheets to build typical financial statements and to build spreadsheets for financial analysis. *Prereqs: ACC106, ACC 108, ACC 110*

ACC 116 Accounting—Payroll   **3 credit hours**

This course of study is designed to teach students to understand and apply laws relating to payroll and to calculate wages and salaries. *Prereqs: ACC106*

ACC 120 Individual Income Tax   **2 credit hours**

This course of study is designed to teach students to understand the regulations relating to individual federal income tax and calculate individual tax forms. *Prereqs: None*

ACC 122 QuickBooks   **2 credit hours**

This unit of study has been developed to introduce the student to the concepts and skills required to perform automated accounting tasks with QuickBooks accounting software. The student will be trained on all aspects of accounting utilizing QuickBooks. *Prereqs: None*

ADN-RN 101 Fundamentals of Nursing   **6 credit hours**

This is the introductory course for the Professional Nursing Program. Content includes: physical assessment, patient interviewing, documentation, nursing process, and critical thinking used in delivery of nursing care. Students will be introduced to basic therapeutic and interpersonal communication skills. Nursing procedures and skills will be introduced. Opportunities to practice competencies and skills will be provided in the care of patients across the life span utilizing clinical hours. Students will be introduced to the Missouri Nurse Practice Act, legal, cultural, spiritual, and ethical issues related to the practice of nursing. *Prereqs: None*

ADN-RN 110 Pharmacology I   **1 credit hour**

This course introduces the student to systems of metric, household, and apothecary measurement; abbreviation; symbols; and math for medicines. Clinical experience for this course is provided by the direct care in the clinical experiences of ADN-RN 101. Content includes: basic procedures and skills of medication administration, as well as basic information concerning pharmacology of the most common drugs utilized in healthcare. *Prereqs: None*

ADN-RN 112 Pharmacology II   **3 credit hours**

Pharmacology II is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are presented. Developing a basic knowledge to utilize the nursing process to assess, diagnose, plan, implement, and evaluate medication administration will be the course focus. *Prereqs*: *ADN-RN 101, ADN-RN 110*

ADN-RN 125 Medical Surgical Nursing I   **5 credit hours**

This course content introduces the foundation for Medical-Surgical nursing. Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Conditions affecting oxygen transport and exchange are presented. Further development of the nursing process is practiced and nursing diagnosis is introduced. Prereqs: *ADN-RN 101*

ADN-RN 190   LPN Transition Course   **6 credit hours**

This course is designed to establish knowledge of the Licensed Practical Nurse wishing to advanced placement into the Professional Nursing curriculum. The course combines independent study with classroom and clinical learning. An assessment of the individual's competencies and knowledge will be completed prior to advanced placement of students. Clinical skills, nursing process and knowledge presented in prior educational programs are needed for placement of the student into the third semester of the Professional Nursing Program and will be evaluated. *Prereqs: None*

ADN-RN 210   Mental Health Nursing   **3 credit hours**

This course presents concepts of Mental Health nursing including current and historical modes of therapy and nursing care. It emphasizes techniques of interpersonal communication and integrates legal and ethical nursing behavior, knowledge of thought and behavior disorders, and theories of nutrition, pharmacology, and biology. *Prereqs: ADN-RN 101*

ADN-RN 220   Medical Surgical Nursing II   **5 credit hours**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized. *Prereqs: ADN-RN 101, ADN-RN 125 or ADN-RN 190*

ADN-RN 230   Medical Surgical Nursing III   **5 credit hours**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing II. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized. *Prereqs: ADN-RN 101, ADN-RN 125, ADN-RN 220 or ADN-RN 190, ADN-RN 220*

ADN-RN 240   Maternal Child Nursing   **6 credit hours**

This course presents the content for Maternal-Child nursing. Students will be instructed in care of the ante-partum, laboring and post-partum woman, and family. The student will also be instructed in care of the pediatric patient and family. Composite nursing theory is used as it relates to maternal-child nursing to build knowledge in this course. Nursing diagnosis and care planning will be practiced in care of these special needs groups. *Prereqs: ADN-RN 101*

ADN-RN 250   Management & Leadership   **4 credit hours**

This course presents content about leadership and management. Students will review issues related to leadership and management and utilize critical thinking to make leadership decisions. Advanced Leadership and Management in nursing will provide students with a sufficient working knowledge that will allow them to participate in leadership/management roles related to the professional nursing role. *Prereqs: ADN-RN 101*

