GLEN OAKS COMMUNITY COLLEGE

Catalog of College Information, Curricula and Courses

2012-2013

Glen Oaks is a public community college serving southcentral Michigan, a member of the Michigan Community College Association and the American Association of Community Colleges

Glen Oaks is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
800-621-7440/312-263-0456
www.higherlearningcommission.org

Glen Oaks Community College is proud to join the growing list of institutions and businesses saving natural resources by no longer printing the college catalog. This saves ink, paper (trees), energy and finances by not printing the annual book and offering it, instead, on the college website: www.glenoaks.edu This is a smart change we can all appreciate as we try to live more sustainably.

Please recycle
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2012-2013 Catalog

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Welcome to Glen Oaks Community College

Thank you for choosing Glen Oaks Community College. I believe you will find GOCC provides an atmosphere of learning with faculty offering a quality education, expecting high achievement, and inspiring students with real-world knowledge. The facilities continue to receive 21st Century upgrades with added technology: classrooms and areas equipped with multi-media applications, WiFi connections, modern laboratories, and the latest computer programs.

I urge you to use the E. J. Shaheen Library, Tutoring Center, Distance Learning Center, Fitness/Wellness Center, The Oaks Store, Counseling and Student Services, Business Services Center, and the many organizations, activities and sports on campus. Make the most of your time in college. Become involved in Student Government, Phi Theta Kappa, student clubs (Science, Allied Health, Veterans, Music and others). Your talents and leadership abilities will improve as you make new friends on campus.

Since 1965, when the college was approved by the citizens of St. Joseph County, Glen Oaks has been educating students who are prepared to enter the work force or transfer to a four-year school. College transfer graduates from GOCC are as academically successful as their counterparts who started their more-costly road to a degree. They often tell us they felt better prepared, with a strong foundation in their studies and an understanding of what it takes to succeed.

Glen Oaks reflects a mix of students, not only younger and older, but also students discovering interests in work force technical areas or the humanities, science, and technical fields. Many are students interested in technical associate degrees and certificates. Our society requires people with the training and skills to enter professions ranging from health care and nursing to welding and electrical.

Achieving more than a high school education is vitally important today. President Barack Obama said in announcing the recent American Graduation Initiative, which puts more emphasis on educating Americans at our nation’s 1200 community colleges, “We know that in the coming years, jobs requiring at least an associate degree are projected to grow twice as fast as jobs requiring no college experience. We will not fill those jobs—or even keep those jobs in America—without the training offered by community colleges.”

According to the 2010 U.S. Bureau of Labor Statistics data, earning an associate degree offers a big advantage over those holding only a high school diploma. Community College graduates are 32 percent more likely to be employed. Jobs requiring degrees are growing in demand. According to a report from the Coalition on Human Needs, by 2018 America will need 22 million new workers who have associate degrees or better and 4.7 million workers with postsecondary certificates like those offered at community colleges. Also, associate degree holders earn 22 percent more per year compared to a worker with only a high school diploma, also according to the Bureau of Labor Statistics.

As an Achieving The Dream institution, Glen Oaks Community College knows the importance of a good education for your future, the future of our community, state and nation. Again, thank you for becoming a part of the Glen Oaks Community College family.
Voters created college in 1965

Glen Oaks is nestled in the rolling hills of Sherman Township

In 1827, the first election held in White Pigeon, polled 14 votes; four years later, over 200 votes. In 1829, as growth continued, St. Joseph County was organized and local government established on the township system.

In the pioneering tradition of their forefathers, the progressive citizens of St. Joseph County, in April of 1965, sought and received approval from the State of Michigan to organize a community college for their county. On June 14, 1965, St. Joseph County voters authorized the establishment of Glen Oaks Community College by electing a Board of Trustees and approving a charter millage for its operation and support. Glen Oaks Community College opened its doors in the fall of 1967.

Glen Oaks is located just outside Centreville, equidistant between Three Rivers and Sturgis, St. Joseph County’s two largest towns. Nestled in the hills of Sherman Township, the college overlooks Lake Templene.

The college is located about 30 miles south of Kalamazoo, Michigan, and 45 miles from South Bend and Angola, Indiana. Western Michigan University, Kalamazoo College, Trine University and The University of Notre Dame are thus within easy driving distances for advanced educational opportunities for St. Joseph County’s 62,000 residents.

The area is primarily agricultural, with heavy to light industry focused in Sturgis and Three Rivers. Located midway between Chicago and Detroit on the “Chicago Trail,” it has the potential for vast economic and population growth. The area also abounds in lakes and rolling hills, affording many opportunities for a variety of recreational activities year round. Citizens are fortunate to be served by modern medical facilities and by well-supported public educational facilities. An energetic civic outreach program supports the educational, cultural, and economic community and assures growth and progress.

The character of the college, its communities, and its people are shaped by its pristine rural location, the nearby influence of one of the midwest’s largest Amish populations, a widespread acceptance of a traditional work ethic, a history of solid community support for the college, and continual opportunities for educational and community service which have presented themselves.

Glen Oaks Student Learning Outcomes

Glen Oaks Community College strives to help students develop the ability over their lifetime to do the following:

- Acquire and apply the knowledge and skills appropriate for career and personal goals.
- Communicate effectively through reading, writing, speaking, listening, and visual/nonverbal skills.
- Embrace and apply lifelong learning.
- Engage in healthy physical, intellectual, emotional, and social behaviors.
- Apply critical thinking and problem-solving skills.
- Accept the constancy of change at personal, local, and global levels; adapt effectively.
- Maintain technological competencies.
- Serve others and community.

Glen Oaks Equal Opportunity and Non-Discrimination Statement is located on page 110.
If severe weather conditions cause the college to close for day and/or evening classes, notification of the decision is made (generally by 6 a.m.) over radio stations WLKM (96FM), WBET (99.3FM), WNWN (98.5), WNDU (U93FM and Channel 16), WKFR (103.3FM), WLKI (100 FM), WRKR (107.7FM), WMEE (97.3FM), WTHD (105.5 FM) and television stations WWMT (Kalamazoo, Channel 3) and WOOD-TV (Grand Rapids, Channel 8).

Check with www.glenoaks.edu for the latest information on classes, schedules, campus events, sports, and much more.
Admissions Policy

Glen Oaks Community College is committed to the philosophy that an education is not only a privilege but also a right. Each and every person is entitled to the opportunity to develop his/her greatest potential. As a result, the College serves a diverse student body of varying ages, interests, abilities and potential.

All high school graduates and those who have satisfactorily completed the General Education Development Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest, capacity and maturity to benefit from the programs and courses offered by the College. Non-high school graduates are encouraged to take the General Educational Development (GED) test and may be admitted to the college if their high school class has graduated or with written consent from their high school counselor, principal and superintendent.

Students admitted to Glen Oaks may be required to make up certain deficiencies, and the college reserves the right to require special courses when deemed to be in the best interest of the student’s academic success. Course placement evaluations are given to assist students in enrolling in the appropriate classes. These evaluations are given in reading, writing and math.

Admission of New Students

Admission to Glen Oaks does not necessarily guarantee admittance to a specific course or program of study. A person desiring admission to Glen Oaks Community College must submit a completed application to the Admissions Office.

A minor student under the age of 18 who has provided evidence they have completed the required coursework to obtain a graduation diploma or GED, may be admitted as a new student. It is essential to have a signed consent by a parent or guardian; each applicant will be handled on a case-by-case basis.

An official high school transcript or GED score report, mailed directly from the high school to the Admissions Office, must be submitted within six weeks of application. The request for a high school transcript applies only to students who have graduated within the last 10 years, unless special circumstances require a transcript on file.

Effective, Fall 2012, New Student Orientation is mandatory for all new students. Orientation is available on campus prior to the start of each term. Students must complete orientation before registering for classes. In cases of extenuating circumstances, special arrangements for participation in an online orientation will be explored.

Accepted students are expected to meet with a college counselor or advisor to plan their academic program. New students may need to participate in the Course Placement Evaluation, unless other conditions are met. All new students are strongly encouraged to attend a college orientation session.

Admission of Transfer Students

A student who has attended another college or university must apply for admission by completing the Glen Oaks Community College admission application.

Transfer students must submit an official high school transcript (or GED score report) and official college transcripts from each college previously attended. These transcripts must be mailed directly from the high school/college(s) to the Admissions / Registration Office.

Participation in the Course Placement Evaluation is expected, unless other conditions are met.

A minimum of fifteen (15) semester hours of credit must be earned at Glen Oaks if a degree or certificate is to be granted.

Admission of International Students as College Guests

International students attending another college or university who wish to study at Glen Oaks Community College as guest students must do all of the following:

1. Submit either a Glen Oaks Application for
Admissions or a completed Michigan Uniform Undergraduate Guest Application. The Guest Application is available at Glen Oaks or the college/university last attended by the applicant. Note: A Guest Application is valid only for one semester.

2. Be evaluated to determine skill levels in writing, reading, and mathematics.

3. Meet with the International Student Advisor to address any immigration issues and for approval. (Admission to Glen Oaks is subject to compliance with the U.S. Immigration Department.)

4. Meet with the International Student Advisor for academic advisement.

5. Enroll in the courses recommended by the International Student Advisor.

**Admission of Former Students**
Former students should see a counselor or an academic advisor before they register, so they can be apprised of any changes in degree or certificate requirements. The Registrar should also be notified of any address or name changes.

**Admission of College Guest Students**
Students attending another college or university, who wish to study at Glen Oaks Community College as a guest student, must submit either a Glen Oaks admissions application or a completed Michigan Uniform Undergraduate Guest Application. The guest form is available at Glen Oaks or the college/university last attended by the applicant. A guest application is valid for only one semester.

**Admission of High School Guest Students**
17 years of age or younger
If a student is 17 years of age or younger and is interested in taking courses at Glen Oaks, the student must:

1. Complete the Early College Admissions Guest Application.

2. Take the Course Placement Evaluation.

3. Meet with a Glen Oaks Counselor or Advisor who will:
   a. Review the results of the Course Placement Evaluation.
   b. Determine whether course prerequisite requirements are met.
   c. Evaluate the approximate maturity level of the student.

4. Students 15 years of age or younger will need to obtain permission to enter classes from the appropriate Glen Oaks faculty.

NOTE: Students enrolling in courses designed specifically for young people or non-credit continuing education courses or those electing to audit a credit class will not be required to submit the guest application.

Glen Oaks Community College reserves the right to deny a student admission to a class based on their maturity level and/or the student’s Placement Evaluation scores.

**Admission of International Students**
Applicants from foreign countries must submit a completed application for admission. Also submit:

1. A certified English translation of all courses completed on the secondary and/or university level.

2. Certification of proficiency in the English language based on the test of English as a Foreign Language (TOEFL).

3. A statement of financial solvency from the bank, parent or guardian while in the United States or an affidavit of support.

4. A complete set of requirements and standards are available from the Counseling Office for more complete details on the admission procedure.

International Students admitted to Glen Oaks are expected to maintain full-time status and comply with all Student and Exchange Visitor Information System (SEVIS) regulations.

**Admission of Those in the Armed Forces**
Glen Oaks Community College is a Service Member Opportunity College (SOC). This means that Glen Oaks has designed its transfer policy to allow those individuals in the Armed Forces to minimize the loss of credit and to avoid duplication of coursework. For more information contact the SOC counselor at Glen Oaks Community College.

Glen Oaks Community College also participates in the Concurrent Admissions Program (ConAP). This program allows soldiers to be admitted to Glen Oaks Community College at the same time they enlist in the Army or Army Reserve. The admission agreement is in effect for two years following completion of active military service.
Admission of Senior Citizens
Credit Courses: Since the college officially opened its doors, the Board of Trustees has recognized the contribution of its senior citizens to the community and the college’s responsibilities to those same citizens. Therefore, senior citizens of St. Joseph County, 65 years of age or older, may take academic credit bearing courses at 50% discounted rate per contact hour (up to 18 credit hours per year). Fees must be paid and tuition offer may not be used for some classes (high enrollment, nursing, etc.). Verification of age may be requested and students must submit a completed application for admission.

Senior citizens will be required to participate in the Course Placement Evaluation if they plan to complete a degree or certificate at Glen Oaks.

Credit Free Courses: Credit-free course charges are based upon the costs of each course and, therefore, the charges cannot be waived for senior citizens.

Our Values.....

- We support and celebrate successful learning within an educationally transformative process. We are committed to high expectations and systems to foster quality learning. We value the role of the college in helping our communities develop and prosper.

- We value service provided by individuals and groups, working together for the common good of the college and our service area. We recognize our responsibility to the communities we serve and look for opportunities to connect our programs and services to community needs. We are committed to providing access to the college’s academic programs and services, fostering the vision that everyone can be a part of building our shared future.

- We are committed to interacting in ways that demonstrate civility, caring, and respect. We develop our working and learning relationships based on mutual trust, recognizing that each individual has inherent worth and unique talents. We appreciate and value diversity of expression, collaboration and partnering, and finding ways we can communicate effectively across difference.

- We value and encourage innovation. We promote the development of questions, ideas, and college activities that engage students, faculty and staff, area employers and communities in taking reasoned risk and pursuing new learning. We recognize that creative solutions require effective processes for support and implementation.

- We are committed to the value and practice of integrity and public accountability. We recognize that each of us is accountable to the public and that we share a responsibility for expanding mutual trust and support. We pledge to act with personal integrity and to ensure a high degree of organizational transparency.

- We are committed to diversity as an educational and social value. We understand that diversity requires caring, cultivation, and inclusive processes in order to build unity and insight from difference.

Our Mission Statement
The mission of Glen Oaks Community College is to provide quality educational programs that meet the life-long learning needs of its students and the communities it serves. A dynamic and relevant curriculum, accompanied by effective support services, enables the college to serve as a catalyst for creating and strengthening linkages among students, community members, businesses, and educational institutions. The college will respond proactively to changing local needs and fulfill its role in the global economy through the effective use of instructional and emerging technologies.

Our Vision Statement....
“Transforming Lives and Advancing Communities”
The Course Placement Evaluation assesses students’ skill levels in English and mathematics to help determine which courses they should take first to be successful. Each student takes tests in reading comprehension, writing, and mathematics. After completing the Placement Evaluation (called Accuplacer) and receiving the scores, the student meets with a counselor to discuss the results and plan classes accordingly. Students may be required to make up certain basic skill deficiencies. The college reserves the right to require special courses, when it is in the best interest of the student’s academic success.

The Course Placement Evaluation is administered on a computer and is very easy to use, even for prospective students with little or no computer experience. An administrator is present to answer questions or assist first-time computer users. Each evaluation is designed using computer adaptive techniques. This means the computer automatically determines which questions are presented based on responses to prior questions. Adaptive techniques “zero in” on just the right questions to ask without being too easy or too difficult. Because the test is adaptive, students are required to answer fewer questions and are properly placed in a challenging yet manageable class. All tests are multiple choice except for the writing test of one essay. The test is not timed so students can do their very best. Prospective students should contact Student Services for a time to take this free evaluation. Review packets are available in Student Services.

Most students need to take a course placement evaluation prior to enrollment. Besides the College’s test, other valid instruments may be used. Placement scores are essential for proper counseling and course placement decisions. Glen Oaks reserves the right to require special courses, when it is in the best interest of the student’s academic success. The course placement exam will help identify student strengths and weaknesses before beginning classes at the College.

A student is required to take the placement evaluation, unless:

1. The student has documented a bachelor’s degree or higher from an accredited institution. However, if credits to be used toward a degree are over 10 years old the student with a bachelor’s degree or higher degree may be expected to take the Course Placement Evaluation. (See page 34).

   OR

2. The student is enrolling only in a course for which he or she has met the prerequisite by transferring math credit taken within five years from another college.

   OR

3. The student is enrolling only in a course for which he or she has met the prerequisite by transferring English credit taken within ten years from another college.

   OR

4. The student is enrolling only in courses with no prerequisites.

   OR

5. The student is taking courses from Continuing Education or the Center for Business Services.

   OR

6. The student has received the minimum ACT or SAT1 scores listed below.

American College Testing (ACT)
- English: 19 or greater
- Reading: 19 or greater
- Mathematics: 23 or greater

College Entrance Examination Board (SAT1)
- Verbal: 450 or greater
- Mathematics: 560 or greater

Additional assessments may be required by the Academic Division offering the degree or certificate.

[Adopted by Board of Trustees May 8, 2002, revised 9/14/05].
Educational, personal, and career counseling is available to full-time, part-time, and prospective students. All students are encouraged to visit a Glen Oaks counselor prior to registration.

**Educational Counseling**

All students entering Glen Oaks with the intent to transfer must consult with a Glen Oaks counselor in planning their educational program. Through academic advising, students can get help with class selection, transfer information, graduation requirements, program requirements, and career information. The process enables students to make better decisions to meet individual goals.

Results of the Placement Evaluation, recommended for new students, will be interpreted by counselors and used to help them select courses.

5. Students who were tested into an academic foundations basic course.
6. Students who meet the following criteria:
   * Veterans
   * Students receiving Trade Readjustment Act (TRA) Benefits
   * International Students
   * Special populations including single parents/displaced homemakers (i.e., as defined by Perkins Grant Legislation)

**Counseling**

**Educational, personal, and career counseling is available to full-time, part-time, and prospective students. All students are encouraged to visit a Glen Oaks counselor prior to registration.**

**Personal Counseling**

Personal problems receive prompt confidential attention. Glen Oaks counselors are professionally trained and skilled in working with students to resolve problems or do referrals for specialized assistance.

**Career Counseling**

The goal of career counseling is to help students choose an initial career or help make a career change. Individual counseling is available to enable students to take control of their lives, to give them support in transition, and to explore their own needs and goals in a search for greater fulfillment.

Students may also access an online career advising program known as Career Dimensions. This requires password and login access available in the Counseling Office to all students. Please stop by the Counseling Office for instructions and login access codes.

Assistance with resume writing, interviewing techniques and job search skills is also available. Glen Oaks counselors will help students free of charge.

Academic Advising

Policy 3.03

Academic advisors and counselors are available to help students clarify their educational goals and to identify what courses they need to take to meet certificate or degree requirements. During registration periods, academic advisors are available on a walk-in basis; no appointment is necessary. During non-registration periods, students should make an appointment for academic advisement by calling the Counseling Office.

Academic advising may be required of the following categories of students:

1. New or transfer students who are enrolled in a degree program, certificate program or who are undecided.
2. Students with no high school diploma and no GED.
3. Students who are high school guests and/or dual enrolled.
4. Students who are nurses.

Curriculum guides for degrees and certificates are available in the Counseling Office and on the website under Counseling. Students are encouraged to use the Curriculum Guides to monitor their own progress and to identify courses they have yet to take.

