

**Glen Oaks Community College**  
62249 Shimmel Rd., Centreville, MI. 49032

For more info contact Lon Huffman  
467-9945 or 1-888-994-7818

## **Coming Events at Glen Oaks**

### **APRIL 2010**

(News/Sports Editors: Please announce these events at least a week before date)

#### **Thursday, April 1**

The Glen Oaks Community College Men's Baseball Team travels to Lansing Community College for a 2 p.m. game.

The Glen Oaks Community College Women's Softball Team hosts Kalamazoo Valley Community College at 3 p.m.

#### **Friday, April 2**

The Glen Oaks Community College Golf Team travels to the Jackson Community College Invitational for a 10 a.m. start.

#### **Saturday, April 3**

The Glen Oaks Community College Men's Baseball Team travels to Macomb Community College for a 1 p.m. game.

The Glen Oaks Community College Women's Softball Team travels to Kellogg Community College for a 1 p.m. game.

#### **Monday, April 5**

The Glen Oaks Community College Golf Team travels to the Ancilla College Invitational at Swan Lake Resort, Plymouth, Indiana for a 10 a.m. start.

#### **Tuesday, April 6**

The Glen Oaks Community College Men's Baseball Team hosts Lake Michigan College at 2 p.m.

The Glen Oaks Community College Women's Softball Team travels to Ancilla College for a 3 p.m. game.

#### **Wednesday, April 7**

**Mail Merge in Word 2007 (CES 780)**, Section 1, is offered 8:00 a.m.-11:00 a.m., Wednesday, April 7 in Room 22A of the Glen Oaks Community College Business Development Center. Fee for the 0.2 credits, 3 hour public Continuing Education class is \$36 and includes materials. Instructor Mary Kay Balaguer explains Mail Merge in Word 2007 as a powerful feature that allows you to create a set of documents with great efficiency and little effort. This class will cover using mail merge for letters and labels, using the mail merge Wizard, and dealing with common errors and questions. How to use lists in both Word 2007 and Excel 2007 will also be covered. Contact Kari Scare, Director of Business Services, at (269) 294-4276 or [kscare@glenoaks.edu](mailto:kscare@glenoaks.edu) for more information or to enroll in this course.

**Thursday, April 8**

The Glen Oaks Community College Men's Baseball Team travels to Lake Michigan College for a 2 p.m. game.

The Glen Oaks Community College Women's Softball Team hosts Lake Michigan College at 3 p.m.

**Friday, April 9**

The Glen Oaks Community College Golf Team travels to the Oakland Community College Invitational at Pontiac Country Club, Waterford for a 10 a.m. start.

**Saturday, April 10**

The Glen Oaks Community College Men's Baseball Team hosts Jackson Community College at 1 p.m.

The Glen Oaks Community College Women's Softball Team travels to Lansing Community College for a 1 p.m. game.

**Monday, April 12**

The Glen Oaks Community College Golf Team travels to Grand Rapids Community College Invitational at Egypt Valley Country Club, Ada, for a 10 a.m. start.

**Tuesday, April 13**

The Glen Oaks Community College Men's Baseball Team hosts Kalamazoo Valley Community College at 2 p.m.

The Glen Oaks Community College Women's Softball Team hosts Muskegon Community College at 3 p.m.

**Wednesday, April 14**

The Glen Oaks Community College Golf Team travels to Trine University's A.C. Eddy Spring Classic at the Zollner Golf Course for a 1 p.m. start.

The Glen Oaks Community College Board of Trustees will hold a public meeting at 7:30 a.m., Wednesday, April 14 in the College Boardroom.

**Thursday, April 15**

The Glen Oaks Community College Men's Baseball Team hosts Muskegon Community College at 2 p.m.

The Glen Oaks Community College Women's Softball Team hosts Olivet College J.V. at 3 p.m.