BIO 103   Biology Concepts   **3 credit hours**

An introductory course for students with a limited high school background in biology. Includes an introduction to molecular and cellular biology, genetics and a survey of living organisms. A laboratory component included satisfies distribution. *Prereqs: None*

BIO 111   Anatomy & Physiology I   **4 credit hours**

This course will introduce the survey of structures and functions of the human body. This course will cover the following topics: cells, fluid and electrolytes, musculoskeletal system, integumentary system, cardiovascular system, and respiratory system. This course includes a one hour laboratory that will give student's ability to see the synthesize material presented in lecture. *Prereqs: None*

BIO 208   Microbiology   **4 credit hours**

The practical relations of microorganisms to human welfare. An introduction to standard laboratory methods of study of bacteria and bacteriological examinations of materials; effects of environment on bacteria. Lecture and laboratory. *Prereqs: None*

BIO 211   Anatomy & Physiology II   **4 credit hours**

This course will provide further study of the structures and functions of the human body. This course will cover the following systems: reproductive, immune, nervous, endocrine, digestive, urinary, and hematopoietic and lymph. This course includes a one hour laboratory that will give students the ability to see the synthesize material presented in lecture. *Prereqs: None*

BIO 302   Principles of Human Nutrition   **3 credit hours**

A study of food as it functions to meet body needs with emphasis on utilization, food sources, selection of adequate diets, community and world health problems. *Prereqs: None*

BUS 110   Business Math   **3 credit hours**

The course is designed to give the student a working knowledge of basic math and 10-key calculators. The course follows the current trends in office technology, teaches the touch method, explains common calculator features, and emphasizes business problem solving. *Prereqs: None*

BUS 112   Principles of Management   **3 credit hours**

Principles and practices of business management developed around the framework of the functions of planning, organizing, and controlling. Specific topics covered includes: managerial ethics, group dynamics, employee motivation, communications, decision-making, leadership and management styles, productivity, and organizational effectiveness. *Prereqs: None*

BUS 120   Business English   **3 credit hours**

Business English 120 is an overview of the skills required in order to communicate effectively. It is a lecture, discussion, and lab course with varied content including grammar (sentence structure, punctuation, abbreviations, capitalization, number writing), spelling, the writing process, letters, memos, reference materials and business references. *Prereqs: None*

BUS 130   Business Communications   2 credit hours
This course is designed to teach the student about the various types of organization and office communications. Skills will cover time management, productivity, confidentiality and conduct in the office environment. Included in the course of study is an introduction to various types of office correspondence, letters, memos, reports, advertisements, collection letters, email and basic research. *Prereqs*: *None*

BUS 150   Marketing   3 credit hours
The principle of marketing involves the structure of marketing institutions in a global environment. The course includes analysis of marketing functions, consumer behavior, segmentation, market research, product planning, pricing, promotion, distribution and marketing strategies. Internet and electronic mail activities are integrated to develop competencies in date collection, application and task analysis. *Prereqs: None*

BUS 160   Human Resources Leadership   3 credit hours
Introduction to the Human Resources Management functions including recruitment and selection, equal employment opportunity compliance, development and training, performance appraisal, compensation, and employee benefits. *Prereqs: None*

BUS 170   Financial Planning and Budgeting   3 credit hours
Principles of personal financial planning enabling the student to achieve personal economic satisfaction and long-term financial security. Topics will include career planning, taxes, banking, consumer strategies, housing, transportation, insurance, investments, retirement and estate planning. *Prereqs: None*

BUS 180   Office Management   3 credit hours
Organization and control of administrative office operations, staff and resources. Students will examine and apply functions and principles of management, leadership, problem solving, job design and analysis, and diversity practices. *Prereqs: None*

BUS 190   Legal and Ethical Aspects of Management   3 credit hours
An overview of basic ethical principles related to business and society. Examines corporate social responsibility as well as ethical perspectives related to internal and external stakeholders. *Prereqs: None*

CHE 103   Fundamentals of Chemistry   4 credit hours
A terminal course dealing with fundamentals and basic concepts of chemistry primarily designed for general college students, as well as those in specialized programs such as nursing. Includes lab. *Prereqs: None*