July 1992, revised 9/14/05.
In-District
A resident or in-district student is a student who resides within the Glen Oaks Community College District. This district includes all of St. Joseph County (Michigan) plus areas outside the county that pay property taxes to Glen Oaks Community College. Persons owning property or a qualified dependent of a person owning property in St. Joseph County (according to the IRS) are eligible for in-district tuition rates and may be asked to show copy of the property tax statement to the Registrar’s Office at the time of registration.

Service Area
Service-area students live in Cass County and are within the White Pigeon, Three Rivers, or Constantine High School Districts or reside in Branch County. Also included in the service area are students residing in Elkhart, LaGrange and Steuben Counties in Indiana.

Out-of-District
This category includes students who live outside both the Glen Oaks District and its service area, as well as international students. It includes students who are not United States citizens. An international student attending Glen Oaks is considered out-of-district unless he or she becomes a U.S. citizen or is a Resident Alien.

General Information - Residency
The application for admission will be used to determine a student’s legal residence.

A student will be charged tuition based on the below residency determination.

Any student desiring to change his/her legal residence may do so by providing any two of the following: voter registration card, Secretary of State identification card, driver’s license, place of residence property tax receipt or utility bill indicating mailing address to the Registrar’s Office and completing the necessary form.

If a student changes residence and wishes to receive a refund for the difference between service area or out-of-district tuition and in-district tuition, the student MUST establish resident status within 10% of the academic period for the semester in which the refund is requested. In addition, it is the student’s responsibility to request a refund from the Registrar’s Office.

Any student may be asked to furnish verification of residency status.

Failure to comply could result in a service-area or out-of-district status determination.
An international student in this country on a student visa is considered to be out-of-district.

**TUITION AND FEES POLICY**

Students will be assessed on a per semester contact hour basis based on residency: Resident, in-district; Service area; or Out-of-district, Out-of-service area, and International. [Effective Fall Semester 2009]:

Current tuition is printed in the Class Schedule for each semester. This tuition cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

(Adopted by Board of Trustees 5/12/04, 4/13/05, 3/8/06, 3/14/07, 2/29/08, 2/11/09)

*NOTE: A contact hour is equivalent to the time the instructor spends in the classroom. (Adopted by Board of Trustees April 10, 1996)

**General Fee**

This fee provides partial support for the cost of registration, orientation, course placement, and other student services. This fee contributes to the availability and maintenance of technology for classroom and student use. This fee also contributes to the maintenance of campus facilities and roadways. This fee is paid on a per contact hour basis each semester. [See the latest class schedule for the amount].

**Distance Learning Fee**

A fee of $75 per course is assessed for all distance learning classes. If a student is enrolled in a Michigan Community College Virtual Learning Collaborative course, there will also be a separate rate for the MCCVLC class (consult with the Distance Learning Center).

**Student Activities Fee**

A Student Activities Fee, designated for student events and organization use, will be assessed per semester at the rate of $7.00 for a student registered for 5 or fewer contact hours and $12.00 for a student registered for more than 5 contact hours per semester.

**Course and Laboratory Fees**

Laboratory and Course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Business Office.

ALL FEE CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

**Residency Policy for Programs Offered by and for Business and Industry**

For those students who are participating in programs which are offered and designed for industry located in the district and where the industry is paying the tuition directly to the college, residency will be considered that of the participating employer. Where the individual student is paying tuition, residency will be that of the student.

**Reduced Tuition for Senior Citizens**

Senior citizens of St. Joseph County, 65 years of age or older, may take academic credit bearing courses at 50% discounted rate per contact hour (up to 18 contact hours per year). Fees must be paid and tuition offer may not be used for some classes (high enrollment, nursing, etc.). This reduced tuition does not apply to continuing education, customized business training, and short term Business Services courses and seminars.

**Nursing & Allied Health Student Fee**

Due to Federal and State of Michigan guidelines, fees are assessed by those agencies to nursing and allied health students for a criminal background check, fingerprinting, drug/alcohol screening, Fit Mask testing (TB), immunizations, and other requirements.

**Other Fees**

Other fees assessed not including individual course fees are as follows:

- **Student ID Card Fee:** $5.00 each semester
  - There is a $5.00 replacement ID charge.
  - Students enrolled in Lifelong Learning, Customized Training, and Business Services courses will not be charged for an ID Card.

- **Graduation Fee:** $20.00 for each degree and/or certificate
- **Test fee for Credit by Examination:** $50.00

**Western Michigan Career Guidance Test**

A non-refundable deposit for materials will be assessed for all students taking this test. In addition a deposit for materials will be charged for exams taken off the GOCC campus. Upon return of the materials, the deposit will be refunded. These fees and deposits may vary.

**Registration / Payment**

Students are expected to register in person for each semester prior to or on the registration dates given in the college calendar. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar.

Tuition is payable in full by specific deadlines. After that date, payment is at the time of registration. Payment is defined as:

1) Payment via cash, check or credit card at The Oaks bookstore;
2) Completion of your Financial Aid Application & related documentation;
3) Submission of third party pay or paperwork, such as employer, rehabilitation agency, etc. to business office in The Oaks bookstore or;
4) Enrollment in the Nelnet payment plan.

Refunds
Any student who officially drops a course or courses during the registration period and during the first 10% of the academic period may, upon application, receive a full refund of 100% for the tuition and fees. No refunds of tuition and fees will be made for withdrawals after the first 10% of the academic period.

Tuition and Fee Refund:
Registration Period & 10% Academic Period………………………….100%

Students receiving Title IV funding and withdraw from all classes prior to the 60th percentile of the semester will have a Federal Return of Funds calculation used to make adjustments to their federal student financial aid award. A copy of this refund calculation can be obtained from the Financial Aid Office.

Refunds - Special Circumstances
A written request for refund on one of the circumstances shown below needs to be submitted to the Business Office for a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Registrar / Senior Accountant and Director of Financial Aid. The decision of the committee determines the refund approval or denial. Students may appeal using the Due Process procedure. The following circumstances are those which may result in a full refund:

1. Induction or activation of the student into the U.S. Armed Forces.
2. Death of the enrolled student or a parent, spouse or dependent.
3. Verifiable incapacity, illness, or injury to the student which prevents the student from returning to school for the remainder of the semester.

Refunds for students on federal financial aid are controlled by Federal Methodology or Federal Pro Rata Refund Policies. The handling of special circumstances such as those listed above is outlined within the federal financial aid regulations available in the College’s Financial Aid Office.

Studennt Obligations, Fines and Fees
Policy 3.13
Students shall be held responsible for all fees, fines, and other obligations which they have incurred with Glen Oaks Community College. A hold may be placed on the student’s record and transcript which may stop the student from registering or having official copies of transcripts sent.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing, with the reason for the challenge specified clearly to the appropriate Dean of the area that initiated the hold on the student’s record. The student should follow the “Due Process” procedure of the College for the challenge.

[Adopted by Board of Trustees June 14, 1978, revised 9/14/05]

The Glen Oaks Gymnasium joined the list of facilities receiving upgrades in 2012. New bleacher seating was introduced to the gym, replacing those in place for the past 44 years.
Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a spring/summer session in which courses start and finish at various times. Students register for classes according to instructions published each semester in the class schedule and on the college website. The schedule indicates general information on dates and times. Students register on campus by completing the necessary registration forms.

**Registration for Academic Courses**
To register means to complete the registration form. Returning students may register for classes online (see below). New students must visit the College. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by an appropriate authority and the Registrar is to be notified in advance in writing by the authorizing person.

**Pre-Registration**
Pre-registration enables students to reserve classes pending payment of tuition and fees by a deadline. Pre-registration dates are determined by the Registrar and printed in the class schedule.

**Returning students may register online**
Returning Glen Oaks Community College students may register for classes on the www.glenoaks.edu website using WedAdvisor. Only returning students may register online. New students must visit the College.

**Classes Beginning and/or Ending at Different Times of Semester**
Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates are available in the Registration and Records Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

**Registration for Lifelong Learning, Business Customized Training Courses, and short Seminars**
Students may register using a variety of methods designed for ease of registration and student convenience. Students may register by phone, by mail or in person.

**Schedule Change Policy**
No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances and written approval by the Dean of the College is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction.

A change in registration for class(es) is not official until an Add/Drop form has been completed by the student and processed by the Registrar’s Office. The date this form is approved by the Registrar’s Office is the date used to determine eligibility for a refund in the case of a dropped class. It is strongly recommended that advice be sought from a counselor and/or instructor before a schedule change is made.

**Course Load**
A student who carries 12 or more credits is classified as a full-time student. However, to complete an associate degree in two years, a student must carry what is known as a “full load.” A “full load” is usually 15-16 credit hours/semester.

Students desiring to take more than 18 semester hours (overload) during the fall or winter semesters must receive approval from a counselor or academic advisor. Those seeking permission to overload during a given semester should have an accumulated grade point average of 3.0 or better.

**Student Classification**

**Full-Time Student**
A student who registers for 12 semester hours of credit or more in a given semester.

**Part-Time Student**
A student who registers for fewer than 12 semester hours of credit in a given semester. Note: This may vary for veterans.

**Freshman**
Any student who has completed fewer than 28 semester hours of credit.

**Sophomore**
Any student who has completed 28 or more semester hours.
Withdrawal Policy
A student finding it necessary to withdraw from a course (or multiple courses) must file an official withdrawal form with the Registrar’s Office. Failure to obtain office release can result in failing grades in all subjects from which the student fails to withdraw, and deprivation of tuition refund privileges in effect at the time of withdrawal.

Upon official voluntary withdrawal, grades are assigned according to the effective date of withdrawal as follows:

1. If withdrawal is made during the first 10% of the academic period, no grade is recorded.
2. Following the first 10% of the academic period and not to exceed 40% of the total academic period, a student will receive an automatic “W” (instructor’s signature not required).
3. Following the automatic “W” period and not to exceed 90% of the total academic period, the grade of “W”, “NC”, or “0.0” is entered depending on the student’s progress in the course as determined by the instructor at the time of withdrawal (instructor’s signature is required during this time).
4. During the final 10% of an academic period, a “W” will not be issued.

Note: A “W” will not be calculated as part of the student’s grade point average (GPA).

Adopted by Board of Trustees 1/13/93, revised 9/14/05.

Student Death During Semester
Policy 3.20
The address of a deceased student is deleted from Student Information Screen and “DECEASED” is typed in the city field of the permanent address and all other computer applications. Withdrawal forms are submitted for all classes in which the deceased student was enrolled. The Registrar will sign the withdrawal form and indicate deceased. The transcript will be posted with the “W” grade. Instructors of the deceased student are notified with the “instructor copy” of withdrawal form and/or via e-mail. The Student File is given a “Deceased” notation and the file is put on “inactive” status and microfilmed.

July 1992, revised 9/14/05.

State-of-the-art Chemistry and Biology laboratories are included among the multi-media classrooms of the Dale E. Gray Science Building.
Glen Oaks Community College has established its financial aid program with two goals in mind:

1. To assist students in financing their post-secondary education,
2. To attract students with a variety of abilities and skills to the college.

To accomplish these, Glen Oaks offers a variety of financial aid programs, including grants, scholarships, employment opportunities, and loans.

We encourage all students to carefully read this information about financial aid at GOCC, and also to check out the GOCC Financial Aid Office website:

http://www.glenoaks.edu/financial aid/pages/home.aspx

What is Financial Aid?

Financial aid is assistance to help students cover expenses related to attending college. These funds are administered by Glen Oaks, and typically originate from the Federal government, the State of Michigan, the institution, or a private funding source. Financial aid dollars are made available to students through three basic types of programs:

1. Grants/Scholarships, which do not have to be repaid.
2. Employment, which provides paid work experience on and off campus.
3. Loans, which MUST be repaid with interest.

How to Apply for Financial Aid

To apply for grants, scholarships, work-study or student loans for use at Glen Oaks Community College, complete the following:


2. Complete and submit the Free Application for Federal Student Aid (FAFSA). The student (and his/her parents, if student is dependent) or spouse (if applicable) complete the FAFSA online (www.fafsa.gov). The FAFSA on the web worksheet may be obtained from high school guidance counselors or from the Financial Aid Office at Glen Oaks Community College. GOCC’s school code is 002263.


4. Submit additional verification documents if requested. The Glen Oaks Financial Aid Office may request verifying documents to complete your financial aid file. This is a federal requirement, and may not be an indicator of a problem with your application.

5. Once all forms and documentation have been received, the Financial Aid Office will notify students via mail of their financial aid package through an award letter.

Preferred Deadlines for Financial Aid Applications

Students should apply for financial aid as soon as possible, recognizing that some aid is awarded on a first come, first serve basis. All application materials should be completed at least two months prior to the start of the semester for which aid is needed. For maximum consideration, students should complete the application process by these deadlines:

Fall Semester.....................  June 1
Winter Semester...............November 1
Spring Semester...............March 1

Students can apply after these dates, but there may be a delay in processing the student’s award in time for registration. Students who do not meet these deadlines, or who have incomplete financial aid files at time of registration will be expected to pay all costs and will then be reimbursed if found to be eligible for aid. To help pay for charges not covered by financial aid, the FACTS tuition payment plan is available- for more information, contact the Bookstore or go to www.glenoaks.edu/FACTS/index.html
Special Reminders:

- Apply as early as possible.
- Pay close attention to what documentation is being requested and respond immediately.
- Filing taxes as early as possible can expedite the financial aid process.
- Always keep a copy of all forms submitted, including the FAFSA.
- Develop a file for your financial aid information.
- Contact the Financial Aid Office with questions.
- The federal government has expectations of students who receive financial aid such as maintaining satisfactory academic progress.
- Students should be prepared to pay all non-tuition and fee expenses through the first six weeks of each semester. Financial aid in excess of tuition and fees is disbursed to the student after the sixth week of each semester.
- When completing forms, students should provide the date and a signature.

General Eligibility Requirements

Students must meet the following eligibility requirements to be considered for financial aid.

1. Admitted to Glen Oaks Community College and enrolled as a regular student. (Guest students are not eligible for financial aid.)

2. Pursuing a course of study leading to a degree, certificate or transfer to a four-year college.

3. A graduate of high school, or have obtained a GED, or show ability to benefit. (see the Financial Aid Office for more information about ability to benefit requirements)

4. Not in default on a student loan and/or do not owe a repayment on a Federal grant previously received.

5. A U.S. citizen or eligible non-citizen. Non-citizens who are in the United States on an F1, F2 student visa, J1 or J2 exchange visitor visa or G series visa (international organizations) are not eligible for financial aid.

6. Registered with the Selective Service. This applies to all males who are at least 18 years of age. (You may register on line at [http://www.sss.gov](http://www.sss.gov).

7. Making satisfactory academic progress as defined by Federal regulations and pursuant to Glen Oaks’ policy. See the GOCC Consumer Information Guide for more information.

Student’s Rights And Responsibilities

Once eligibility for aid has been determined, students will be sent an Award Letter that lists the types and amounts of financial aid that have been awarded to attend Glen Oaks Community College.

Awards including Pell Grants, SEOG, and institutional scholarships are automatically applied to your student account. Donor scholarships, student loan funds, and other types of aid are applied to your account once the funds have been received.

Financial Aid that is dependant on certain levels of enrollment will be adjusted during the first two weeks of each semester. For instance, Pell Grants are initially awarded based on full time enrollment. Pell Grants are then adjusted to reflect the student’s actual enrollment for that semester. Revised award letters, showing the adjusted amounts, are available upon request.

All financial aid is awarded on the assumption that you will attend the classes for which you are registered. Non-attendance in a class will result in an adjustment of the financial aid award. If financial aid has already been disbursed, the student will be billed for any resulting balance owed.

Financial aid is awarded to help pay for educational expenses, like tuition, fees, books, transportation, etc. Financial aid is first applied toward tuition and fees. If the financial aid award exceeds the amount needed to cover the tuition and fees, books may be charged against any remaining aid provided student indicated this option in their Cash Management Statement on the Financial Aid Application. If there is any remaining financial aid after all institutional and book expenses are paid, the student will receive the balance in the form of a refund check. These refund checks will be mailed from the Business Office. Refund checks are produced on a weekly basis, typically after the sixth week of classes each semester.

All financial aid is awarded subject to funding by federal, state, institutional or private sources. Some awards may be reduced or canceled in order to comply with federal, state or institutional guidelines. This occurs most often
when students attend less than full-time, or when a student changes his or her enrollment status by adding, dropping, or withdrawing from classes.

**Students who feel they have special circumstances that may affect eligibility for financial aid, such as student or parental loss of employment or income, should contact the Glen Oaks Financial Aid Office.**

### Satisfactory Academic Progress (SAP)

All financial aid recipients are required to maintain satisfactory academic progress as established by Federal regulations. This policy is separate and distinct from the College’s Academic Probation and Suspension Policy, and applies to all students receiving assistance from any aid program administered by the GOCC Financial Aid Office.

Students must meet three criteria to maintain satisfactory academic progress. These criteria are monitored each semester after grades have been posted:

1. **Grade Point Average:** The student must maintain a minimum 2.0 grade point average on a semester and cumulative basis. Transfer credits from other institutions will not be considered in this review. If a student’s cumulative GPA falls below 2.0, that student will be placed on Warning. (See SAP Warning and Denial below).

2. **Completion Percentage:** Students must complete at least 67% of all credits attempted on a semester and cumulative basis. Attempted credits include earned credits (grades of 1.0-4.0), transferred credits from other institutions, incomplete, and marks of W, WP, or 0.0. Completed credits include transferred credits, grades of CR, and grades of 1.0 or higher.

3. **Maximum Time Frame:** The number of attempted credits in which a student is expected to finish a program cannot exceed 150% of the published length of the program. Attempted credit hour limits apply whether or not the student has actually received financial aid for the entire time at GOCC. Transfer credits from previous schools count toward credit hour limits. Students exceeding these attempted credit hour maximums will not be eligible for additional semesters of financial aid.

### SAP Warning And Denial

Students who fail to meet all of these criteria are placed on Warning for their following semester of enrollment. When on Warning, students may be eligible for grant, scholarships, and loan funds. After the warning semester, the student’s progress is again measured. If the student’s cumulative progress meets or exceeds all three criteria, the student may be removed from Warning. Students who fail to meet cumulative progress requirements for a second semester will be on financial aid Denial.