Glen Oaks Community College hosts the first of a two-day *OSHA 10-Hour General Industry Safety Course* on April 15 in the Business Services Center's Dresser Auditorium. The second day, April 16, is conducted at the St. Joseph County ISD Building. Cost for this training provided by Comprehensive Safety Resource, LP, is \$175 per person and seating is limited. For more information or to enroll, con-

tact Kari Scare, Director of Business Services at GOCC, (269) 294-4276 or FAX (269) 467-9068. E-mail [kscare@glenoaks.edu](mailto:kscare@glenoaks.edu)

***The 2010 Job Fair*** sponsored by MichiganWORKS! and Glen Oaks Community College will be held from 10 a.m.-1 p.m., Thursday, April 15 on the Concourse at Glen Oaks Community College. There is no charge for this opportunity to meet and talk with representatives of area companies and agencies who are currently taking applications.

#### **Friday, April 16**

The Glen Oaks Community College Golf Team travels to the Kalamazoo Valley Community College Invitational at Stonehedge North Golf Club, Augusta, for a 10 a.m. start.

#### **Saturday, April 17**

The Glen Oaks Community College Men's Baseball Team travels to Grand Rapids Community College for a 1 p.m. game.

The Glen Oaks Community College Women's Softball Team travels to Grand Rapids Community College for a 1 p.m. game.

#### **Monday, April 19**

The Glen Oaks Community College Golf Team travels to the Muskegon Community College Invitational at Stonegate Golf Club for a 10 a.m. start.

**QuickBooks Pro 2009 (CES 777)**, Section 1, is offered 6:00 p.m.-9:00 p.m., Mondays and Wednesdays, April 19, 21, 26 and 28 in Room 22A of the Glen Oaks Community College Business Development Center. Fee for the 0.8 credits, 12 hour public Continuing Education class is \$144 and includes a book. Instructor Mary Kay Balaguer knows many people are frustrated with their current bookkeeping system but aren't sure where to start with finding a new system? Some people began using QuickBooks, but now think there is a better way to use it. In both cases, chances are you just need some focused time with hands-on use to be able to set your company up properly. This course will cover each step involved with the initial setup of your company as well as customizing QuickBooks for your specific business situation. QuickBooks covers your entire business' needs from accounts receivable to accounts payable to payroll for employees. QuickBooks also gives you the ability to track your income and expenses and to run reports at the end of the month, quarter, and year automatically. Contact Kari Scare, Director of Business Services, at (269) 294-4276 or [kscare@glenoaks.edu](mailto:kscare@glenoaks.edu) for more information or to enroll in this course.

#### **Tuesday, April 20**

The Glen Oaks Community College Men's Baseball Team travels to Davenport University to play the J.V. at 2 p.m.

The Glen Oaks Community College Women's Softball Team hosts Jackson Community College at 3 p.m.

The Glen Oaks Community College Golf Team travels to the Golf Club of Coldwater Invitational-36 holes for an 8:30 a.m. start.

**Thursday, April 22**

The Glen Oaks Community College Women's Softball Team travels to Kalamazoo Valley Community College for a 3 p.m. game.

**Friday, April 23**

The Glen Oaks Community College Golf Team hosts the Glen Oaks Community College Invitational at Klinger Lake Country Club, Sturgis, with a 9 a.m. start.

**Saturday, April 24**

The Glen Oaks Community College Men's Baseball Team travels to Mott Community College for a 1 p.m. game.

The Glen Oaks Community College Women's Softball Team hosts Kellogg Community College at 1 p.m.

**Monday, April 26**

The Glen Oaks Community College Golf Team travels to the Cereal City Shootout-36 holes at the Battle Creek Country Club with an 8:30 a.m. start.

**Tuesday, April 27**

The Glen Oaks Community College Men's Baseball Team travels to Kalamazoo Valley Community College at 2 p.m.

The Glen Oaks Community College Women's Softball Team hosts Ancilla College at 3 p.m.

**Thursday, April 29**

The Glen Oaks Community College Men's Baseball Team hosts Ancilla College at 2 p.m.

The Glen Oaks Community College Women's Softball Team travels to Lake Michigan College for a 3 p.m. game.

**Friday, April 30**

The Glen Oaks Community College Golf Team plays in the MCCA Western Conference Tournament (36 holes) at Bedford Valley Golf Club, Battle Creek, with a 9 a.m. start.

Glen Oaks Community College will hold its annual *Graduation Ceremony* beginning at 7 p.m. in the Gymnasium. Attendance is by invitation and ticket only due to the large size of the graduating class and crowd.