CIS 120   Computer Concepts   4 credit hours
This course is designed to give the computer user a working knowledge of word processing programs including Microsoft Office Suite. Instruction will be given in application programs, formatting and editing documents, columns, tables, and internet communication skills. *Prereqs: None*

CIS 120-L   Computer Concepts Lab   **1 credit hour**
This course introduces the basics of computer operations including vocabulary and concepts. Basic hands on instruction in the proper form of keyboarding with guided practice in speed and proficiency. *Prereqs: None*

COM 211   The Art of Human Communication   **3 credit hours**
Principles and practice of effective oral communication. This course focuses on researching, composing, and delivering formal and informal speeches and presentations. Topics include ethics and public speaking, listening, research, analyzing and adapting to audiences, message construction, outlining, delivery of messages, effective use of visual aids, and critically evaluating public address. The course emphasizes informative and persuasive speaking. *Prereqs: None*

*COMM 103   Personal & Vocational Concepts   **3 credit hours**
This course will introduce the practical nursing student to his/her role as a member of the health care team. Course content identifies specific factors necessary for personal and vocational adjustments. Students are introduced to the Missouri Nurse Practice Act and cultural/spiritual issues in nursing. It emphasizes the legal and ethical responsibilities of nursing. Theoretical principles and concepts are correlated with basic nursing subjects and clinical practice. *Prereqs: None*

ENG 150   Composition   **3 credit hours**
A writing course designed to develop students' abilities to write in a variety of modes for a wide range of purposes. *Prereqs: None*

EXT 102   Externship   **4 credit hours**
The students will have the opportunity of enhancing and refining their skills by working in a business office environment and being evaluated by their employer. *Prereqs: None*

EXT 104   Clinical Externship   **4 credit hours**
The students will have the opportunity of enhancing and refining their skills by working in a medical office environment and be evaluated by their employer. *Prereqs: None*

HCI 120   Health Care Informatics   **3 credit hours**
This course is designed to give the student insight and experience in the application of information science to medical practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development, and knowledge discovery with relevance to patient care and healthcare management. Students will demonstrate the use of software applications to include: e-mail, internet browser applications, literature databases, and electronic documentation systems. Focus will include the ethical and legal issues concerning health records, confidentiality, and release of information. *Prereqs: None*

MED 110   Medical Terminology   **4 credit hours**
This course is designed to develop a knowledge base of the language of medicine**.** Emphasis is placed on the spelling, pronunciation and analysis of word elements and terms relating to anatomy, physiology, diagnosis, pathology, procedures, abbreviations and symptomatic terms that assist the student in communicative application to each system and medical specialty. Also included in this course of study are the technical methods of communication used by health care professionals. *Prereqs: None*

MED 112   Pharmacology   **3 credit hours**
This course of study reviews the basic knowledge of pharmacology. Students will practice converting measurements, study dosage and develop an understanding of the history and principles of pharmacology. *Prereqs: None*

MED 118   Introduction to Billing & Coding   **2 credit hours**
This course provides the student with basic understanding of the field of medical insurance billing and coding and its impact on the U.S. health care system and economics of health care delivery. *Prereqs: None*

MED 122   Coding Concepts   **6 credit hours**
Practice in diagnostic and procedural coding using ICD-10-CM and CPT procedural manuals. *Prereqs: None*

MED 132   Insurance Concepts   **4 credit hours**
This unit of study is designed for medical assistant students. Its practical, focused approach provides students with the basics of medical insurance systems and companies. Instruction in legal issues, ethics, and terminology including: BCBS, Workers' Compensation, CHAMPUS, CHAMPVA, Medicare, Medicaid, TRICARE, etc. Student will practice filing insurance claims focusing on proficiency and speed. *Prereqs: None*

MED 140   Anatomy & Physiology   **4 credit hours**
This course introduces the student to the structure and function of the human body both in health and disease. Body systems studied include: the cell, homeostasis, integumentary, musculoskeletal, nervous, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive. *Prereqs: None*

MED 150   Phlebotomy   **2 credit hours**
Students will develop knowledge and skills in phlebotomy. Skill development will include performing common blood collection methods using proper techniques and universal precautions. Collection will cover vacuum collection devices; syringes; capillary skin puncture; butterfly needles; blood cultures; and specimen collection on adults, children and infants. The course will also emphasize infection prevention, proper patient identification, quality assurance, specimen handling, order of draw, and processing. *Prereqs: None*