A student on financial aid Denial is ineligible to receive any financial aid. To regain eligibility, a student on SAP Denial must do ALL the following: 1) Meet the minimum cumulative GPA requirement of 2.0; and 2) Meet the minimum cumulative completions rate requirement of 67%; and 3) Make a request, in writing, for a re-evaluation of his or her SAP status. A student may appeal financial aid Denial, in writing, to the SAP Appeal Committee. Appeals may be granted if the student’s failure to make progress is shown to have been effected by illness or other extenuating circumstances. SAP Appeal forms are available in the GOCC Financial Aid Office.

### How is Your Award Determined?

Most federal and state financial aid is based on “need.” “Need” is calculated by the following formula:

\[
\text{Cost of Attendance - Expected Family Contribution = Need.}
\]

Cost of Attendance (COA) refers to tuition, fees, living expenses, books, transportation, etc. The information submitted on the Free Application for Federal Student Aid (FAFSA) is used to compute the student’s expected family contribution (EFC). The formula for the calculation of the EFC was developed by Congress and is used by ALL colleges and universities.

### Return of Title IV Policy

This policy applies to students who completely withdraw (drop all classes) after classes have begun. Any student who wishes to withdraw must contact the Registration desk to begin the withdrawal process.

Students who received financial assistance from a non-federal source (i.e. private scholarship, Glen Oaks scholarship, etc) may have to return a portion of the funds to the source, depending on the terms of the scholarship. Students who received federal (Title IV) aid, (i.e. Pell, SEOG and student loans) will be subject to the Federal Return of Title IV Funds Policy. A detailed explanation of this policy is available on the Glen Oaks Financial Aid website.

### Repeat Course Policy for Financial Aid

Effective July 1, 2011, due to changes in federal regulations, the Financial Aid Office is required to monitor and adjust a student’s enrollment level for Title IV aid if, or when, they repeat course work for credit that they have already earned. Student can retake courses and receive federal aid if they had previously failed a course, but can only receive financial aid aid twice for a course that has been previously passed. A passing grade is defined as D- or better. Please note that the repeat course policy for financial aid is separate from
institutional academic policies regarding repeat courses. The policy allows a student to receive financial aid under the following situations: 1) To repeat any failed or withdrawn course until a passing grade is received. 2) To repeat one time any course in which they originally received a passing grade. Please note: Regardless of the outcome (i.e. fail or withdrawal) courses are not eligible to be covered by financial aid after a 2nd attempt has been made for a course that has at any time previously earned a passing grade.

**Types of Student Aid**

An extensive description of all grants, scholarships, employment opportunities, and loans is available from the Glen Oaks Financial Aid Office or on the Glen Oaks Financial Aid website: www.glenoaks.edu/financial aid

**Other Opportunities**

All students are strongly encouraged to explore additional sources of funding their education. Students may research scholarships and grants at their local libraries, in the Financial Aid Office, or on the internet.

Students are also encouraged to contact the Financial Aid Office with any questions.

**Foundation Scholarships benefit students and community**

Scholarships are available through the Glen Oaks Community College Foundation. The Glen Oaks Community College Foundation was established in 1979 as a 501 C(3) non-profit organization with a governing Board of Directors made up of local community members. The purpose of the GOCC Foundation is to provide financial assistance to students through scholarships that recognize academic excellence, help provide students with educational and cultural opportunities, and encourage financial support from friends, alumni and faculty for college development.

Charitable cash gifts are given by supporters to establish scholarships because they know it strengthens our community. They know that community colleges change lives by making higher education available to everyone. They also know that their contributions to the Foundation benefit the entire community and its economy. The GOCC Foundation funds life-changing programs, scholarships and college initiatives.

Each year students (65 in 2011) are awarded Foundation scholarships. Some of the students are pursuing goals of enrichment, training for a technical career, or preparing to transfer to a university. All of these students will achieve a higher quality of life and contribute to the community.

Be sure to visit the Glen Oaks Foundation site at www.glenoaks.edu/foundation for more information on these scholarships. Some are aimed at students pursuing education, nursing, business, general studies, banking, technologies, student athletics and the Upward Bound program.

[See page 109 for a complete list of members of the Glen Oaks Foundation Board of Directors]

**Ability to Benefit**

There are federal regulations regarding student eligibility for federal financial aid programs and ability-to-benefit testing. Students who do not have a high school diploma or GED can still qualify for financial aid by passing a U.S. Department of Education approved test based on their ability to benefit. For Glen Oaks Community College students this is the Accuplacer test.

Students are encouraged to contact the Glen Oaks Financial Aid Office for more information.

**Special Needs Students**

Students with physical or learning disabilities may receive services which aid in their success at Glen Oaks, including special needs, counseling, tutoring, time management and study skills assistance, and referral to other appropriate departments or agencies. For details, call the Counseling Office at (269) 294-4246.
Students who plan to use Veterans Benefits must take the following actions each semester:

1. Notify the Financial Aid Office of their intent to enroll,
2. Meet with a VA academic counselor and provide the Financial Aid Office with an academic advising form.

### Applying for Veterans Benefits

**First-Time Applicants**

2. Submit a certified copy of a DD-214 (veterans) or an original DD Form 2384 - Notice of Basic Eligibility (reserves).
3. Submit copies of training completion certificates. All military training received by the veteran must be evaluated by the Registrar’s Office for college credit.
   (See Transfer Credit for Armed Forces Educational Experience, pg. 34).
4. Request official grade transcripts from all previously attended colleges (must come directly from the college to Glen Oaks).

**Transfer Applicants**

If the student has received Veterans Benefits for attendance at another college, he/she must:

1. Complete the VA Form 22-1995, Change of Program or Place of Training, online at [http://vabenefits.vba.va.gov](http://vabenefits.vba.va.gov)
2. Request official grade transcripts from all colleges previously attended.

### Nelnet Deferred Payment Plan

Veterans must enroll in the Nelnet deferred payment plan for Veterans each semester they register. Contact the Financial Aid Office for more information and enrollment instructions.

### Maximum Hours

Veterans may be certified for a maximum of 62 hours (the exception being the prior approval of a change of program by the Veterans Administration). This includes any credits earned for military courses training, attendance at other institutions, CLEP scores, etc. accepted for Glen Oaks credit.

### Withdrawals/Incompletes

Recipients of Veterans Benefits are to notify the Financial Aid Office immediately of any withdrawals or incompletes.

### Reporting Changes

After the veteran has enrolled, it is his or her responsibility to notify the Financial Aid Office of:

1. Changes in training programs or credit hour class load, and/or
2. Withdrawals from college.

Veterans may be held liable for any overpayment benefits as the result of failure to report such changes. **Note:** Veterans Certification - Veterans are certified when all documentation required by VA has been received and you have met with the VA counselor. It usually takes 6-8 weeks before benefits are received.

### Standards of Progress for Veterans Benefits:

Students certified to receive Veterans Educational Benefits are required to maintain a cumulative GPA which meets or exceeds that required for graduation (2.0). Students who fail to meet this minimum standard are placed on probation for a maximum of one semester. If the student’s cumulative GPA is still below 2.0, he or she will no longer be certified for Veterans Benefits.

**Students may re-apply for Veterans Benefits** when they have met the minimum standards for at least one enrollment period prior to the period they are applying for. The Financial Aid Office may also approve recertification in documented special circumstances.

Veterans are hereby informed that failure to meet the Standards of Progress will be reported to the Veterans Administration. Recipients of Veterans Benefits will be notified by mail when they are not in compliance with the Standards of Progress.

### Post 9/11 GI Bill Program

The Post 9/11 GI Bill (which took effect August 1, 2009) provides up to 100% of a qualifying veteran’s tuition. This covers active duty personnel who served as a member of the Armed Forces or as a result of a call or order to duty from a reserve component (National Guard or Reserve) under certain sections of Title 10. Those eligible must have served a minimum 90 days on Active Duty after Sept. 10, 2001. Under the new GI Bill the student will be provided tuition up to the highest established charges for full-time undergraduate students charged by the public institution of higher education in the state in which enrolled. (Note: Modifications may have been made setting a specific ceiling cap on this amount). Amounts vary depending on the state, number of credits taken and amount of active service performed.

Benefits of this GI Bill include 100% paid tuition, a monthly housing stipend, and a stipend of up to $1,000 a year for books and supplies.

One of the added features of this tuition payment plan is that the tuition is paid directly to the school, relieving the veteran of the responsibility. This is similar to the process used for military tuition assistance.

**NOTE:** Veterans may not receive a housing allowance if they are taking only online courses.
Student Support Services

Housing

Since the college does not maintain residence or dining halls, students living beyond commuting distance must be responsible for obtaining suitable housing. Although Glen Oaks does not regulate or approve off-campus housing, it does provide a list of available housing to interested students through the Student Services Office.

The college cannot accept responsibility for the student or property owner in housing transactions. The housing information is updated whenever listings are added or removed. In compliance with Title VI and VII of the Civil Rights Act of 1964, all housing listed at GOCC is available to students and others without discrimination on the basis of religion, race, color, sex or national origin.

GOCC and MI Works! work together to prepare a skilled workforce

Today’s jobs require higher skills AND more knowledge. Businesses compete globally and they demand smart talented workers to maintain growth and expansion. Glen Oaks educational training programs are playing a key role in providing the education and in ensuring workers have these skills. Michigan Works! offers many resources to help job seekers explore occupations and salaries, research education and training opportunities, and find employment.

In St. Joseph County, the Michigan Works! Service Center is located at 16587 Enterprise Drive, Three Rivers, Michigan. Hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Additional information and resources can be found at www.michiganworks14.org.

Parking

Students, staff and visitors are all expected to park in the lot west of the building. Parking spaces close to the building are limited and require special permits (issued to students who are permanently or temporarily disabled, senior citizens, and the Board of Trustees). For a handicapped permit, a doctor’s statement is required. Limited time permits and temporary handicapped permits are available. Applications (requiring driver’s license and vehicle registration) and the permits themselves are obtained from the GOCC Human Resources Coordinator. Students should not park in and block the circle drives at each end of the building. These are for bus traffic and emergency vehicles which may need close access to the building.

E. J. Shaheen Library

The Glen Oaks Community College Learning Resources Center consists of the E.J. Shaheen Library, the Media Center, the Library Learning Computer Lab, and the Audio/Visual Service Center. It is located on the second floor of the E Wing.

The E.J. Shaheen Library staff work closely with faculty to collect the resources that support the curricular needs of today’s and tomorrow’s students. Materials on-site include over 46,000 books, over 500 ebooks, 8 newspapers, over 200 hard copy periodicals, as well as other curricular support items, such as puppets, scientific models, cameras, etc. Library web pages and the online catalog (http://www.glenoaks.edu/libraryservices/) provide assistance in locating these items. Online periodical articles number in the millions via databases with the Michigan eLibrary (www.mel.org) and other licensed databases purchased by the library.

A reserve collection for class assignments is maintained at the circulation desk. Students, faculty and staff of the college may Interlibrary loan materials which they find through the statewide catalog, MelCat, and through OCLC’s WorldCat. Library seating is available for 60 patrons in quiet carrels and at double tables for group work. Wireless computing is also available. The Library supports distance education students with passwords to databases for access off site.

At the request of faculty members, the Media Center gives students the opportunity to review media used by faculty in the classroom. Computers are available for classroom assignments utilizing various software programs, and for e-mail. Well-trained staff are always available to assist students. Distance education students are able to do their coursework on library computers.

The Library Learning Computer Lab is a teaching lab with 25 work stations; library staff provide training in general information literacy or on subject-specific research at the request of faculty. Students may request training if they have not been in a class-sponsored orientation. The Library Learning Lab is also available for faculty use with their classes and for workshops developed by the local community.

The Audio/Visual Services Center provides A/V and projection equipment, audio and video materials in various formats, primarily for the support of students and faculty who are on campus. Duplication is available for faculty and students in multiple formats (copiers, duplicators, scanners). Staff adhere to all copyright laws and will not assist in creation of illegal copies. Color, black-and-white copies, transparencies, and laminating supplies are available for a fee.

All St. Joseph County residents are allowed access to those library resources not specifically reserved for faculty/student use. An ID is required.
Student Emergencies

If there is an emergency call, the caller should identify it as an emergency to the switchboard operator. Staff from the Registrar’s Office will notify the student immediately. General messages for students cannot be taken.

Students with Disabilities

Glen Oaks, in compliance with Section 504 of the 1973 Rehabilitation Act and the 1991 Americans with Disabilities Act, has taken specific steps to integrate individuals with disabilities into its programs and activities. Assessment, guidance, counseling, note-takers, coordination with other agencies, and assistance with reasonable accommodations are among the services offered. Auxiliary aids and services are available on request to individuals with documented disabilities. Contact the Counseling Office.

Tutoring and Testing Center

The Tutoring and Testing Center (T.T.C.) provides free peer tutoring to any Glen Oaks Community College student with an academic need. Peer tutors are selected for their communication skills and excellence in specific academic areas. Many of the tutors are certified through the College Reading & Learning Association. The T.T.C. is open Monday - Thursday 8:00 a.m.-8:00 p.m., Friday 8:00 a.m.-4:00 p.m. Interested persons are invited to stop in and complete a tutor request sheet.

TRiO Student Support Services

The Student Support Services Program (SSS) is part of TRiO and is funded by the U.S. Department of Education. The program is designed to provide service to first generation, low-income, and/or disabled students who are working toward graduating from GOCC or transferring to a four-year institution.

The goals of SSS at GOCC are to increase students’ graduation, transfer, and retention rates. SSS also helps encourage students’ academic success by creating opportunities, personal, and cultural development.

So far, SSS has provided trips to cities like Chicago, Student Leadership Conferences, and campus tours of four-year colleges including Western Michigan University and Indiana University South Bend. SSS also holds workshops each month on a variety of topics including completing the FAFSA, study skills, transferring, financial literacy, parenting, and stress management.

A complete list of resources and assistance provided to SSS students is located on page 124. For more information about the program, or to fill out an application, stop by Student Services, call, e-mail, or visit this website: http://www.glenoaks.edu/connect/trio

Student Organizations and Activities

Glen Oaks has varied extracurricular activities for students of all ages. The college presents a broad array of events including, but not limited to, intercollegiate athletics, intramural sports, cultural affairs, student clubs, Student Government, Phi Theta Kappa, awards banquet, graduation ceremonies, and orientation.

Intercollegiate Athletics

Glen Oaks is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The college competes in men’s and women’s basketball, men’s and women’s cross country, men’s baseball, women’s softball, and men’s golf. The MCCAA and NJCAA regulate athletic competition, and establish eligibility standards for member colleges. Glen Oaks subscribes to these standards and rigidly enforces them. It is possible, with changing student interest or cost, that intercollegiate sports may be added or dropped when necessary.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for two-year community college students. The Alpha Delta Omega chapter is chartered at Glen Oaks Community College. Hallmarks for the society are scholarship, leadership, and service. Students who maintain a 3.3 GPA, have completed 12 credit hours over the 100 level and are enrolled in at least 3 credit hours for the semester are invited to become members. Members can reach the Six Star level of the membership through active participation in the society.


Single parent students participating in the Occupational Student Success Program are eligible to attend the Single Parent Social Support Group. Meeting dates and times are determined at the beginning of each semester to best accommodate student schedules. The meeting is designed to support social interaction between parenting students and to sponsor opportunities for learning about areas or topics which might interest the group.

The Single Parent Social Support Group is open to any single parent student attending classes at Glen Oaks Community College. Students interested in participating or
wanting additional information may contact the Occupational Student Specialist at (269) 294-4241 or by requesting information in person when visiting the Student Services Office located in the main entry area of the college.

Funding for the Occupational Student Success Program is made possible through the Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV) and Glen Oaks Community College.

Glen Oaks Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, sex, marital status or disability in any program or activity for which it is responsible.

Student Clubs

Student clubs representing various campus groups, special interests and pre-professional areas are formed as the needs are identified. Clubs have included groups such as black students, veterans and international students; hobbies such as skiing, art, photography, or marksmanship; and pre-professional groups such as nursing and allied health students. To establish a new organization or to revive an old one, a student may complete an application for club recognition in the Office of the Dean of Student Services. The application is submitted to the Dean of Student Services for approval. A copy of the approved application will be given to Student Government. Each student club is required to have a faculty or administrative advisor.

Student Government

Policy 3.47

Glen Oaks Community College students are authorized to organize a student government and to operate according to a constitution and by-laws that have been approved by the college administration. In general, the government is composed of representatives from all groups and its powers extend to recommendations only. Student Government is organized to achieve student input into decision-making and to sponsor events to benefit students. The government consults with the college administration. Members may serve on college committees concerning college matters and coordinates activities of the co-curricular and extra-curricular programs. Popular elections are held in the Fall semester for the offices of President, Vice President, Second Vice President, Secretary, Treasurer, Sophomore Representative and Freshman Representative.

All mail addressed to Student Government shall be delivered to the government unopened.

[Adopted by Board of Trustees 1/13/95, revised 9/14/05]
At Glen Oaks, our primary concern is your success! And we spell success over 1,300 ways -- one definition for each of you!

Academic success is the result of hard work, but it’s also a product of knowing where to go to get the right information, which regulations have to be met, which requirements will help you meet your goals, and what kind of help is available to you along the way.

Glen Oaks prides itself on the fact that thousands of its graduates have successfully transferred to colleges and universities and gone on to make significant contributions in their chosen career fields. Smooth transfer of credits from Glen Oaks is assured if you fulfill the requirements for the transfer associate degrees.

Accreditation

Glen Oaks Community College received approval from the State of Michigan in 1965 to offer collegiate level courses. Full accreditation status was conferred upon Glen Oaks by the North Central Association of Colleges and Secondary Schools in April 1975. In March of 1983, Glen Oaks was granted accreditation for 10 years, covering period May 1983 to May 1993. In July of 1993 the College was again granted accreditation for 10 years covering the period of 1993 through 2003. Most recently, Glen Oaks was honored to be chosen as one of 14 charter colleges approved for accreditation based on the innovative AQIP (Academic Quality Improvement Project) model.

Academic work done at Glen Oaks is correlated with the programs of major colleges and universities throughout the U.S. Courses designated as transfer and graded as satisfactory here will be accepted at full value at other colleges and universities. Courses in the career program are designed to provide specific experiences required of people planning to enter a vocation at the completion of the program. The work done in these courses may or may not be transferable. The final evaluation resides with the receiving college or university.

Advanced Placement

The Advanced Placement Program is administered by The College Board, a private educational agency. High schools wishing to participate in the program follow specific guidelines and offer students college-level coursework. At the completion of this coursework, an Advanced Placement Examination is administered. The results of this test are reported to the student, the secondary school, and the college. The program expects that participating colleges will normally grant advanced placement or degree credit, or both, to candidates who have grades of 4 or better.