MED 152   Laboratory and Surgical Procedures   **3 credit hours**
This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be concepts and information required for the medical assistant to identify and practice clinical medical assistant duties in the medical office and to demonstrate an understanding of topics including, but not limited to: learning basic skills necessary for the medical office laboratory such as maintaining the exam area, performing clinical lab tests, venipuncture, microhematocrit; assisting with office surgeries, other treatments, and procedures. OSHA guidelines will also be discussed. Clinical skills lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: None*

MED 160   Clinical Fundamentals I   3 credit hours

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be Vital Signs & Mensuration, Aseptic Techniques, and Sterilization. An emphasis is placed on the patient's physical examination and treatment procedures that are done in the medical office setting. Lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: None*

MED 164   Electrocardiography   2 credit hours

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be concepts and information required for the medical assistant to identify and practice clinical medical assistant duties in the medical office and to demonstrate an understanding of topics including, but not limited to: electro- cardiology (ECG). Clinical skills lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: None*

MED 180   Electronic Medical Records   2 credit hours

This course provides the student with a working knowledge of Electronic Medical Records (EMR) utilizing the current electronic medical records programs. The student will understand all aspects of patient records and integrated systems in preparation to work in the clinical setting. *Prereqs*: None

MED 260   Clinical Fundamentals II   5 credit hours

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be concepts and information required for the medical assistant to identify and practice clinical medical assistant duties in the medical office and to demonstrate an understanding of topics including, but not limited to; pharmacology-including being able to perform medication administration, therapeutic modalities such as pulmonary function testing, physical therapy and rehabilitation. The course will also provide assistance in recognizing office emergencies and the ability to perform basic first aid procedures. Clinical skills lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs*: *None*

MTH 101   Fundamental Mathematical Concepts   3 credit hours

Development of the number systems – whole numbers through real numbers. Also, problem solving strategies, functions, elementary logic and set theory are included. *Prereqs*: *None*

MTL 105   Medical Office Ethics   3 credit hours

This course will philosophically investigate issues arising in the field of bioethics theoretical issues will include basic medical ethical theory, focusing especially on autonomy, justice, beneficence, and non-maleficence. Topics may include non-judgmental approach, reproduction, euthanasia, informed consent, medical experimentation on human beings, genetic engineering, cloning, stem cell and when ethics and law "collide". *Prereqs: None*

MLT 212   Laboratory Methods   3 credit hours

This course introduces the field of medical laboratory science, including quality control, blood borne pathogens, basic laboratory equipment, laboratory settings, accreditation, certification, professionalism, ethics and basic laboratory procedures in chemistry, hematology, immunology, urinalysis and microbiology. *Prereqs: None*

MLT 203   Clinical Chemistry   **6 credit hours**

Students will learn the application of analyzing data on diagnostic chemistry generated from clinical chemistry equipment and instrumentation. These applications include knowledge of the appropriate sample, volume needed to analyze and ability to interpret normal, therapeutic and critical values appropriated to diagnose. The student studies metabolic pathways evaluated by the array of tests performed in the chemistry department of the clinical laboratory. *Prereqs: None*

MLT 214   Parasitology, Mycology & Virology   **1 credit hour**

This course covers parasites, fungi, yeasts, and viruses that cause human infections or that humans may harbor. Instruction includes organism transmission, laboratory specimen requirements, life cycles, characteristic structures, identification methods, and simple practical identification techniques. *Prereqs: None*

MLT 216   Hematology   **6 credit hours**

This course is a study of the blood that includes the function, identification and testing cellular components. Skills are developed in the analysis of hemoglobin, hematocrit, blood cell counts, and blood cell morphology. The mechanisms of coagulation are also explored and the function and analysis of platelets and proteins in blood coagulation are related to changes in normal and disease states. *Prereqs: None*

MLT 218   Immunology   **2 credit hours**

This course covers the principles of immunology. Topics covered include antigen-antibody reactions, immunoglobulin structures and functions, clinically significant relations to disease. *Prereqs: None*

MLT 228   Clinical Microbiology   **6 credit hours**

This course is designed to instruct the Medical Laboratory Technician on the proper identification and handling of microorganisms in a clinical setting. The student learns microorganism morphology, growth requirements and speciation. The student works with a variety of specimens and learns the intricacy for optimum isolation and identification on common clinical microorganisms that might be present. *Prereqs: BIO 208*

MLT 222   Immunohematology   **6 credit hours**

This course covers the principles of immunology and blood banking procedures using the guidelines of the American Association of Blood Banks (AABB). Topics covered include antigen-antibody reactions, immunoglobulin structures and functions, complement interaction, clinically significant blood group systems, antibody detection and identification, immunologic disease of the newborn, compatibility testing and component therapy. *Prereqs: None*

MLT 224   Urinalysis & Body Fluid   **2 credit hours**

This course presents the normal and abnormal composition of urine and commonly collected body fluids for clinical evaluation. The student is introduced to testing procedures, sources of error, and clinical correlation as they relate to urine and body fluids. *Prereqs*: *None*

*NUR 120   Nursing Informatics   3 credit hours

This course is designed to give the student insight and experience in the application of information science to nursing practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development, and knowledge discovery with relevance to patient care and healthcare management. Students will demonstrate the use of software applications to include: e-mail, internet browser applications literature databases, and electronic documentation systems. Focus will include the ethical and legal issues concerning health records, confidentiality, and release of information. *Prereqs*: *None*

*NURS 103   Introduction to Pharmacology   2 credit hours

This course introduces the student to systems of metric, household, and apothecary measurement; abbreviation; and symbols. The nursing responsibilities in the administration of medications are stressed. *Prereqs*: *None*

*NURS 112   Fundamentals of Nursing   9 credit hours

The Fundamentals of Nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meeting the basic needs of any patient. Material from related subjects will be integrated content.   Principles and rationales that are foundation for nursing care will be emphasized, thus, enabling the student to develop skills to make appropriate nursing judgments. The nursing process format will be utilized to enable the student to develop a systematic and organized method of implementing basic nursing care. A theoretical base, individualized demonstration of technique, practice, and demonstration return in a supervised laboratory setting. The clinical experience is gained by caring for patients in the cooperative health care facilities under the guidance and supervision of the clinical instructor. *Prereqs*: *None*

*NURS 202   Pharmacology II   2 credit hours

Pharmacology II is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are presented. Developing a basic knowledge to utilize the nursing process to assess, plan, implement, and evaluate medication administration appropriate to Semester II students will be the course focus. Specific classifications of medication covered in this course will correspond to the Medical Surgical Nursing I course syllabus. *Prereqs*: *NURS 103, NURS 112*

*NURS 204   Maternal Child Nursing I   3 credit hours

Maternal and Child Nursing I will provide a basic theoretical background on which the student can utilize the nursing process to assist, to assess, to plan and implement and to assist to evaluate nursing care during pregnancy, labor and delivery, postpartum; including newborn and family care. Family dynamics as related to the obstetrical experience and aftercare will be explored. Content is organized moving from normal to deviations from normal. Principles of pharmacology and growth and development are integrated in this course. *Prereqs*: *NURS 112*

*NURS 213   Medical Surgical Nursing I   10.5 credit hours

Medical Surgical Nursing I presents concepts, principles, techniques and skills applicable to meeting the client's needs for health promotion and health maintenance in adulthood with an emphasis on the elderly population. Care is provided in a variety of settings. The course encompasses implementing a basic understanding and implementation of the nursing process and its application to providing safe and therapeutic care to clients. Selected Medical Surgical conditions will be presented. Skills laboratory

content and practice for IV Therapy meets the Missouri State Board of Nursing requirements for Practical Nursing graduates to be certified. Medical Surgical clinical will include IV therapy application in patient care settings. Mental Health and Pharmacology/Medication Administration are integrated into clinical practice. *Prereqs: NURS 112*

*NURS 302   Pharmacology III   **2 credit hours**

Pharmacology III presents the theoretical base upon which to competently apply principles of medication administration in the clinical practice setting. Specific medications, their actions, interactions, side and toxic effects, desired outcomes and indications will be presented. Specific medication classifications included in this course will correspond to the Medical Surgical II course syllabus. Students are expected to utilize the nursing process including critical thinking skills appropriate to Semester III in all areas applicable to the administration of medications. *Prereqs*: *NURS 103, NURS 112, NURS 202*