The scale being used in defining this result is as follows:

5 = Extremely well qualified
4 = Well qualified
3 = Qualified
2 = Possibly qualified
1 = No recommendation

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Credit by GOCC Examination
Policy 3.08

Students may receive credit for a course offered by Glen Oaks by requesting and then successfully completing a comprehensive examination in the subject matter area. Whether a course is eligible for credit by exam will be determined by the Dean of Teaching and Learning and the faculty who teach the course. The following steps must be taken: 1) Get a copy of the Credit by Exam Form (3.08A) from the Registration Office, 2) obtain signatures from the Full-Time Instructor/Professor, Dean of Teaching and Learning and Registrar, 3) pay the Credit by Exam Fee in bookstore, 4) take the comprehensive exam, and 5) sign up for the class (within the add/drop period of a semester) and pay tuition and fees for the course. A grade will be issued based on student performance on the comprehensive exam for the semester in which the exam was given. The fee for the exam is $50.00. If the student signs up for the class, the $50.00 fee will be applied toward the tuition charge.

[Adopted by the Board of Trustees 1/13/95, revised 9/14/05]

College Level Examination Program (CLEP) Policy 3.09

The College Level Examination Program (CLEP) is a service of the College Entrance Examination Board. The CLEP test affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level. The test battery includes general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. At Glen Oaks, a maximum of 47 semester hours of credit may be applied toward an associate degree through the CLEP program. Transfer of CLEP credits to another post-secondary institution is dependent on the policy in effect at the transferring college or university.

Further information concerning this program, including test sites, may be obtained by contacting the counseling department or through the CLEP web-site.

[July 1992, revised 9/14/05]

Attendance
Policy 3.21

Regular attendance is encouraged in each course for which the student is enrolled. The following procedure is suggested:

1. Faculty keep records of student’s class attendance.
2. When a student’s absence record equals that of the number of credit hours in a course, the faculty member should request that a formal notice be sent from the Dean of Teaching and Learning advising the student about this matter.
3. If, there is no change in the student’s behavior, and if the individual misses 15% or more of the class time in a given course, the faculty member teaching...
that course may drop the student from the class.

**Note:** Contact the Nursing Department for the Nursing Student Attendance Policy (see Policy 3.21A).

[July 1992, revised 9/14/05]

### Class Examinations

Examinations in each college credit course are considered part of the total requirements for the course. The college instructors generally administer a mid-semester and an end-of-semester examination. Additional exams may be given by instructors at their discretion. The last week of each semester is considered a part of the semester and, where desired, is reserved for final exams.

### Grading System

**Policy 3.22**

At the end of each enrollment period, a grade is entered on the student’s permanent record for each class for which the student is registered. The following numerical grading system is used.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Outstanding work clearly at mastery level</td>
</tr>
<tr>
<td>3.5</td>
<td>Much better than average</td>
</tr>
<tr>
<td>3.0</td>
<td>Better than average, exceeds standards</td>
</tr>
<tr>
<td>2.5</td>
<td>Slightly better than average</td>
</tr>
<tr>
<td>2.0</td>
<td>Average, work meets acceptable standards</td>
</tr>
<tr>
<td>1.5</td>
<td>Less than average</td>
</tr>
<tr>
<td>1.0</td>
<td>Poor, barely meets minimum standards</td>
</tr>
<tr>
<td>0.0</td>
<td>Failing, doesn’t meet course standards</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (see Policy 3.23)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>V</td>
<td>Visitor (Audit)</td>
</tr>
<tr>
<td>IP</td>
<td>In progress, no credit (see Policy 3.23)</td>
</tr>
<tr>
<td>CR</td>
<td>Credit granted</td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
</tr>
</tbody>
</table>

[July 1992, revised 2/20/03, revised 9/14/05]

### Incomplete and In-Progress Work

**Policy 3.23**

A student may receive an “I” or Incomplete in a course if at least 75% of the course is completed. A grade of “I” may be completed by satisfactorily finishing the course objectives within one semester subsequent to the receipt of the Incomplete. If it is not removed within this period of time, the Incomplete will remain as a permanent record on the transcript, and the student must register and repeat the course to receive a grade and credit for degree purposes. The student may initiate this process by completing the Student Request for Incomplete Grade form and submitting it to the course instructor. The instructor must complete the gray area and submit it to the Dean of Teaching and Learning. After the request has been approved or denied by the instructor, and the Dean of the College has signed acknowledgement, the form will be distributed to student, instructor, student file and Dean of Teaching and Learning file. The form is available in Student Services.

### In-Progress Work

A student enrolled in Academic Foundation courses may receive an In-Progress grade of “IP” if the course requirements as detailed in the course syllabus have not been completed. The student has the next semester (i.e. either fall or winter) to work with an instructor to complete the course requirements. A student will receive no academic credit for an “IP” grade, and it will not affect the student’s grade point average.

[July 1992, revised 11/1/99, 9/19/00, 8/11/04, 9/14/05]

### Repeated Courses

**Policy 3.25**

A course taken at Glen Oaks Community College for which a grade has been recorded may be repeated. The highest grade earned in a repeated course is the grade that will count toward graduation and will be used in computing the cumulative grade point average required for graduation. On the official transcript, the term, course title and course number of the previous attempt(s) will remain as a permanent record. Title IV funding and other government programs may have regulations regarding repeat of courses.

[July 1992, reviewed 9/14/05]

### Audit of Courses

**Policy 3.26**

A student who desires to attend classes regularly but does not desire to take final examinations or receive grades or credits may register as an auditor. A student so electing this option must register as an auditor at the time of registration and pay all tuition and fees. A record will be kept of the courses audited. A grade of “V” will appear on the student’s grade reports and permanent records.

Credit for such courses cannot be established at a later date. Students once registered in a course for credit cannot change to audit, nor can a student registered for audit change to credit after the end of the first 10% of the academic period.

[July 1992, reviewed 9/14/05]
Appeal of Grades
Policy 3.24
Within a month of receipt of a grade, the student may appeal
the grade to the course instructor and present facts that
document the necessity for a grade change. These facts might
include copies of quiz or test grades and grades on papers or
final exams. The discussion should cover the calculation of
the grade using the process described in the course syllabus.
The burden of persuasion shall be on the student. The student
and the instructor will review the facts, and the instructor
will render an opinion based upon his or her professional
judgment.

If the grade appeal is not satisfactorily resolved, the student
may send a letter of appeal to the Dean of Teaching and
Learning. The Dean of Teaching and Learning will forward a
copy of this letter to the instructor. The student must appeal
the grade in writing within two months of receipt of the
grade. Some reasons for a grade appeal might be:

A. The grade was calculated in a manner inconsis-
tent with the course syllabus or the changes to
the syllabus.

B. The grading standards for the course were
arbitrary, capricious, or unequally applied.

The Appeal Committee comprised of the Dean of Teaching
and Learning, the appropriate Faculty Coordinator and the
instructor will review the facts. The instructor will be asked
to demonstrate that the grade was determined in a manner
consistent with the course syllabus. Only when there is due
cause, such as item B, the Appeal Committee will have the
authority to change the grade without the instructor’s sup-
port. The decision of the Appeal Committee is final.

Effective: Fall 2001.
[July 1992, revised Oct. 2001, reviewed 9/14/05]

Grades Are On The Web
Grades for each semester will be available on the College’s
website approximately one week after the end of the se-
meter. Students have 30 days to verify the accuracy of the
grades to the Registrar. A printed grade report will be mailed
on request. All grades are posted to the permanent transcript
of the student.

Grade Point Averages
In computing the grade point average, the grade earned in
each course is multiplied by the corresponding number of
semester hours in the course. The resulting “honor points”
obtained from all classes are totaled, and the result is divided
by the total number of semester hours of work carried.

Work for which an “I” (Incomplete) is given will not be
Academic Probation and Academic Suspension
Policy 3.27

Probation
All students on academic probation may be limited to a maximum academic load of 13 semester hours of work, exclusive of physical education activity.

Suspension
When a student is suspended from Glen Oaks Community College, the student may re-enter Glen Oaks Community College only after developing an academic success plan with a counselor. If a student does not honor this requirement within a specified time, he or she will be denied enrollment or may be withdrawn from classes by the Registrar (in cases where already enrolled when calculation of prior semester G.P.A. is completed).

When a suspended student returns, a new grade point average will be calculated beginning with that current semester for the purpose of evaluating suspension status. This new suspension status does not affect the grade point average found on the transcript or the grade point average requirement for graduation.

Nursing student exception: This probation and suspension policy does not apply to nursing students since they need to receive a 2.5 GPA or better in each course to remain in the Nursing Program.

GPA Requirements in Nursing
If they are to progress, students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites such as Anatomy, Physiology, and English. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

Attention Students! If you are considering a career in Nursing, please note the following:

• All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
• A syllabus must be submitted for any course which appears to meet a prerequisite course.
• Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than five (5) years ago.

Academic Guidelines
Students with 5-10 semester hours will be placed on academic probation should their grade point average be less than 1.25. Students with 11 to 28 semester hours will be placed on academic probation should their cumulative grade point average be less than 1.50. They shall be placed on academic suspension should their cumulative grade point average be less than 1.25.

Students with 29 to 42 semester hours will be placed on academic probation should their cumulative grade point average be less than 1.75. They shall be placed on academic suspension should their cumulative grade point average be less than 1.50.

Students with more than 42 semester hours will be placed on academic probation should their cumulative grade point average be less than 2.00. They shall be placed on academic suspension should their cumulative grade point average be less than 1.75.

Grade Point Re-Evaluation
(Excluding Nursing Program)
Policy 3.28
This policy is meant for students whose grade point average from one disastrous semester is significantly lower than the work the student has completed in other semesters and, because of this, the cumulative grade point average is not truly representative of the student’s capabilities. The student may have experienced personal, emotional and/or financial problems which resulted in a less-than-successful attempt at an education.

At Glen Oaks, grade point re-evaluation eliminates the necessity for a student to extend his or her education to make up for a low grade point average. Upon approval of the student’s petition for grade point re-evaluation, grades for a designated semester, including passing grades, will be eliminated from the grade point average. The previous grades will appear on the transcript, but won’t be counted toward graduation and won’t be figured into the student’s scholastic average.

The decision to petition for grade point re-evaluation implies that a student has given the matter serious thought and has discussed the implications of grade point re-evaluation with a counselor. The student must have attempted at least 30 semester hours of academic work at Glen Oaks Community College. The minimum number of hours considered for grade point re-evaluation is six. To file for grade point re-evaluation, students must see the Dean of Teaching and Learning.

[Adopted by the Board of Trustees 1/13/93, revised 9/14/05]
Academic Probation/Suspension continued...

Academic Guidelines
(Semester Hours Attempted)

Semester Hours Attempted
5-10  11-28  29-42  43+

Probation
1.25  1.50  1.75  2.00

Suspension
---  1.25  1.50  1.75

[Adopted by the Board of Trustees 1/13/93, revised 5/12/93, revised 9/14/05]

Other Awards which may be presented each year include:

President's Award
Each year at graduation, recognition is given to a graduate receiving an Associate Degree who has maintained a 3.75 GPA or better, has earned a minimum of 45 semester hours of credit at Glen Oaks and who has been nominated for his/her outstanding contribution to classwork and to Glen Oaks.

Who’s Who Among Students in American Junior Colleges
Students identified by the faculty as being among the country’s most outstanding campus leaders are recognized by membership in Who’s Who Among Students in American Junior Colleges.

John Ward Faculty Scholarship
The college faculty may recognize a student who has demonstrated excellence in departmental work and interest in the specific field of study, and who has maintained a 3.3 GPA over 24 semester hours of college work (8 hours if on certificate program).

Business Department Award
Business students, both full-time and part-time, who display high academic standards, excellence in the classroom, and who express a desire to work in the business world (or are presently working in business) are eligible to receive this award.

Fine Arts Studio Award
Students who exhibit outstanding talent in art, music, or drama are honored by this award.

Athletic Awards
Athletes who participate in any sport for one season, who attend practices, games or meets on a regular basis, and who maintain a good attitude are eligible to receive a certificate of achievement.

Scholarship Awards Available Through the Glen Oaks Community College Foundation
The Glen Oaks Community College Foundation administers a number of scholarships for sponsors, companies, organizations and the foundation itself. Included are scholarships for varying amounts and eligibilities for Glen Oaks students in Art, Business, Education, Human Services, Medical and Nursing, Upward Bound, and General (including funds for offspring of employees with area companies). You can learn more about these scholarships by visiting the Glen Oaks website at www.glenoaks.edu and reviewing the scholarships under the Foundation heading.

Honors and Awards

Graduation Recognition
Policy 3.34
At graduation each year, recognition is given to each student who has maintained a high academic cumulative grade point average. Recognitions are: Cum Laude (3.00 - 3.49 GPA), Magna Cum Laude (3.50 - 3.74 GPA), and Summa Cum Laude (3.75 - 4.00 GPA).

[Adopted by the Board of Trustees 1/13/93, reviewed 9/14/05]

Academic Recognitions

President’s List
The President’s List is compiled each semester for full and part-time students completing six or more credit hours and earning a minimum of 3.75 to 4.0 semester grade point average. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the grade point average are not used to determine full or part-time status.

Dean’s List
The Dean’s List is compiled each semester for full and part-time students carrying six or more credit hours and earning a minimum of 3.5 to 3.74 semester grade point average. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the grade point average are not used to determine full or part-time status.

[Adopted by Board of Trustees 2/13/91, revised 5/12/03, revised 9/14/05]

Faculty Recognition of Student Achievement
The Academic Affairs division continues its tradition of honoring those students who have excelled in their academic efforts. Full-time and Annual Faculty members nominate students based on outstanding achievement in class.
Application for Graduation

An application for graduation must be filed by each student for each degree or certificate he or she wishes to receive from Glen Oaks Community College.

1. Determine if you are within 9 credits of completing (including classes you’re currently enrolled in). Check your program of study at the beginning of your last semester. If you plan to complete in the spring/summer term, make application in the winter term (starting with the previous January). There are counselors and advisors in Student Services available to help.

2. Get an Application for Graduation from the Registrar’s Office in Student Services.

3. Complete the Application for Graduation form.

4. Take the completed form to the Cashier in the The Oaks Store to pay the $20 non-refundable graduation fee.

5. The cashier will return the Application for Graduation to the Registrar’s Office.

6. Your credits will be evaluated by the Registrar to determine if all requirements have been met to complete your degree and/or certificate.

Note: see “Catalog Affecting Credits and Graduation” in next column.

7. You will receive a letter from the Registrar indicating that you qualify for your certificate or degree or listing the credits or courses you still need to complete.

8. You only need to apply one time for a particular degree or certificate. If you do not meet the requirements the semester you apply, notify the Registrar’s Office again at the beginning of the semester you intend to complete to re-activate your application.

9. Graduation exercises are held once a year at the end of the winter semester for all candidates.

10. Certificates and degrees will be sent by mail to students satisfying all requirements.

Certificate/Degree Requirements

Policy 3.31

Current requirements for graduation with an Associate Degree or Certificate are as follows:

**Degree Requirements**

1. A cumulative GPA of at least 2.0 (C)
2. A minimum of 62 credits for an Associate Degree in the required areas
3. A minimum of 15 credits earned at Glen Oaks Community College
4. Completion of all degree requirements.

**Certificate Requirements**

1. A cumulative GPA of at least 2.0 (C)
2. Satisfaction of the credit requirements of the certificate
3. A minimum of 15 credits earned at Glen Oaks Community College.
4. Completion of all Certificate requirements.

* see pages ---- for specific Associate Degree and Certificate requirements.

[Adopted by Board of Trustees 1/13/93, reviewed 9/14/05]

Catalog Affecting Credits and Graduation

Policy 3.32

The date of the catalog by which credits are checked for graduation may not be more than four years earlier than the date of the issuance of the degree. A student may not be checked by a catalog dated earlier than the time of entrance. Students may not use a combination of catalogs to graduate, but must follow the degree requirements in one catalog. If a student’s work is interrupted by military service, an extension of time of not more than six years will be allowed equal to the period of interruption.

Note: If a former student does not return for three or more sequential semesters, the student loses the right to use the former catalog. The current catalog will be used to determine graduation requirements.
Second Degrees or Certificates

Second degrees will be awarded based on the catalog in effect at the time of enrollment in the new program and cannot be extended beyond four years.

For a second Associate Degree, a student must complete a minimum of 15 additional credit hours beyond the first degree at Glen Oaks and achieve a 2.0 (C) grade point average for the additional credits. It is required that these additional credits be planned and approved in writing through a counselor. Written approval of the additional 15 credits must be forwarded to the Registrar’s Office in order to be considered for the awarding of the degree.

Second or additional Certificates will be evaluated based on the catalog in effect at the completion of the second certificate.

[Adopted by Board of Trustees 1/13/93, revised 8/10/94, revised 9/14/05]

Guarantee: Business and Technology Training

Policy 3.38

Any graduate of an Associate Degree program in the Applied Sciences of Business and Technology judged by his/her employer as lacking in technical job skills normally expected of an entry level employee will be provided further job skills training of up to 16 semester credit hours by Glen Oaks Community College without charge.

Special Conditions of Guarantee

The Degree

The graduate must have earned an Associate of Applied Science in Business or Technology Degree within three years of the notification of lack of preparation (in a college-recognized specialty area) as evidenced by the area of concentration designated on the student transcript.

Note: Initial date of employment of graduate must be within one year of graduation date.

The Employment

The employer must certify in writing that the employee is lacking in the entry level job skills which are relevant to the student’s coursework. These job skills must have been identified in writing at the time of initial employment and must specify the area(s) of skills deficiency within 90 days of the graduate’s initial employment.

Affective behaviors such as attitude, judgment, interpersonal relations, etc. will be considered “technical job skills” for purposes of the guarantee provided that formal instruction in appropriate affective behaviors is included within the specialty area.

[Adopted by Board of Trustees 1/13/93, revised 9/14/05]
Guaranteed Transfer of Credits
Policy 3.37
Transfer of credits from Glen Oaks Community College is guaranteed providing the three conditions below are met. If the three conditions are met and a course does not transfer, Glen Oaks will refund the tuition for that course.

1. The student must meet with a Glen Oaks counselor.
2. A grade of 2.0 (C) or better must be achieved.
3. Course choices must be listed and approved in writing by a counselor for the transfer college on the student’s official Curriculum Guide Sheet.

[Adopted by Board of Trustees 1/13/93, revised 9/14/05]

The MACRAO Transfer Agreement
Policy 3.36
The Michigan Association of Collegiate Registrars and Admission Officers (MACRAO) Transfer Agreement insures that a student who completes an Associate of Arts, an Associate of Business, or an Associate of Science degree at Glen Oaks Community College will have satisfied the basic 2-year requirements of a 4-year college.