*NURS 304   Maternal Child Nursing II   **3 credit hours**

This comprehensive course will provide the student theoretical background and skills essential to meet the needs of the child. The ultimate goal is promotion of optimum health and development of children at any stage of health or illness. Building upon the knowledge and skills acquired in foundation subjects and in Maternal/Child Health I, the student will learn to specialize in basic care needs of children in growth and development; health; and safety. Principles of nutrition; growth and development; and pharmacology are integrated into the course. *Prereqs*: *NURS 112, NURS 204*

*NURS 305   Learning Lab III   **1 credit hour**

This course will provide basis for the student to utilize data related to graduate level entry into the job market. Preparing for the job market and preparing for the NCLEX licensure examination are the focal points. *Prereqs*: *None*

*NURS 313   Medical Surgical Nursing II   **6.5 credit hours**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, included appropriate research is emphasized. *Prereqs: NURS 112, NURS 213*

*NURS 323   Mental & Community Health   **3 credit hours**

This course will focus on the practical nurses' responsibility in assessing, planning, implementing, and evaluating measures to encourage mental wellness and to utilize therapeutic nursing intervention when caring for patients/clients exhibiting maladaptive behavior or the mentally ill patient/client. The introductory phase of the course includes basic information on the theories of psychological development and behavioral patterns in the healthy person as well as in the ill person. The relationship of growth and development to behavior as well as social and cultural influences will be explored. Behavioral characteristics, diagnostic measures, treatment modalities, and nursing interventions for individuals displaying mental illness behaviors will be considered during the second phase. *Prereqs*: *NURS 112, PSY 230*

*NURS 343   Leadership   **3 credit hours**
Advanced Leadership and Management nursing knowledge and skills will provide students with a foundation to participate in these roles within a practical nursing scope of practice. *Prereqs: NURS 112*

OFA 104   Electronic Transcription   **2.5 credit hours**
This course is designed to provide the student with fundamental skills related to basic transcription of medical histories, x ray reports, consultations, physician correspondence, chart notes, history and present physicals, etc. This course will assist the student in proper use of terminology and format to provide a permanent record of the patient. *Prereqs*: *None*

OFA 120   Office Administration I   **2 credit hours**
This course is designed to assist the student in acquisition of administrative duties common to a medical facility including: maintaining inventory and facilities, processing mail, using the telephone effectively, scheduling appointments, managing the reception of patients, maintaining patient records, setting up the physician's appointment book and preparing schedules for the utilization of equipment and personnel. *Prereqs*: *None*

OFA 122   Office Administration II   **3 credit hours**
Course studies various modern office situations, office atmosphere, interpersonal relationships, office communications systems and different business organizational structures. Students will participate in role playing, visits to medical facilities and waiting rooms, interviewing receptionists, etc. *Prereqs*: *None*

PSY 101   Introduction to Psychology   **3 credit hours**
This is a survey course providing a study of the behavior of living organisms, particularly human behavior. Typical problems are methods and measurement in psychology, theoretical systems, learning, motivation, perception, personality, and psychopathology. *Prereqs*: *None*

PSY 230   Life Span Development   **3 credit hours**
Study of the entire human life span, beginning with conception and prenatal period. Psychological, sociological and biological determinants of development and change processes are considered. *Prereqs*: *None*

Associate Degrees Tuition and Fees

Medical Administrative Assistant Program
2016-2017
<u>*Effective 07/01/2016*</u>

Core class tuition (per credit hour) $ 182.00

General education class tuition (per credit hour) $ 240.00

Student fee (per semester) $ 18.00

Technology fee (per semester) $ 190.00

Student Professional Liability insurance (per year) $ 25.00

Graduation fee $ 125.00

Books (Vary by course)

National Healthcareer Association testing fees:
(Medical Administrative Assistant program only)
    Billing and Coding Specialist test $ 110.00

    Certified Medical Administrative
    Assistant test $ 110.00

    NHA Retest Fee $ 110.00 (per test)

(resale items such as books and supplies are subject to sales tax)