Basic 2-year requirements which must be included in the Associate of Arts, the Associate of Business, and the Associate of Science degrees are as follows:

1. English Composition (6 semester hours)
2. Natural Science (8 semester hours)
   At least one of the natural sciences will be a laboratory course. Mathematics is included in the natural science category. Courses will be taken in more than one academic discipline.
3. Social Science (8 semester hours)
   Courses will be taken in more than one academic discipline.
4. Humanities (8 semester hours)
   Courses will be taken in more than one academic discipline.

[Adopted by the Board of Trustees 1/13/93, reviewed 9/14/05]

Evaluation of Transfer Credits to Glen Oaks
Policy 3.05
A student may request the transfer of credits earned at other institutions by requesting the Registrar to evaluate the official transcript of credits. An official transcript is one received directly from the issuing institution bearing the college seal, date, and an appropriate signature. These credits will be evaluated and transferred only after the student has officially submitted an Application for Admission to Glen Oaks Community College. A maximum of 47 credits may be transferred per student.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a grade of 2.0 (C) or higher may be transferred. Credits over 10 years old may not be accepted. The Registrar may request the student take course placement evaluation exam(s) to find how much knowledge the student has retained.

It is the student’s responsibility to have an official copy of his or her transcript sent directly to the Office of the Registrar, accompanied by a copy of the catalog (or course descriptions) sent by the college(s) the student is seeking transfer credit for, covering the period of study.

Glen Oaks will consider transfer credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Post-Secondary Education. The College reserves the right to deny credit to the student. The student must submit an Application for Admission to Glen Oaks Community College before transcripts will be evaluated.

1. Departments may waive prerequisite requirements allowing for credit.
2. Only elective credit may be given for academic foundation course.
3. All transcripts must be in English or from an acceptable translation service.
4. No hand carried transcripts will be evaluated.
5. Students are encouraged to see the Registrar about any questions or problems concerning the evaluation. A student has 15 days to bring problems to the Registrar’s attention.

When courses transfer from other institutions to Glen Oaks,
there is not always an exact equivalent at Glen Oaks. When there is no course equivalent, the general discipline of the course will be used. For example, natural science without lab, humanities, social science, business, technology, math or elective credit.

[Adopted by the Board of Trustees July 1992, 1/13/93, revised 9/14/05]

Transferring Credit for Armed Forces Educational Experiences

Veterans may be awarded college credit for the service schools they attended while in the U.S. military. Please note that basic training in the Armed Forces will not meet the Physical Education requirement. If the course complements the degree or course of study, the college may award credit based on recommendations provided by the American Council on Education and Glen Oaks instructor/department review. Students must submit a copy of their DD-214 and training completion certificates. Students may be asked to fill out a Request for Course Recommendation that is sent by the Registration Office to the American Council on Education for further evaluations.

If you are considering continuing your college work and are still in the Armed Forces, fill out a DD-295 Application for the Evaluation of Learning Experiences During Military Service and have it forwarded to Glen Oaks Community College Registrar’s Office.

Army Transfer to Glen Oaks

Army veterans are requested to have an institutional copy of the Army/American Council on Education Registry Transcript sent directly to the Glen Oaks Community College Registrar’s Office. Send all requests for these transcripts to:

AARTS Office
Army/American Council on Educational Registry Service
Fort Leavenworth, KS 66027-5073

Transcript Requests

Policy 3.35

Students must complete a Transcript Request Form available from the Registrar. The first official transcript will be free. Each additional official transcript will be $3.00 (effective 1/1/06). Official transcripts are sent directly to the receiving institution or organization and are not normally issued to the student. An official transcript issued to the student will have an indication on the transcript that it was issued to the student. A transcript will not be issued when the student is delinquent in payment or has failed to return borrowed materials that are the property of the college. Some examples include library fines, balances due the Cashier or The Oaks Store, parking tickets and athletic uniforms. Student copies of transcripts are available without charge.

[Adopted by Board of Trustees 1/13/93, revised 9/14/05]
Transfer Counseling

Glen Oaks Community College offers courses that are helpful toward the achievement of many 4-year programs of study. Frequently students can secure a 2-year Associate Degree on the way to a 4-year Bachelor’s Degree. Transfer curriculum guides are available for the most popular programs and schools. Transfer guides, which list courses at Glen Oaks that will transfer to a particular school in a specific major, are available in the Counseling Office.

Please note: Transfer colleges frequently update programs to reflect current employer and occupation requests.

Note: The student is ultimately responsible for making sure that all preparatory work is completed to make transfer successful.

Common Transfer Programs
Listed below are areas of study for common transfer programs. If a transfer guide does not exist for one of these programs, a customized transfer guide can be created. Please contact a counselor.

Accounting
Advertising
Agriculture
Architecture
Art
Biology
Business Administration
Chemistry
Chiropractic
Computer Science
Criminal Justice
Dental
Dietetics
Economics
Elementary Education
Engineering Graphics
English
Fish, Wildlife and Game
Foreign Languages
Forestry
Industrial Design
International Studies
Journalism
Law Enforcement
Liberal Arts
Librarianship
Literature
Manufacturing Administration
Marketing
Mathematics
Medical Assistant

Medical Technology
Nursing
Occupational Therapy
Paper Science/Engineering
Pharmacy
Philosophy
Physical Education
Physical Therapy
Physician’s Assistant
Physics
Political Science
Pre-Engineering
Pre-Engineering Electrical
Pre-Engineering Industrial
Pre-Engineering Mechanical
Pre-Law
Pre-Nursing
Pre-Science
Pre-Science/Pre-Dentistry
Pre-Science/Pre-Medicine
Pre-Science/Pre-Mortuary
Pre-Science/Pre-Optometry
Pre-Veterinary Medicine
Printing Management
Psychology
Public Administration
Recreation
Secondary Education
Social Work
Sociology
Special Education
Surveying

Custom Transfer Guides
Many custom transfer guides are already available in the Counseling Office. If no guide is available for a student’s preferred transfer program, counselors can develop one for any major and any school in the United States. Please follow the procedure below to request a new custom guide.

1. Make an appointment with a counselor to discuss your course of study and the school you hope to attend after Glen Oaks (your target college).
2. Request a custom guide for your school and your program. The counselor will develop a draft outline as soon as possible, and contact you for a follow-up appointment.
3. Review the draft outline with the counselor and obtain copies for yourself and for your target college.
4. Contact the admissions office at your target college, and request an evaluation of the draft copy. Mail, fax or hand-carry the guide to the college for study, changes and approval as necessary. If there are questions, the target college should be referred to your counselor at Glen Oaks.
5. When the draft is approved, request a signature and date from the target college, then return the copy to Glen Oaks for your official file.
6. Meet with the counselor each semester and carefully follow the custom guide.

General Transfer Information
1. If a student chooses one target school and then decides to attend another target school, a new transfer guide must be generated. Example: If a student secures an agreement to go to Florida State and then decides to go to Arizona State, Arizona is not bound by the Florida agreement.
2. If a student begins to study accounting and then decides to be a dentist, a new transfer guide will have to be made. The more dramatic the change of program, the more dramatic the consequences. Also, the later the change is made, generally the more dramatic the consequences.
3. Nationally, no college is obligated to transfer a course that does not have a 2.0 (C) or better grade.
4. Not all college courses are meant to build skills in an area and therefore, may not meet a certificate or degree requirement. However, if a student lacks the beginning skills, it may be necessary to take a class to master the required skill level.
5. Some college classes are designed for technical study only. These classes may not transfer to another college. It is an error to believe that any college class will be helpful to reaching a specific goal. One should check with a counselor to be sure that a class will be helpful toward a particular goal.
6. Classes can be taken for personal reasons. Many people take a class because they want or need it, knowing it will not transfer. Just because a class does not transfer does not mean it has no value. However, students are well advised to choose wisely when deciding how to spend their time, money, and energy.
7. Generally, there is a limit of 62-64 semester hours that can be used toward a Bachelor's Degree. There may be exceptions, but students shouldn’t plan to take over 62 credit hours without a planned agreement.
Transfer Partnerships

Transfer agreements between Glen Oaks and other colleges and universities make it possible for students to start their educational programs at Glen Oaks and be assured they can earn specialized or advanced degrees at a transfer institution, without loss of time or credit.

Students with plans for a 4-year degree or a specific marketable skill not offered at Glen Oaks can still get the advantage of a community college “start.”

Glen Oaks urges you to visit the Counselors in Student Services to coordinate your joint transfer plans with the latest information from your transfer institution. Working together, Glen Oaks counselors can help you map a thorough and concise plan for reaching your goal.

Glen Oaks Transfer Programs

Transfer programs at Glen Oaks Community College offer the student an opportunity to participate in and receive certificates or degrees in programs of a specialized and advanced nature. Glen Oaks transfer programs are designed to allow students the opportunity to begin study at Glen Oaks and finalize their program through another educational institution. It is understood that a student will not receive the certificate or degree from Glen Oaks, but rather from the institution offering the finalized instruction.

Students should investigate and obtain counseling before entering or attempting to follow a transfer program. Program work must be agreed to in advance with the participatory educational institution to guarantee transferability and full credit acceptance.

Glen Oaks counselors have complete curriculum guides listing courses that will transfer for the programs on the right, if they are taken at Glen Oaks. Remember to discuss these plans with your transfer schools to ensure satisfaction.

Glen Oaks counselors work closely with listed colleges, receive regular program information, communicate on a regular basis, and attend workshops and seminars at these institutions. In this way, Glen Oaks counselors are aware of Transfer Program information which can impact GOCC students.
Glen Oaks graduates have successfully transferred to over 300 colleges and universities. These colleges are just a few.

**Associate Degree-Level Programs:**
Kalamazoo Valley Community College
- Chemical Technology
- Dental Hygiene
- Law Enforcement
- Respiratory Care

Kellogg Community College
- Dental Hygiene
- Law Enforcement
- Medical Lab Technology
- Physical Therapist Assistant
- Radiography

**Bachelor’s Degree-Level Programs:**
Central Michigan University
- Business Administration

Davenport College
- Accounting Information Management
- Professional Accountancy
- Finance
- Applied Business Management
- Human Resources Management
- International Business
- Service Management and Marketing
- Computer Information Systems
- Marketing
  Note: Other 3 + 1 programs are available through Davenport College. Contact Student Services for details.

Goshen College
- Organizational Leadership
- RN to Bachelor of Science Nursing (BSN)

Olivet College

Andrews University

Western Michigan University

Spring Arbor University
- Family Life Education (FLE)
- Management, Organizational Development

Franklin University
- Online Degree Programs.

Robert B. Miller College
- Bachelor of Science
- Bachelor of Applied Science Degrees

University of Phoenix
- Bachelor of Science in Business/Administration
- Bachelor of Science in Nursing
A career pathway is a series of educational and training programs and services that enables students to advance to higher levels of education and employment in a given industry or occupational sector. A career pathway is designed to prepare students to progress to the next level of employment and education. Career pathways target jobs in industries of importance to local economies. They are designed to create both avenues of advancement for workers, job seekers, and new labor market entrants and a supply of qualified workers for local employers. Certificates, associate degrees, transfer programs, and apprenticeships are available.

High school students:
Glen Oaks Community College is familiar with the Career Pathways program now followed by many school districts. The pathways allow students to begin directing their course structure toward careers at a young age. The following Glen Oaks curriculum tracks the Career Pathways below.

1. Arts, Communications, Humanities, Sciences

   - Associate of General Studies (p. 45)
   - Associate of General Studies - Elementary Education
     (See a counselor for latest information)
   - Associate of General Studies-Emphasis on International Studies (p. 46)
   - Associate of Arts (p. 40-41)
   - Associate of Science (p. 47)

2. Business, Management, Marketing, Technology

   - Associate of Business (p. 42-43)
   - Associate of Applied Science in Business (p. 49)
     Accounting Certificate (p. 53)
     Computer Information Systems Certificate (p. 54)
     Computer Support Technician (p. 55)
     Database Programming Certificate (p. 55)
     Management/Marketing Certificate (p. 57)
     Management/Supervision Certificate (p. 58)
     Web Page Design Certificate (p. 61)

3. Engineering/Manufacturing and Industrial Technology

   - Associate of Applied Science in Technology (p. 52)
     Automotive Service Certificate (p. 53)
     Automotive Technician Certificate (p. 54)
     Electrical Technologies (p. 57)
     Truck Driver Certificate (p. 62)

4. Health Science

   - Associate of Applied Science in Nursing (p. 50-51)
   - Associate of Applied Science in Allied Health (p. 48)
     Health Care Worker Certificate (p. 57)
     Medical Administrative Specialist (p. 58)
     Medical Assistant Certificate (p. 59)
     Phlebotomy Technician Certificate (p. 60)
     Practical Nursing Certificate (p. 60)

5. Human Services

   - Associate of Arts (p. 40-41)
   - Associate of General Studies (p. 45)
   - Associate of General Studies- Elementary Education
     (See a counselor for latest information)
   - Associate of Early Childhood Education (p. 44)
     Early Childhood Education Certificate (p. 56)

6. Natural Resource and Agri-Science

   - Associate of General Studies (p. 45)
   - Associate of Arts (p. 40-41)
   - Associate of Science (p. 47)
Associate Degrees

Associate of Arts (AA) ................................................................. 40-41
Associate of Business (AB) .......................................................... 42-43
Associate of Early Childhood Education (AECE) ...................... 44
Associate of General Studies (AGS) ........................................... 45
Associate of General Studies (Emphasis in International Studies) ................................................... 46
Associate of Science (AS) ............................................................. 47
Associate of Applied Science in Allied Health (AASAH) ............. 48
Associate of Applied Science in Business (AASB) ..................... 49
Associate of Applied Science in Nursing (AASN) ..................... 50-51
Associate of Applied Science in Technology (AAST) ............... 52

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Automotive Service ...................................................................... 53
Automotive Technician ................................................................ 54
Computer Information Systems ................................................... 54
Computer Support Technician ..................................................... 55
Database Programming ............................................................... 55
Early Childhood Education ......................................................... 56
Electrical Technologies ................................................................ 56
Health Care Worker ................................................................. 57
Management/Marketing ............................................................... 57
Management/Supervision ............................................................ 58
Medical Administrative Specialist .............................................. 58
Medical Assistant ................................................................. 59
Phlebotomy Technician ............................................................. 60
Practical Nursing ................................................................. 60
Truck Driver ............................................................................. 61
Web Page Design ....................................................................... 61
Requirements for an Associate of Arts Degree

The Associate of Arts degree is designed for students who desire a rigorous liberal arts education that emphasizes depth of intellectual and academic experience. This degree is designed for students whose educational interests are in the humanities, the creative and performing arts, and the social sciences. The degree can provide the basis for career advancement or for further study. Because transfer credit and degree requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Communications (9 required credit hours)
COM 121 English Composition*..............................3 Credits
COM 122 English Composition*..............................3 Credits
COM 150 Public Speaking ........................................3 Credits

Humanities (8 required credit hours)
The following course must be taken:
HUH 101 Modern Culture and the Arts..........................4 Credits

One (1) literature course from the following 3 courses must be taken:
HUL 201 Women and Literature*............................4 Credits
HUL 212 Contemporary Literature*..........................4 Credits
HUL 234 World Mythologies*..................................4 Credits

Social Science (16 required credit hours)
SSP 101 Psychology or
SSS 120 Principles of Sociology.................................4 Credits
The following courses must be taken:
SSA 201 Introduction to Cultural Anthropology .................4 Credits
SSH 201 U.S. History I: European Colonization to 1877* ............4 Credits
SSH 202 U.S. History II: Reconstruction to the Present*.............4 Credits

Natural Science (12 required credit hours)
8 credit hours of science must be taken in courses with the same prefix
Select the 8 credit hours from the following sciences:
NSB 121 General Biology I* and
NSB 122 General Biology II*...............................8 Credits
or
NSC 133 General Chemistry I* and
NSC 134 General Chemistry II*............................8 Credits
or
NSP 151 General Physics I* and
NSP 152 General Physics I Lab* and
NSP 153 General Physics II* and
NSP 154 General Physics II Lab*..........................10 Credits
or
NSP 251 Physics I* and
NSP 252 Physics I Lab* and

NSP 253 Physics II* and
NSP 254 Physics II Lab*...............................10 Credits

One (1) mathematics course from the following 9 courses must be taken:
NSM 105 Fundamentals of Modern Math*.....................4 Credits
NSM 117 Finite Mathematics*.................................4 Credits
NSM 151 College Algebra*.......................................4 Credits
NSM 153 College Trigonometry*.................................4 Credits
NSM 161 Calculus I and Analytic Geometry*.................4 Credits
NSM 162 Calculus I and Analytic Geometry*.................4 Credits
NSM 201 Introduction to Statistics*..............................3 Credits
NSM 261 Calculus III and Analytic Geometry*.................4 Credits
NSM 262 Linear Algebra and Differential Equations*............4 Credits

Elective Courses (17 credit hours) Select any 17 hours from the following courses:
ART 104-253 any Art Classes* Note specific course prerequisites for studio courses selected.........................3 Credits
ART 220 History of Art I..........................................4 Credits
ART 221 History of Art II.........................................4 Credits
BAE 203 Principles of Economics (Micro)*.....................4 Credits
BAE 204 Principles of Economics (Macro)*.....................4 Credits
COM 110 Interpersonal Communications........................3 Credits
COM 126 Introduction to Creative Writing*.....................3 Credits
COM 140 General Communications: Speech....................3 Credits
COM 231 Creative Writing: Poetry*.............................3 Credits
COM 232 Creative Writing: Fiction*.............................3 Credits
COM 252 Traditional Grammar*..................................3 Credits
EDP 101 Introduction to Computers & Software .............4 Credits
EDP 117 Visual Basic Programming for Microcomputers ..........3 Credits
HUA 100 Art Appreciation......................................4 Credits
HUA 260-264 Photography courses*...........................3 Credits
HUF 110-261 any Foreign Language course* Note specific course prerequisites for courses selected.................................4 Credits
HUL 107-234 any Literature class* Note specific course prerequisites for courses selected.................................4 Credits
HUM 150 Music Appreciation....................................4 Credits
HUM 151 Music Appreciation: Jazz & Pop.....................4 Credits
HUP 210 Ethics*..................................................4 Credits
HUP 230 Introduction to Philosophy............................3 Credits
HUR 231-233 any Religion Course...............................4 Credits
MUS 108 College Choir*.........................................2 Credits

Continued on next page...
### Associate of Arts Degree (Continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS 160</td>
<td>Music Theory I*</td>
<td>4</td>
</tr>
<tr>
<td>MUS 161</td>
<td>Music Theory II*</td>
<td>4</td>
</tr>
<tr>
<td>NSA 210</td>
<td>Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>NSA 211</td>
<td>Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>NSA 212</td>
<td>Pathophysiology*</td>
<td>4</td>
</tr>
<tr>
<td>NSA 120</td>
<td>Biology*</td>
<td>4</td>
</tr>
<tr>
<td>NSA 230</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>NSC 130</td>
<td>Chemistry*</td>
<td>4</td>
</tr>
<tr>
<td>NSE 101</td>
<td>Environment and Society*</td>
<td>3</td>
</tr>
<tr>
<td>NSE 201</td>
<td>Ecology*</td>
<td>3</td>
</tr>
<tr>
<td>NSG 142</td>
<td>Physical Geography*</td>
<td>4</td>
</tr>
<tr>
<td>NSG 145</td>
<td>Physical Geology*</td>
<td>4</td>
</tr>
<tr>
<td>NSH 106</td>
<td>Wellness and Life Style*</td>
<td>2</td>
</tr>
<tr>
<td>NSH 130</td>
<td>Beginning Yoga</td>
<td>2</td>
</tr>
<tr>
<td>NSS 144</td>
<td>Astronomy*</td>
<td>4</td>
</tr>
<tr>
<td>SSG 110</td>
<td>American Government and Political Science*</td>
<td>4</td>
</tr>
<tr>
<td>SSH 101</td>
<td>Western Civilization I: Ancient World to 1715*</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
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<td>62</td>
</tr>
</tbody>
</table>

*Course has a prerequisite

**NOTE:** No courses under the 100 level will be accepted toward this degree.

**NOTE:** Anyone beginning the Associate of Arts Degree at Glen Oaks in the Fall, 1990 or later must complete MAC-RAO requirements in order to qualify for the degree.