Medical Assistant Program
2016-2017
Effective 07/01/2017

Core class tuition (per credit hour) $ 182.00

General education class tuition (per credit hour) $ 240.00

Student fee (per semester) $ 18.00

Technology fee (per semester) $ 190.00

Graduation fee $ 125.00

Simulation & skills center fee (per semester) $ 155.00

Student Professional Liability insurance (per year) $ 25.00

Supplies $ 475.00
Name badge (1) (available only thru BTC)   Tote bag (includes): Phlebotomy Kit
School patch (3) (available only thru BTC)   Uniforms (1)
Stethoscope   **Watch
**Shoes

Books (vary by course)

National Healthcareer Association/American Medical Technologies testing fees:
    Billing and Coding Specialist test $ 130.00
    Registered Medical Assistant test $ 130.00

**A watch with a second hand and solid white shoes need to be approved by the nursing faculty. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

Medical Laboratory Technology Program
2016-2017
<u>*Effective 07/01/2016*</u>

Core class tuition (per credit hour) $ 275.00

General education class tuition (per credit hour) $ 240.00

Science lab fee (per gen ed. science class, per semester) $ 100.00

Student fee (per semester) $ 18.00

Technology fee (per semester) $ 190.00

Graduation fee $ 125.00

Simulation & skills center fee (per semester) $ 600.00

Student Professional Liability insurance (per year) $ 25.00

Supplies $ 200.00
      Name badge (1) (available only thru BTC)   School patch (2) (available only thru BTC)
      White lab coat   Uniform (1)
      **Shoes

Books (vary by course)

**Solid white shoes need to be approved by the faculty. This item is required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

Professional Nursing Program
2016-2017
Effective 07/01/2016

Nursing core tuition (per credit hour) $ 431.00
General education tuition (per credit hour) $ 240.00
Books (Vary by course)
Supplies: $ 550.00 (estimate)

Name badge (1) (available only thru BTC)	RN Nursing Supply Tote bag
School patch (3) (available only thru BTC)	Medication Administration Kit
Stethoscope	IV Therapy Tote
Hemostats	White lab coat
Uniforms (2)	**Watch
**Shoes	

Simulation & skills center fee (per semester) $ 185.00

Science lab fee (per gen ed. science class, per sem) $ 100.00

Technology fee (per semester) $ 190.00

Student fee (per semester) $ 18.00

Achievement & diagnostic testing (per semester) $ 325.00

Online Access Fee (1st semester only) $ 230.00

Drug screening fee (1st semester only) $ 40.00

Clinical fee (per semester) $1875.00

MSBN/NCLEX/Fingerprinting fee (3rd semester only) $ 300.00

Graduation fee (4th semester only) $ 150.00

Student professional liability insurance (1st semester only) $ 50.00

Books (vary by course)

**A watch with a second hand and solid white shoes need to be approved by the nursing faculty. These items are required, but the fees are not collect by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

Small Business Management Program
2016-2017
Effective 07/01/2016

Core class tuition (per credit hour) $ 182.00

General education class tuition (per credit hour) $ 240.00

Student fee (per semester) $ 18.00

Technology fee (per semester) $ 190.00

Graduation fee $ 125.00

Books (vary by course)

(resale items such as books and supplies are subject to sales tax)

Certificate Program Tuition and Fees
Medical Assistant Program
2016-2017
Effective 07/01/2016

Core class tuition (per credit hour)	$ 182.00
Student fee (per semester)	$ 18.00
Technology fee (per semester)	$ 190.00
Graduation fee	$ 125.00
Simulation & skills center fee (per semester)	$ 155.00
Student Professional Liability insurance (per year)	$ 25.00
Supplies	$ 475.00

Name badge (1) (available only thru BTC)   Tote bag (includes):
School patch (3) (available only thru BTC)   Phlebotomy Kit
Stethoscope
Uniforms (1)
**Watch
**Shoes

Books (vary by course)

National Healthcareer Association/American Medical Technologies testing fees:

Billing and Coding Specialist test	$ 130.00
Registered Medical Assistant test	$ 130.00

**A watch with a second hand and solid white shoes need to be approved by the faculty. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

Gainful Employment Disclosure
Medical Assistant
Effective 01/01/2016

Effective July 1, 2011, the Department of Education requires schools with Gainful Employment programs to disclose certain information about these programs. **Information report below is the for the period between July 1, 2014—June 30, 2015 (2014-2015 Award Year)**