Effective: Fall 2011
The Associate of Business Degree will give the students a core of business and general courses and is designed as a transfer degree for those individuals planning to acquire a bachelor’s degree in business. It is recommended that students work closely with a Glen Oaks Community College advisor and with an advisor from the college or university of their choice to ensure transferability of courses.

Communications (6 credit hours):
COM 121 English Composition*..........................3 Credits
COM 122 English Composition*..........................3 Credits

Computer Literacy (4 credit hours required):
EDP 101 Introduction to Computers & Software.....4 Credits

Humanities (choose 8 credit hours from 2 different prefixes):
ART 220 History of Art I............................................4 Credits
ART 221 History of Art II............................................4 Credits
HUA 100 Art Appreciation.......................................4 Credits
HUF 161 Spanish I....................................................4 Credits
HUF 162 Spanish II*..................................................4 Credits
HUF 163 Spanish III*..................................................4 Credits
HUF 261 Spanish IV*..................................................4 Credits
HU 101 Modern Culture and the Arts..................4 Credits
HUL 150 Music Appreciation....................................4 Credits
HUM 151 Music Appreciation: Jazz & Pop............4 Credits
HUP 210 Ethics*.......................................................4 Credits
HUP 230 Philosophy................................................3 Credits
HUR 231 Comparative Religions................................4 Credits
HUR 232 Old Testament..........................................4 Credits
HUR 233 New Testament..........................................4 Credits
SSH 101 Western Civilization I:
  Ancient World to 1715*......................................4 Credits
SSH 102 Western Civilization II:
  Europe c. 1700 to Present*............................4 Credits

Social Science (choose 8 credit hours from 2 different prefixes):
BAE 203 Principles of Economics (Micro)*...........4 Credits
BAE 204 Principles of Economics (Macro)*..........4 Credits
SSA 201 Introduction to Cultural Anthropology.....4 Credits
SSG 110 American Government
  and Political Science*....................................4 Credits
SSG 111 State & Local Government......................3 Credits
SSH 101 Western Civilization I:
  Ancient World to 1715*..........................4 Credits
SSH 102 Western Civilization II:
  Europe c. 1700 to Present*..........................4 Credits

Natural Science (choose 8 credit hours from 2 prefixes - 1 with lab):
NSA 210 Anatomy & Physiology I*..........................4 Credits
NSA 211 Anatomy & Physiology II*......................4 Credits
NSA 212 Pathophysiology*........................................4 Credits
NSB 120 Biology.....................................................4 Credits
NSB 121 General Biology I*.....................................4 Credits
NSB 122 General Biology II*....................................4 Credits
NSB 230 Microbiology*...........................................4 Credits
NSC 130 Chemistry*...............................................4 Credits
NSC 133 General Chemistry I*..............................4 Credits
NSC 134 General Chemistry II*.............................4 Credits
NSE 101 Environment and Society*......................3 Credits
NSE 201 Ecology*....................................................3 Credits
NSG 142 Physical Geography....................................4 Credits
NSG 145 Physical Geology*.....................................4 Credits
NSM 117 Finite Mathematics*..................................4 Credits
NSM 151 College Algebra*......................................4 Credits
NSM 153 College Trigonometry*............................4 Credits
NSM 161 Calculus I and Analytic Geometry*...........4 Credits
NSM 162 Calculus II and Analytic Geometry*...........4 Credits
NSM 201 Introduction to Statistics*.......................3 Credits
NSM 261 Calculus III and Analytic Geometry*...........4 Credits
NSM 262 Linear Algebra
  & Differential Equations*.................................4 Credits
NSP 151 General Physics*.......................................4 Credits
  and NSP 152 General Physics I Lab*......................1 Credit
NSP 153 General Physics II*.................................4 Credits
  and NSP 154 General Physics II Lab*....................1 Credit
NSP 251 Physics I*................................................4 Credits
  and NSP 252 Physics I Lab*.................................1 Credit
NSP 253 Physics II*...............................................4 Credits
  and NSP 254 Physics II Lab*.................................1 Credit
NSS 144 Astronomy*............................................4 Credits

SSH 201 U.S. History I:
  European Colonization to 1877*..........................4 Credits
SSH 202 U.S. History II:
  Reconstruction to the Present*..........................4 Credits
SSH 204 History of Michigan..................................4 Credits
SSP 101 Psychology..............................................4 Credits
SSP 201 Psychology & Personality.......................3 Credits
SSP 210 Human Growth & Development*................4 Credits
SSP 220 Abnormal Psychology................................4 Credits
SSP 250 Human Sexuality*.....................................4 Credits
SSP 260 Social Psychology*....................................4 Credits
SSS 120 Principles of Sociology............................4 Credits
SSS 121 Modern Social Problems..........................4 Credits
SSS 220 Marriage & Family*..................................4 Credits
Associate of Business Degree (Continued)

Business Courses (choose 18 credit hours):

- BAA 111 Principles of Accounting*..........................4 Credits
- BAA 112 Principles of Accounting*..........................4 Credits
- BAD 251 Principles of Marketing*..........................3 Credits
- BAE 203 Principles of Economics (Micro)*.............4 Credits
- BAE 204 Principles of Economics (Macro)*..............4 Credits
- BAM 100 Introduction to Business..........................3 Credits
- BAM 205 Business Statistics*...............................3 Credits
- BAM 221 Business Law I.......................................3 Credits
- BAM 251 Organizational Behavior*.........................3 Credits
- BAM 252 Introduction to Management*....................3 Credits

Elective Courses (choose 11 credit hours)..............11 Credits

*Students interested in Business can choose from the Business area

TOTAL........................................62 Credits

*Course has a prerequisite

NOTE: No courses below the 100 level will be accepted toward this degree

NOTE: Anyone beginning the Associate of Business Degree at Glen Oaks in Fall 1990 or later must complete MACRAO requirements in order to qualify for the degree.

Effective: Fall 2011

Caring faculty interested in your success! That is one of the strong points of an education at Glen Oaks Community College. Faculty members have practical experience in the fields they teach and they enjoy providing their knowledge.

Selecting Transfer or Non-Transfer Degrees

The Associate of Arts, Associate of Business and the Associate of Science degrees are typically pursued when transfer to a 4-year institution is likely. The college recommends regular counseling appointments to assure the best possible transfer to a 4-year school. Completion of core courses at Glen Oaks in these three degrees qualifies the student for the MACRAO Agreement (see catalog section on MACRAO Agreement, page 33).

Those students completing the Associate of General Studies or Associate of Early Childhood Education degrees should consult with an advisor or counselor as to the transferability of their courses.

Those who seek an Associate of Applied Science in Business, Associate of Applied Science in Technology, or an Associate of Applied Science in Nursing or Allied Health generally move directly into the workplace upon graduation. Although many classes taken in these programs will transfer, the MACRAO agreement may not be available to graduates with these degrees. All associate degrees, except the AASN, are flexible and provide for a wide range of classroom experience. It is recommended that students meet with a counselor to schedule classes that will pertain to their chosen degree.
The Associate of Early Childhood Education is designed to provide students with a solid foundation in early childhood education. The program’s focus is to prepare associate degree students for their vocation as a center director, pre-school teacher, outreach assessment caseworker, or paraprofessional in an elementary school setting.

**Communications (6 credit hours):**
- COM 121 English Composition*.............................. 3 Credits
- COM 122 English Composition*.............................. 3 Credits

**Humanities (8 credit hours)**

The following course must be taken:
- HUL 233 Children’s Literature*........................... 4 Credits

4 hours chosen from the following:
- ART 220 History of Art I................................. 4 Credits
- ART 221 History of Art II................................. 4 Credits
- HUA 100 Art Appreciation................................ 4 Credits
- HUF 161 Spanish I.......................................... 4 Credits
- HUF 162 Spanish II*........................................ 4 Credits
- HUF 163 Spanish III*....................................... 4 Credits
- HUF 261 Spanish IV*........................................ 4 Credits
- HUH 101 Modern Culture and the Arts.............. 4 Credits
- HUM 150 Music Appreciation............................ 4 Credits
- HUM 151 Music Appreciation: Jazz & Pop........... 4 Credits
- HUP 210 Ethics*............................................. 4 Credits
- HUP 230 Philosophy........................................ 3 Credits
- HUR 231 Comparative Religions......................... 4 Credits
- HUR 232 Old Testament.................................... 4 Credits
- HUR 233 New Testament.................................. 4 Credits
- SSH 101 Western Civilization I:  
  - Ancient World to 1715*................................. 4 Credits
- SSH 102 Western Civilization II:  
  - Europe c. 1700 to Present*............................ 4 Credits

**Social Sciences (8 credit hours):**

The following course must be taken:
- SSP 210 Human Growth & Development*............... 4 Credits

4 hours chosen from the following:
- SSG 110 American Government and Political Science*................................. 4 Credits
- SSH 202 U.S. History II:  
  - Reconstruction to the Present*........................ 4 Credits

**Natural Science (8 credit hours):**
- NSB 120 Biology........................................... 4 Credits
- NSM 104 Intermediate Algebra* OR NSM 105 Fundamentals of Modern Math*................................. 4 Credits

**Early Childhood Education Core (27 credit hours):**
- SSE 101 Early Childhood Development I:  
  - Infants & Toddlers................................. 4 Credits
- SSE 102 Early Childhood Development II:  
  - (3-8 year olds)................................. 4 Credits
- SSE 120 Introduction to Early Childhood............. 3 Credits
- SSE 202 Early Childhood Curriculum*................ 3 Credits
- SSE 203 Administration of Early Childhood Programs*.................................................. 4 Credits
- SSE 270 The Diverse Learner*........................ 4 Credits
- SSE 271 Internship I (Center-based)*................ 3 Credits

**Electives (choose 5 credit hours):**
- EDP 101 Introduction to Computers & Software........ 4 Credits
- HUA 270 Art for the Elementary Teacher................ 4 Credits
- HUF 112 Spanish for Teachers............................ 3 Credits
- HUM 190 Music for the Classroom Teacher............ 4 Credits
- NSH 250 Physical Education for the Classroom Teacher.................. 2 Credits
- SSE 201 Developmental Disabilities*.................. 3 Credits
- SSE 214 Early Childhood Assessment*.................. 3 Credits
- SSE 215 Adolescent Development........................ 3 Credits

**Total Credits: 62 Credits**

*Course has a prerequisite

**NOTE:** Students should contact a counselor after taking 15 credit hours but less than 30 credit hours to find out about completing the Michigan Competency Test if they plan to transfer to a four-year school.

The Early Childhood Education Core prepares students to operate a child care facility. This core is not guaranteed to transfer to a four-year institution.

If you are planning to teach elementary school, please complete requirements for an Associate of General Studies (see Counseling for course requirements for specific transfer schools).

Effective: Fall 2011
### Requirements for Associate of General Studies Degree

The Associate of General Studies degree enables students to combine a broad core of basic courses with a program that can be tailored to their personal, academic, or professional goals. This degree may enhance current employment and/or fulfill the requirements for a specific college or university program. Intended as a flexible degree for students who are not pursuing a specified curriculum in the transfer or professional-technical area, the degree may also be appropriate for students who are undecided about future educational or career goals. Many General Studies graduates continue studies at a college or university in such diverse fields as literature, fine and performing arts, education, religion, human services, philosophy, political and social sciences, and sports.

**Communications (9 required credit hours):**
- COM 121 English Composition* .......... 3 Credits
- COM 122 English Composition* .......... 3 Credits
- COM 140 General Communications: Speech ..... 3 Credits
  OR
- COM 150 Public Speaking ....................... 3 Credits

**Computer Literacy (4 required credit hours):**
- EDP 101 Introduction to Computers & Software . 4 Credits

**Humanities (choose 8 credit hours from 2 different prefixes):**
- ART 220 History of Art I ....................... 4 Credits
- ART 221 History of Art II ....................... 4 Credits
- HUA 100 Art Appreciation ....................... 4 Credits
- HUF 161 Spanish I .................................. 4 Credits
- HUF 162 Spanish II* ......................... 4 Credits
- HUF 163 Spanish III* ....................... 4 Credits
- HUF 261 Spanish IV* ...................... 4 Credits
- HUH 101 Modern Culture and the Arts ....... 4 Credits
- HUL Literature Classes* ...................... 4 Credits
- HUM 150 Music Appreciation .................... 4 Credits
- HUM 151 Music Appreciation: Jazz & Pop ........ 4 Credits
- HUP 210 Ethics* .................................. 4 Credits
- HUP 230 Philosophy* ......................... 3 Credits
- HUR 231 Comparative Religions ................. 4 Credits
- HUR 232 Old Testament ......................... 4 Credits
- HUR 233 New Testament ......................... 4 Credits
- SSH 101 Western Civilization I:  
  - Ancient World to 1715* ....................... 4 Credits
- SSH 102 Western Civilization II:  
  - Europe c. 1700 to Present* .................. 4 Credits

**Mathematics (choose 4 credit hours):**
- NSM 104 Intermediate Algebra* ............... 4 Credits
- NSM 105 Fundamentals of Modern Math* ....... 4 Credits
- NSM 117 Finite Mathematics* ................... 4 Credits
- NSM 151 College Algebra* ..................... 4 Credits
- NSM 153 College Trigonometry* ............ 4 Credits
- NSM 161 Calculus I and Analytic Geometry* .... 4 Credits
- NSM 162 Calculus II and Analytic Geometry* .... 4 Credits
- NSM 201 Introduction to Statistics ............ 3 Credits
- NSM 261 Calculus III and Analytic Geometry* .... 4 Credits
- NSM 262 Linear Algebra & Differential Equations* .......... 4 Credits

**Elective courses (25 credit hours required) ........ 25 Credits**

**Social Science (choose 8 credit hours from 2 prefixes):**
- BAE 203 Principles of Economics (Micro)* .......... 4 Credits
- BAE 204 Principles of Economics (Macro)* .......... 4 Credits
- SSA 201 Introduction to Cultural Anthropology* .......... 4 Credits
- SSG 110 American Gov’t and Political Science* ........ 4 Credits
- SSG 111 State & Local Government ................ 3 Credits
- SSH 101 Western Civilization I:  
  - Ancient World to 1715* ....................... 4 Credits
- SSH 102 Western Civilization II:  
  - Europe c. 1700 to Present* .................. 4 Credits
- SSH 201 U.S. History I:  
  - European Colonization to 1877* ............ 4 Credits
- SSH 202 U.S. History II:  
  - Reconstruction to the Present* ............... 4 Credits
- SSH 204 History of Michigan....................... 4 Credits
- SSP 101 Psychology* .......................... 4 Credits
- SSP 201 Psychology & Personality ............... 3 Credits
- SSP 210 Human Growth & Development* ........... 4 Credits
- SSP 220 Abnormal Psychology .................... 4 Credits
- SSP 250 Human Sexuality* ...................... 4 Credits
- SSP 260 Social Psychology* ..................... 4 Credits
- SSS 120 Principles of Sociology .................. 4 Credits
- SSS 121 Modern Social Problems .................. 4 Credits
- SSS 220 Marriage & Family* ..................... 4 Credits

**Natural Science (choose 4 credit hours with lab):**
- NSA 210 Anatomy & Physiology I* ................ 4 Credits
- NSA 211 Anatomy & Physiology II* .............. 4 Credits
- NSA 212 Pathophysiology* ...................... 4 Credits
- NSB 120 Biology* ................................ 4 Credits
- NSB 121 General Biology I* ..................... 4 Credits
- NSB 122 General Biology II* ..................... 4 Credits
- NSB 230 Microbiology* .......................... 4 Credits
- NSE 130 Chemistry* ................................ 4 Credits
- NSE 133 General Chemistry I* .................... 4 Credits
- NSE 134 General Chemistry II* .................. 4 Credits
- NSE 101 Environment and Society* ............... 3 Credits
- NSE 201 Ecology* ................................ 3 Credits
- NSG 142 Physical Geography ..................... 4 Credits
- NSG 145 Physical Geology* ....................... 4 Credits
- NSP 151 General Physics* ....................... 4 Credits
- and NSP 152 General Physics I Lab* ............. 1 Credit
- NSP 153 General Physics II* ..................... 4 Credits
- and NSP 154 General Physics II Lab* ............ 1 Credit
- NSP 251 Physics I* ................................ 4 Credits
- and NSP 252 Physics I Lab* ....................... 1 Credit
- NSP 253 Physics II* ................................ 4 Credits
- and NSP 254 Physics II Lab* ...................... 1 Credit
- NSS 144 Astronomy* ................................ 4 Credits

**TOTAL .................... 62 Credits**

*Course has a prerequisite  
**Effective: Fall 2011**
Requirements for Associate of General Studies - Emphasis on International Studies

The Glen Oaks Community College International Studies Degree is a program designed to provide students with a basic foundation in global awareness. It is particularly designed for anyone transferring to a four-year institution in the areas of international studies, international business, global peace, intercultural education, any of the social sciences, international affairs, and government and/or foreign service. Students entering this program must see the International Studies advisor before registering for any of these classes.

Communications (6 hours required):
COM 121 English Composition*.............................3 Credits
COM 122 English Composition*.............................3 Credits

Social Science (20 hours required):
The following must be taken:
SSA 201 Introduction to Cultural Anthropology ....4 Credits
SSG 110 American Government
and Political Science*........................................4 Credits
SSH 202 U.S History II*........................................4 Credits
OR
SSH 102 Western Civilization II*............................4 Credits

Choose 8 hours from two different prefixes:
BAE 203 Principles of Economics-Micro*..............4 Credits
BAE 204 Principles of Economics-Macro*..............4 Credits
SSF 200 Foreign Study & Travel Abroad..............2 Credits
SSH 101 Western Civilization I*............................4 Credits
OR
SSH 102 Western Civilization II*............................4 Credits
SSH 200 Modern Asia*........................................4 Credits
SSP 101 Introduction to Psychology ..................4 Credits
SSS 120 Principles of Sociology*........................4 Credits
SSS 220 Marriage & Family*.................................4 Credits

Humanities (choose 8 hours from two different prefixes):
ART 220 Art History I ...........................................4 Credits
ART 221 Art History II .........................................4 Credits
HUA 100 Art Appreciation ....................................4 Credits
HUA 101 Modern Culture and the Arts ...............4 Credits
HUL 212 Contemporary Literature*.....................4 Credits
HUL 234 World Mythologies*...............................4 Credits
HUM 150 Music Appreciation..............................4 Credits
HUP 210 Ethics*..................................................4 Credits
HUP 230 Introduction to Philosophy ....................3 Credits
HUR 231 Comparative Religions ........................4 Credits

Mathematics (choose 4 hours):
NSM 104 Intermediate Algebra*..........................4 Credits
NSM 117 Finite Mathematics*...............................4 Credits
NSM 151 College Algebra*..................................4 Credits
NSM 153 College Trigonometry*.........................4 Credits
NSM 161 Calculus I & Analytic Geometry*................4 Credits
NSM 162 Calculus II & Analytic Geometry*.............4 Credits
NSM 201 Introduction to Statistics*.......................3 Credits
NSM 261 Calculus III & Analytic Geometry*.............4 Credits
NSM 262 Linear Algebra*......................................4 Credits

Foreign Language (choose 8 hours – may be waived for student with demonstrated fluency in a foreign language):
HUF 151 French I..................................................4 Credits
HUF 152 French II*..............................................4 Credits
HUF 153 French III*.............................................4 Credits
HUF 161 Spanish I................................................4 Credits
HUF 162 Spanish II*.............................................4 Credits
HUF 163 Spanish III*.........................................4 Credits
HUF 171 German I...............................................4 Credits
HUF 172 German II*..........................................4 Credits
HUF 173 German III*..........................................4 Credits
HUF 251 French IV*.............................................4 Credits
HUF 261 Spanish IV*..........................................4 Credits
HUF 271 German IV*..........................................4 Credits

Electives (2 hours required):.................................2 Credits

Natural Science (8 hours required):
NSS 144 Astronomy*...........................................4 Credits
and NSB 121 General Biology I*..........................4 Credits
or NSB 122 General Biology II*..........................4 Credits
or NSC 133 General Chemistry I*.......................4 Credits
or NSC 134 General Chemistry II*.......................4 Credits
or NSP 151 General Physics I*.............................4 Credits
and NSP 152 General Physics I Lab*.....................1 Credit
or NSP 251 Physics I*..........................................4 Credits
and NSP 252 Physics I Lab*.................................1 Credit
or NSP 253 Physics II*.........................................4 Credits
and NSP 254 Physics II Lab*...............................1 Credit

TOTAL........................................64 Credits

*Course has a prerequisite

Effective: Fall 2011
Requirements for an Associate of Science Degree

The Associate of Science degree is appropriate for those students who plan to pursue further study in Astronomy, Biology, Chemistry, Geology, Mathematics or Physics. This degree is also appropriate for those interested in careers in Statistics, Mathematics, Bio-technology and secondary education majors who plan to major in a science (e.g. Math, Biology, Geology, Chemistry or Physics teachers). Students must complete the Natural Science Core and either the Life Science Emphasis or the Physical Science Emphasis to qualify for this degree.

Communications (6 credit hours):
COM 121 English Composition*.............................3 Credits
COM 122 English Composition*.............................3 Credits

Humanities (choose 8 credit hours from 2 different prefixes):
ART 220 History of Art I......................................4 Credits
ART 221 History of Art II......................................4 Credits
HUA 100 Art Appreciation....................................4 Credits
HUF 161 Spanish I..............................................4 Credits
HUF 162 Spanish II............................................4 Credits
HUF 163 Spanish III...........................................4 Credits
HUF 261 Spanish IV............................................4 Credits
HUH 101 Modern Culture and the Arts.................4 Credits
HUL  Literature Classes*......................................4 Credits
HUM 150 Music Appreciation..............................4 Credits
HUM 151 Music Appreciation: Jazz & Pop..............4 Credits
HUP 210 Ethics*................................................4 Credits
HUP 230 Philosophy..........................................3 Credits
HUR 231 Comparative Religions............................4 Credits
HUR 232 Old Testament......................................4 Credits
HUR 233 New Testament.....................................4 Credits
SSH 101 Western Civilization I:
   Ancient World to 1715*.................................4 Credits
SSH 102 Western Civilization II:
   Europe c. 1700 to Present*.............................4 Credits

Social Science (choose 8 credit hours from 2 different prefixes):
BAE 203 Principles of Economics (Micro)*.............4 Credits
BAE 204 Principles of Economics (Macro)*.............4 Credits
SSA 201 Introduction to Cultural Anthropology........4 Credits
SSG 110 American Government
   & Political Science*.......................................4 Credits
SSG 111 State and Local Government....................3 Credits
SSH 101 Western Civilization I:
   Ancient World to 1715*.................................4 Credits
SSH 102 Western Civilization II:
   Europe c. 1700 to Present*.............................4 Credits
SSH 201 U.S. History I:
   European Colonization to 1877*........................4 Credits
SSH 202 U.S. History II:
   Reconstruction to the Present*........................4 Credits
SSH 204 History of Michigan.............................4 Credits
SSP 101 Psychology.........................................4 Credits
SSP 201 Psychology & Personality........................3 Credits
SSP 210 Human Growth & Development*............4 Credits
SSP 220 Abnormal Psychology............................4 Credits
SSP 250 Human Sexuality*................................4 Credits
SSP 260 Social Psychology*...............................4 Credits
SSS 120 Principles of Sociology..........................4 Credits
SSS 121 Modern Social Problems.......................4 Credits
SSS 220 Marriage & Family*.............................4 Credits

Natural Science Core (required courses – 21 credits):
NSM 161 Calculus I & Analytic Geometry*.............4 Credits
NSB 122 General Biology II*...............................4 Credits
NSC 133 General Chemistry I*.............................4 Credits
and NSC 134 General Chemistry II*....................4 Credits
NSP 151 General Physics I*...............................4 Credits
and NSP 152 General Physics Lab*......................1 Credit
or NSP 251 Physics I*.........................................4 Credits
and NSP 252 Physics I Lab*...............................1 Credit

Life Science Emphasis
Students planning on further study in the life sciences should complete the following additional coursework:
NSB 122 General Biology II*...............................4 Credits
NSB 275 Biology Research Project*....................2 Credits

Plus 13 hours of additional coursework from the life sciences prefixes: NSA, NSB or Mathematics: NSM 162 Calculus II or higher

Physical Science Emphasis
Students planning on further study in the physical sciences should complete the following additional coursework:
NSP 253 Physics II*..........................................4 Credits
NSP 254 Physics II Lab*....................................1 Credit
NSP 275 Physical Science Research Project*........2 Credits

Plus 12 hours of electives in the following prefixes: NSS, NSP, NSG or Mathematics at NSM 162 Calculus II or higher

TOTAL........................................62 Credits

*Course has a prerequisite
NOTE: No courses below the 100 level will be acceptable toward this degree
NOTE: Anyone beginning the Associate of Science Degree at Glen Oaks in Fall, 1990 or later must complete MACRAO requirements in order to qualify for the degree

Effective: Fall 2011
The Associate of Applied Science in Allied Health Degree prepares the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

**Communications (13 credit hours):**
- COM 110 Interpersonal Communications ........ 3 Credits
- BAC 111 Contemporary Business & Technical Communications* ..................................... 4 Credits
- COM 121 English Composition* ..................... 3 Credits
- COM 140 General Communication: Speech ........ 3 Credits

**Humanities (choose 3-4 credit hours):**
- ART 220 History of Art I ........................................ 4 Credits
- ART 221 History of Art II ...................................... 4 Credits
- HUA 100 Art Appreciation ................................. 4 Credits
- HUF 161 Spanish I* ........................................... 4 Credits
- HUF 162 Spanish II* .......................................... 4 Credits
- HUF 163 Spanish III* ......................................... 4 Credits
- HUF 261 Spanish IV* ......................................... 4 Credits
- HUH 101 Modern Culture and the Arts .............. 4 Credits
- HUL 150 Music Appreciation ......................... 4 Credits
- HUP 210 Ethics* ............................................. 4 Credits
- HUR 230 Philosophy .......................................... 3 Credits
- HUR 231 Comparative Religions ...................... 4 Credits
- HUR 232 Old Testament .................................... 4 Credits
- HUR 233 New Testament .................................. 4 Credits
- SSH 101 Western Civilization I: 
  - Ancient World to 1715* ............................... 4 Credits
- SSH 102 Western Civilization II: 
  - European c. 1700 to Present* ...................... 4 Credits

**Social Science (8 credit hours required):**
- SSP 101 Psychology ......................................... 4 Credits
- SSS 120 Sociology ........................................... 4 Credits
- SSP 210 Human Growth & Development ............ 4 Credits

**Business (5 credit hours required):**
- BAA 109 Payroll Accounting* ......................... 2 Credits
- BAM 260 Small Business Management* .............. 3 Credits

**Mathematics (no substitution) (3 credit hours required):**
- BAM 103 Business Math (2.0 minimum GPA)* ..... 3 Credits

**Electives (2 credit hours):** ................................ 2 Credits

**MINIMUM HOURS REQUIRED ....34+ Credits**

**Allied Health Requirements (choose 30 credit hours) ....................30 Credits**
To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates for a minimum of 30 credits:

- Health Care Worker
- Medical Administrative Specialist
- Medical Assistant
- Phlebotomy Technician**
- Practical Nurse (LPN)

**TOTAL ........62+ Credits**

*Course has a prerequisite.

**Must take an additional credit hours to fulfill the 30 credit hour minimum for certificate requirements.

Effective: Fall 2011
Requirements for an Associate of Applied Science in Business Degree

Students seeking an Associate of Applied Science in Business Degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experience in the fields of accounting, computers, management, marketing, administrative assistant, medical office assistant, medical transcription, health insurance/coder biller and supervision. Students are encouraged to meet with their counselor to choose classes that pertain to their area of concentration.

Communications (6/7 credit hours):
COM 121 English Composition* OR.......................... 3 Credits
BAC 111 Contemporary Business & Technical Communications* .................................................. 4 Credits
COM 140 General Communications Speech OR
COM 150 Public Speaking ........................................ 3 Credits

Humanities (choose 3-4 credit hours):
ART 220 History of Art I............................................ 4 Credits
ART 221 History of Art II........................................... 4 Credits
HUF 161 Spanish I.................................................. 4 Credits
HUF 162 Spanish II* .............................................. 4 Credits
HUF 163 Spanish III* ............................................. 4 Credits
HUF 261 Spanish IV* .............................................. 4 Credits
HUH 101 Modern Culture and the Arts ........................ 4 Credits
HUL Literature Classes* ........................................... 4 Credits
HUM 150 Music Appreciation................................. 4 Credits
HUM 151 Music Appreciation: Jazz & Pop ............... 4 Credits
HUP 210 Ethics* ..................................................... 4 Credits
HUP 230 Philosophy* ............................................. 3 Credits
HUR 231 Comparative Religions............................. 4 Credits
HUR 232 Old Testament ......................................... 4 Credits
HUR 233 New Testament ........................................ 4 Credits
SSH 101 Western Civilization I:
Ancient World to 1715*........................................ 4 Credits
SSH 102 Western Civilization II:
European c. 1700 to Present*.............................. 4 Credits

Social Science (choose 8 credit hours):
BAE 203 Principles of Economics (Micro)* ............. 4 Credits
BAE 204 Principles of Economics (Macro)* .......... 4 Credits
SSA 201 Introduction to Cultural Anthropology ....... 4 Credits
SSG 110 American Government
and Political Science*......................................... 4 Credits
SSG 111 State & Local Government ....................... 3 Credits
SSH 101 Western Civilization I:
Ancient World to 1715*...................................... 4 Credits
SSH 102 Western Civilization II:
European c. 1700 to Present*........................... 4 Credits
SSH 201 U.S. History I:
European Colonization to 1877* ....................... 4 Credits
SSH 202 U.S. History II:
Reconstruction to the Present* .......................... 4 Credits
SSH 204 History of Michigan ............................... 4 Credits
SSP 101 Psychology ............................................. 4 Credits
SSP 201 Psychology & Personality ....................... 3 Credits
SSP 210 Human Growth & Development* ............. 4 Credits
SSP 220 Abnormal Psychology ......................... 4 Credits
SSP 250 Human Sexuality* .............................. 4 Credits
SSP 260 Social Psychology* ............................ 4 Credits
SSS 120 Principles of Sociology .......................... 4 Credits
SSS 121 Modern Social Problems ........................ 4 Credits
SSS 220 Marriage & Family* ................................ 4 Credits

Mathematics (choose 3-4 credit hours):
BAM 103 Business Math* ........................................ 3 Credits
(2.0 minimum grade point average)*
NSM 104 Intermediate Algebra* ............................ 4 Credits
NSM 111 Introductory Trigonometry* ..................... 4 Credits
NSM 117 Finite Mathematics* .............................. 4 Credits
NSM 151 College Algebra* ...................................... 4 Credits
NSM 153 College Trigonometry* ............................ 4 Credits
NSM 161 Calculus I and Analytic Geometry* .......... 4 Credits
NSM 162 Calculus II and Analytic Geometry* ........ 4 Credits
NSM 261 Calculus III and Analytic Geometry* ........ 4 Credits
NSM 262 Linear Algebra
& Differential Equations* .................................... 4 Credits

Electives (choose 11/12 credit hours)..................11/12 Credits

Business Courses (choose 30 credit hours)..........30 Credits
To be granted an Associate of Applied Science in Business Degree the student must complete (1) of the following business, computer or medical-related Certificates:
Accounting Certificate
Computer Information Systems Certificate
Computer Support Technician Certificate
Database/Programming Certificate
Management/Marketing Certificate
Management/Supervision Certificate
Medical Administrative Specialist
Medical Assistant
Web Page Design

TOTAL........................62 Credits

Effective: Fall 2011
The Associate of Applied Science in Nursing Degree qualifies the graduate to sit for the National Council Licensing Examination in Nursing at the RN level. When the graduate successfully passes the examination, the nursing graduate can be licensed as a Registered Nurse. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military, and community and public health agencies. Many RNs go on to universities and colleges to earn a Bachelor of Science in Nursing degree (BSN) and Master of Science in Nursing degree (MSN), Nurse Practitioner (NP), or Doctor of Nursing Practice (DNP).

English Composition........................................3 Credits
Natural Science .............................................8 Credits
Nursing..........................................................53 Credits
Social Science ..................................................4 Credits
Allied Health.....................................................3 Credits

TOTAL...........................................71 Credits

Course Sequence Level I Practical Nurse Certificate:

Spring Semester
NUR 104 Fundamentals of Nursing*.....................5 Credits
NUR 109 Pharmacology I*.................................2 Credits
NSA 212 Pathophysiology..................................4 Credits

Fall Semester
ALH 103 Nutrition*..........................................3 Credits
NUR 111 Medical/Surgical Nursing*....................7 Credits
NUR 119 Pharmacology II*.................................2 Credits
NUR 131 Pediatric Nursing*...............................3 Credits

Winter Semester
NUR 112 Medical/Surgical Nursing*....................7 Credits
NUR 129 Pharmacology III*...............................2 Credits
NUR 130 Maternity Nursing*...............................3 Credits

*Course has a prerequisite

NOTE: Prerequisites required prior to admission to Level I
1. Completion with a grade of 2.5 (C+) or better each credit the following courses:
   - high school chemistry (2 semesters/1 credit) or its equivalent for example, NSC 130 within last 5 years.
   - high school biology (2 semesters/1 credit) or its equivalent, i.e. NSB 120 in the last five years.
   - ALH 103 Nutrition*
   - ALH 218 Medical Terminology*
   - COM 121 English Composition*
   - NSA 210 Anatomy & Physiology I*
   - NSA 211 Anatomy & Physiology II*
   - NSA 212 Pathophysiology*
   - NSB 121 General Biology I*
   - SSP 210 Human Growth and Development*

2. Minimal score of achievement at the 40th percentile on the pre-entrance examination.
3. Placement in NSM 104 Intermediate Algebra or higher on Accuplacer Placement Test.

Course Sequence Level II Associate Degree in Applied Science in Nursing:

Spring Semester
NUR 220 Nursing Role Transition*......................3 Credits
SSP 101 Psychology*.......................................4 Credits

Fall Semester
NSB 230 Microbiology*....................................4 Credits
NUR 213 Complex Parent-Child Nursing*.............4 Credits
NUR 215 Complex Medical/Surgical Nursing*.........4 Credits

Winter Semester
COM 122 English Composition*.......................3 Credits
NUR 201 Health Care Ethics*............................2 Credits
NUR 214 Community Mental Health Nursing*........4 Credits
NUR 216 Leadership in Nursing*........................3 Credits
NUR 217 Complex Community Health Nursing*.......2 Credits

*Course has a prerequisite

Please note: All courses must be completed during the semester listed or earlier.

NOTE: Prerequisites required prior to admission to Level II for current Level I students and current Licensed Practical Nurses (Advanced Standing Nursing Students)

1. Completion with a grade of 2.5 (C+) or better each semester in the following courses:
   - high school chemistry (2 semesters/1 credit) or its equivalent; for example, NSC 130 within last 5 years.
   - high school biology (2 semesters/1 credit) or its equivalent, i.e. NSB 120 within five years.