Tuition	$ N/A
Books and Supplies	$ N/A
Total Program Cost	$ N/A

On-Time Graduation Rate:	N/A %
ACICS Placement Rate:	N/A %

The median amount of debt for program graduates is shown below:

Federal Loans:	$ N/A
Institutional Financing Plan:	N/A
Private Education Loans:	$ N/A

N/A = No enrolled students during the July 1, 2014 – June 30, 2015 period

Certificate Program Tuition and Fees

Practical Nursing Program

2016-2017

Effective 07/01/2016

Nursing core tuition (per credit hour)	$199.00
General education tuition (per credit hour)	$240.00
Science Lab fee (per gen ed. science class, per sem)	$100.00

Supplies: $550.00 (estimate)

Name badge (1) (available only thru BTC)	Nursing Supply Tote Bag
School patch (3) (available only thru BTC)	Medication Administration Kit
Stethoscope	Demo dose inject-ed injection pad
Tegaderm IV Advance Dressing (1)	Casefusion MaxPlus 8.5" extension set (1)
IV Catheters (2)	Plum Pump Tubing set (1)
Chlorhexidine swabs	Isolation gown
White lab coat	Uniforms (2)
**Watch	**Shoes

Simulation & skills center fee (per semester)	$185.00
Science lab fee (per gen ed. science class, per semester)	$100.00
Student fee (per semester)	$18.00
Technology fee (per semester)	$190.00
Achievement & diagnostic testing (per semester)	$375.00
Online Access Fee (1st semester only)	$120.00
Drug screening fee (1st semester only)	$40.00
MSBN/NCLEX/Fingerprinting fee (2nd semester only)	$300.00
Graduation fee (3rd semester only)	$150.00
Student professional liability insurance (1st semester only)	$25.00

Books (Vary by course)

**A watch with a second hand and solid white shoes need to be approved by the nursing faculty. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

Gainful Employment Disclosure
Practical Nursing
Effective 01/01/2016

Effective July 1, 2011, the Department of Education requires schools with Gainful Employment programs to disclose certain information about these programs. **Information report below is the for the period between July 1, 2014—June 30, 2015 (2014-2015 Award Year)**

Tuition	$14,063.00
Books and Supplies	$3,495.00
Total Program Cost	$17,558.00

On-Time Graduation Rate:	100%
ACICS Placement Rate:	100%

The median amount of debt for program graduates is shown below:

Federal Loans:	$9,500.00
Institutional Financing Plan:	0
Private Education Loans:	$9,000.00

Jobs Prepared for: Licensed Practical Nurse (SOC 29-2060)

- Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Faculty

Marion Anema, Ph.D., RN

Director of Professional Nursing & Practical Nursing
Bachelor of Science in Nursing, University of Iowa, Iowa City, IA
Master of Science in Nursing, University of Iowa, Iowa City, IA
Doctor of Philosophy in Education Administration, University of Iowa, Iowa City, IA

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Ona Jo Bass

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Master of Arts in Library Science, University of Missouri, Columbia, MO

Lisa Beals, MSN, RN

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Bachelor of Science in Nursing, South University, Savannah, GA
Master of Science in Nursing, South University, Savannah, GA

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Nursing Faculty
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Rachel Grainger	General Education Faculty Bachelor of Science in Social Work, Missouri State University, Springfield, MO Masters in Social Work, Missouri State University, Springfield, MO
Dr. William Gray	General Education Faculty Bachelor of Science in Physical Science with majors in Biological Science & Chemical Science, Colorado State University, Ft. Collins, CO Master in Parks and Recreation; Administrative Management, University of Missouri, Columbia, MO Doctor of Veterinary Medicine, Colorado State University, Ft. Collins, CO
Barbara Toni Hudson, MSN, RN	Nursing Faculty Bachelor of Science in Nursing, University of South Alabama, Mobile, AL Master of Science in Nursing, University of Alabama, Birmingham, AL Post-Masters Family Nurse Practitioner program, University of Missouri, Columbia, MO
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Tami Hutchinson	Medical Administrative Assistant/Medical Assistant Faculty

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Paulette Ivey   Medical Assistant Faculty

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Master of Science in Education Degree, Office Administration and
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Master of Science in Education, Drury University, Springfield, MO

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St. John's School of Medical Terminology, Springfield, MO

Bachelor of Science, (Major in Biology & Chemistry), Missouri State University, Springfield, MO