2. Glen Oaks Community College Courses or equivalents:
   - ALH 103 Nutrition*
   - ALH 218 Medical Terminology*
   - COM 121 English Composition*
   - NSA 210 Anatomy & Physiology I*
   - NSA 211 Anatomy & Physiology II*
   - NSA 212 Pathophysiology*
   - NSB 121 General Biology I*
   - SSP 210 Human Growth and Development*
   - Complete a pharmacology course or its equivalent, i.e. NUR 109, NUR 119 and NUR 129. Graduates of a program with integrated pharmacology may challenge these courses by passing a
Associate of Applied Science in Nursing Degree
(Continued)
comprehensive standardized examination with a minimum score of 80%. This test can be attempted ONE time. The student is responsible for the cost of the exam. Tuition must be paid for these courses (NUR 109, NUR 119 and NUR 129) if you wish to receive GOCC credit toward your degree.
- Placement in NSM 104 Intermediate Algebra or higher on Accuplacer placement test.

Admission requirements for all students:
- Submit to the Nursing Office a formal typed letter indicating a desire for admission to Level II and two (2) nursing faculty references.
- Submit a completed nursing application for Level II to the nursing office.
- Obtain a minimum decision score of 75 on the National League for Nursing ACE-I examination.

Additional admission requirements for current Licensed Practical Nurses:
- Submit a letter indicating you have a minimum of 540 hours of employment as an LPN within the last year from your employer and two (2) references from your place of employment speaking of your professionalism and clinical competence. (Individuals who do not meet the employment requirements may meet with the Director of Nursing to discuss options).
- Submit a copy of your current LPN license.

Nursing Program Requirements:
- Students may not enroll in nursing (NUR) courses unless they have been accepted into the nursing program by the Director of Nursing.
- Students accepted into the nursing program must receive a grade of 2.5 or better in each required course taken in the nursing curriculum if they are to progress.
- Students who receive final grades of less than 2.5 in a course will not be allowed to progress until they have made up their deficiencies. This will be accomplished by repeating the course involved and achieving at least a 2.5 final grade in the repeated course. Students who receive final grades of less than 2.5 more than once during their nursing education will be dismissed from the program. Any student who leaves the program for any reason is not guaranteed readmission.
- Students seeking re-admission to the program must do so within a year.
- This degree requires that the above (NUR) courses be taken during the semester they are listed.
- Applicants to the nursing program may utilize the time prior to admission to meet prerequisites and/or take non-nursing courses which are part of the nursing curriculum. All prerequisite and non-nursing curriculum course grades must be 2.5 or above.

Effective: Spring 2006; Revised 10/31/05; Revised 3/14/11; Revised 2/9/12.
Students seeking an Associate of Applied Science in Technology Degree generally move directly into the workplace upon graduation. This Associate Degree is flexible and provides a wide range of classroom experiences in the field of automotive technology, electrical technology, and computer repair. It is recommended that each student meets with a counselor to schedule classes which pertain to their chosen degree.

**Communications (choose 10 hours):**
BAC 111 Contemporary Business & Technical Communications*..........................4 Credits
COM 121 English Composition*............................3 Credits
COM 140 General Communications: Speech
OR COM 150  Public Speaking ..................................3 Credits

**Computer Science (4 hours required):**
EDP 101 Introduction to Computers & Software ...4 Credits

**Social Science (choose 7-8 hours):**
BAM 251 Organizational Behavior*......................3 Credits
SSG 110 American Government & Political Science*..........................3 Credits
SSH 201 U.S. History I:
  European Colonization to 1877* .......................4 Credits
SSH 202 U.S. History II:
  Reconstruction to the Present*.........................4 Credits
SSP 101 Psychology* ...........................................4 Credits
SSP 210 Human Growth & Development* .............4 Credits
SSP 250 Human Sexuality* .....................................4 Credits
SSP 260 Social Psychology* .................................4 Credits
SSS 120 Principles of Sociology* .........................4 Credits
SSS 220 Marriage and Family* .........................4 Credits

**Industrial Studies (choose 3 hours):**
VTI 151 Manufacturing Processes..........................3 Credits

**Mathematics (choose 3-4 hours):**
NSM 100 Introduction to Algebra* .......................4 Credits
NSM 104 Intermediate Algebra* ..........................4 Credits
NSM 109 Math for Technicians I .........................3 Credits
NSM 111 Introductory Trigonometry* .................4 Credits
NSM 119 Math for Technicians II* ......................3 Credits
NSM 151 College Algebra* ....................................4 Credits
NSM 153 College Trigonometry* ..........................4 Credits
NSM 161 Calculus I and Analytic Geometry* .........4 Credits
NSM 162 Calculus II and Analytic Geometry* .......4 Credits
NSM 261 Calculus III and Analytic Geometry* .......4 Credits
NSM 262 Linear Algebra & Differential Equations* ..................4 Credits

**Natural Science (4 hours + 1 hour Lab):**
NSP 151 General Physics I* .............................4 Credits
NSP 152 Physics I Lab* ....................................1 Credit
NSP 153 General Physics II* ............................4 Credits
NSP 154 Physics II Lab* ....................................1 Credit

**Elective (2 credit hours).....................................2 Credits**

**Technology Courses (Choose a minimum of 30 hours) .................................................................30 Credits**
To be granted an Associate of Applied Science in Technology Degree, the student must complete one (1) of the following Technology Certificates:

- **Automotive Technician Certificate**
- **Computer Information Systems Certificate**
- **Computer Support Technician Certificate**
- **Database Programming Certificate**
- **Electrical Technologies Certificate**
- **Truck Driving Certificate**
- **Web Page Design Certificate**

**TOTAL..............................62 Credits**

*Course has a prerequisite
Effective: Fall 2011
**Accounting Certificate**

This is an entry-level certificate for students wishing to pursue accounting careers in the retail, service, or manufacturing sector. Emphasis is placed on accounting principles and knowledge, as well as basic business and communications skills. This certificate may be applied towards the Associate of Applied Science in Business Degree.

**Required Coursework (30 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAA 109</td>
<td>Payroll Accounting*</td>
<td>2</td>
</tr>
<tr>
<td>BAA 111</td>
<td>Principles of Accounting I*</td>
<td>4</td>
</tr>
<tr>
<td>BAA 112</td>
<td>Principles of Accounting II*</td>
<td>4</td>
</tr>
<tr>
<td>BAA 113</td>
<td>Quick Books for Accounting*</td>
<td>2</td>
</tr>
<tr>
<td>BAA 204</td>
<td>Small Business Tax Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BAA 213</td>
<td>Cost Accounting*</td>
<td>2</td>
</tr>
<tr>
<td>BBA 111</td>
<td>Contemporary Business &amp; Technical Communications*</td>
<td>3</td>
</tr>
<tr>
<td>BAM 103</td>
<td>Business Math*</td>
<td>3</td>
</tr>
<tr>
<td>BIP 100</td>
<td>Keyboarding-Introduction/Refresher</td>
<td>2</td>
</tr>
<tr>
<td>EDP 101</td>
<td>Introduction to Computers &amp; Software*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 271</td>
<td>Internship I*</td>
<td>3</td>
</tr>
<tr>
<td>VTA 246</td>
<td>Automotive Cylinder Block Rebuilding*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 250</td>
<td>Introduction to Automotive Transmissions*</td>
<td>3</td>
</tr>
<tr>
<td>VTA 251</td>
<td>Manual Transmissions and Transaxles*</td>
<td>3</td>
</tr>
<tr>
<td>VTA 252</td>
<td>Automatic Transmissions &amp; Transaxles*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 255</td>
<td>Automotive Electrical Systems II*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Electives (6 hours required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAA 202</td>
<td>Personal Income Tax Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BAA 207</td>
<td>Analyzing Financial Statements*</td>
<td>3</td>
</tr>
<tr>
<td>BAA 211</td>
<td>Intermediate Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>BAM 101</td>
<td>College Skills &amp; Portfolio Writing</td>
<td>3</td>
</tr>
<tr>
<td>BAM 260</td>
<td>Small Business Management*</td>
<td>3</td>
</tr>
<tr>
<td>BAM 271</td>
<td>Internship I*</td>
<td>3</td>
</tr>
<tr>
<td>EDP 227</td>
<td>Spreadsheet Applications (EXCEL)*</td>
<td>2</td>
</tr>
</tbody>
</table>

**Minimum Hours Required.......36 Credits**

*Course has a prerequisite

Effective: Fall 2012

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**Automotive Service Certificate**

This instructional program is a basic program designed to prepare individuals for entry-level employment in automotive service centers. Upon completion of the following courses, the prospective service center technician will have proficiency in the fundamentals of basic electronics, tune-up, diagnosis and repair, brake service, and fuels.

**Required Coursework (12 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTA100</td>
<td>Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>VTA 141</td>
<td>Engine Diagnosis and Ignition Systems*</td>
<td>5</td>
</tr>
<tr>
<td>VTA 146</td>
<td>Automotive Brake Systems*</td>
<td>4</td>
</tr>
<tr>
<td>VET 271</td>
<td>Internship I*</td>
<td>3</td>
</tr>
<tr>
<td>VTA 142</td>
<td>Fuel and Exhaust Systems*</td>
<td>5</td>
</tr>
<tr>
<td>VTA 221</td>
<td>Automotive Steering and Suspension*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 225</td>
<td>Automotive Electrical Systems I*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 228</td>
<td>Emissions Control Systems*</td>
<td>5</td>
</tr>
<tr>
<td>VTA 245</td>
<td>Automotive Valve Train</td>
<td>4</td>
</tr>
<tr>
<td>VTA 246</td>
<td>Cylinder Block Rebuilding*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 250</td>
<td>Introduction to Automotive Transmissions*</td>
<td>3</td>
</tr>
<tr>
<td>VTA 251</td>
<td>Manual Transmissions and Transaxles*</td>
<td>3</td>
</tr>
<tr>
<td>VTA 252</td>
<td>Automatic Transmissions &amp; Transaxles*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 255</td>
<td>Automotive Electrical Systems II*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Electives (7 hours required)**

Any selected automotive courses from the following certification areas totaling 7 credits or more.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTA 142</td>
<td>Fuel and Exhaust Systems*</td>
<td>5</td>
</tr>
<tr>
<td>VTA 221</td>
<td>Automotive Steering and Suspension*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 225</td>
<td>Automotive Electrical Systems I*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 228</td>
<td>Emissions Control Systems*</td>
<td>5</td>
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<td>4</td>
</tr>
<tr>
<td>VTA 255</td>
<td>Automotive Electrical Systems II*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Minimum Hours Required.......19 Credits**

*Course has a prerequisite

Effective: Fall 2005

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*Skilled automotive service technicians are needed to meet the demands of today's driving public. Training includes electronics, tune-ups, diagnosis and repair, brake service, and fuels.*
### Computer Information Systems Certificate

This certificate is designed to prepare students for positions in computerized information management. The major area of study is computer applications with a secondary emphasis on practical business skills. By the end of this program students will have taken numerous nationally recognized computer software certification tests.

This certificate may be applied towards the Associate of Applied Science in Business or the Associate of Applied Science in Technology.

#### Required Coursework (27 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAM 101 College Skills &amp; Portfolio Writing</td>
<td>3</td>
</tr>
<tr>
<td>BAM 103 Business Math*</td>
<td>3</td>
</tr>
<tr>
<td>BIP 121 Intermediate Keyboarding</td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>EDP 233 Concepts of Word Processing (WORD) level I*</td>
<td>3</td>
</tr>
<tr>
<td>BAC 111 Contemporary Business &amp; Technical Communications*</td>
<td>4</td>
</tr>
<tr>
<td>EDP 101 Introduction to Computers and Software</td>
<td></td>
</tr>
<tr>
<td>EDP 171 Windows Operating Systems Utilities</td>
<td>2</td>
</tr>
<tr>
<td>EDP 214 Presentation Graphics &amp; Publishing</td>
<td></td>
</tr>
<tr>
<td>EDP 230 Concepts of Spreadsheets (EXCEL) level I*</td>
<td>3</td>
</tr>
<tr>
<td>EDP 240 Introduction to Networking*</td>
<td>2</td>
</tr>
<tr>
<td>EDP 242 Managing &amp; Maintaining a Network Server*</td>
<td>3</td>
</tr>
<tr>
<td>EDP 252 Web Page Design Level I*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Required Hours........35/36 Credits**

*Courses have prerequisites

If a student has not had one year of typing, it is suggested the student add BIP 100 Keyboarding – Introduction/Refresher

Effective: Fall 2011

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### Automotive Technician Certificate

This program of study is designed to prepare technicians for the high–tech automotive industry. This certificate prepares technicians to take state and national certification tests.

#### Required Coursework (20 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>VTA 100 Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>VTA 141 Engine Diagnosis and Ignition Systems*</td>
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<tr>
<td>VTA 146 Automotive Brake Systems*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 221 Automotive Steering &amp; Suspension*</td>
<td>4</td>
</tr>
<tr>
<td>VTA 225 Automotive Electrical Systems I*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Minimum Hours Required........41 Credits**

*Course has a prerequisite

#### ASE Certification

Upon successful completion of the required course work, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:

Brakes-Automatic Transmission-Engine Repair  
Electric-Manual Transmission-Engine Tune-up  
Heating and Air Conditioning-Front End

Effective: Fall 2005

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**Minimum Hours Required........41 Credits**

*Course has a prerequisite

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Effective: Fall 2005

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<td>4</td>
</tr>
<tr>
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**Minimum Hours Required........41 Credits**

*Course has a prerequisite

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Effective: Fall 2005

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</tr>
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</tr>
</tbody>
</table>

**Minimum Hours Required........41 Credits**

*Course has a prerequisite

#### ASE Certification

Upon successful completion of the required course work, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:

Brakes-Automatic Transmission-Engine Repair  
Electric-Manual Transmission-Engine Tune-up  
Heating and Air Conditioning-Front End

Effective: Fall 2005
Computer Support Technician Certificate

The purpose of this certificate is to prepare the student for an entry level computer support or repair position. The student will learn to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and optimization of PC hardware and software. Computer network and security concepts will be taught, as well as, customer service skills. The core computer courses will map to the latest CompTIA certification objective.

Required Coursework (29 credit hours)
BAM 101 College Skills and Portfolio Writing........ 3 Credits  
EDP 101 Introduction to Computers & Software .... 4 Credits  
BAC 111 Contemporary Business & Technical Communications*........................................ 4 Credits  
EDP 117 Visual Basic Programming for Microcomputers*.......................... 3 Credits  
EDP 220 Computer Technician Essentials* ............ 3 Credits  
EDP 224 Computer Repair Essentials* ..................... 3 Credits  
EDP 240 Introduction to Networking* ..................... 3 Credits  
EDP 245 Network Security*................................. 3 Credits  
EDP 270 PC Operating Systems* ............................ 3 Credits

Electives (choose 3 credit hours)
EDP 219 Advanced Basic Programming* ............... 3 Credits  
EDP 242 Managing and Maintaining a Network Server* ....... 3 Credits  
EDP 252 Web Page Design I*............................... 3 Credits

Minimum Required Hours.....32 Credits

*Course has a prerequisite

Effective: Fall 2011

Database Programming Certificate

This certificate is designed for individuals seeking employment as an entry level database programmer. The curriculum concentrates on developing both an understanding of database usage and an ability to write programs in Visual Basic to accomplish more advanced data manipulation.

This certificate may be applied towards the Associate of Applied Science in Business and the Associate of Applied Science in Technology.

Required Coursework (26 credit hours)
BAM 101 College Skills & Portfolio Writing ..........3 Credits  
EDP 101 Introduction to Computers & Software ....4 Credits  
EDP 117 Visual Basic Programming* ..................3 Credits  
EDP 171 Windows Operating Systems Utilities ......2 Credits  
EDP 219 Advanced Visual Basic Programming* ....3 Credits  
EDP 227 Concepts of Spreadsheets (EXCEL) Level I*................................. 2 Credits  
EDP 233 Concepts of Word Processing (WORD) Level I*................................. 3 Credits  
EDP 234 Database Applications (ACCESS)* ..........3 Credits  
EDP 240 Introduction to Networking* .................... 3 Credits  
EDP 242 Managing & Maintaining a Network Server* ........ 3 Credits  
EDP 252 Web Page Design I*............................ 3 Credits  
EDP 254 Web Design and Programming level III*................................. 3 Credits

Minimum Required Hours............35 Credits

*Course has a prerequisite

Effective: Fall 2006

Accessible Facilities

Glen Oaks Community College facilities are designed and equipped to facilitate attendance by persons with limited mobility.
Electrical Technologies Certificate

The electrical technologies certificate program is designed to upgrade skills or prepare the student with entry level knowledge and skills in electronic theory and circuitry. The student will be trained in using equipment essential for employment in communication, industrial electronics, radio/television, and other electronic occupations.

Required coursework:
NSM 151 College Algebra* OR .................................. 4 Credits
NSM 119 Mathematics for Technicians II* ............ 3 Credits
VTE 110 Basic Electricity ......................................... 4 Credits
VTE 111 Introduction to AC/DC Circuits ................. 4 Credits
VTE 119 Electrical Motor Controls I ...................... 4 Credits
VTE 120 Introduction to the National Electrical Code .............................................. 4 Credits
EDP 101 Introduction to Computers* ...................... 4 Credits
BAM 101 College Skills & Portfolio Writing ............ 3 Credits
VTI 106 Industrial Communications ..................... Credits

Minimum Hours Required..28/29 Credits

* Course has a prerequisite.

Effective: Fall 2012

Early Childhood Education Certificate

The Certificate in Early Childhood Education is aimed at introducing students to the field of early childhood education. The certificate’s focus is to enhance the knowledge of those students currently working in the field or to prepare certificate students for an entry level career in early childhood education, such as an assistant pre-school teacher or parent educator. Courses in this area will prepare students to complete the necessary paperwork and the portfolio for the National CDA exam.

Required Coursework (37 hours)
COM 121 English Composition* ......................... 3 Credits
EDP 101 Introduction to Computers & Software .... 4 Credits
HUL 233 Children’s Literature* .......................... 4 Credits
NSH 250 Physical Education for the Elementary Teacher ........................................... 2 Credits
SSE 101 Early Childhood Development I ............ 4 Credits
SSE 102 Early Childhood Development II .......... 4 Credits
SSE 120 Introduction to Early Childhood ........... 3 Credits
SSE 202 Early Childhood Curriculum* ............... 3 Credits
SSE 203 Administration of Early Childhood Programs* ........................................... 4 Credits
SSE 210 Positive Child Guidance ....................... 4 Credits
SSE 271 Internship* (center-based) ..................... 3 Credits

Electives (3 hours required)
HUA 270 Art for the Elementary Teacher* ........ 4 Credits
HUF 112 Spanish for Teachers ............................. 3 Credits
HUM 190 Music for the Classroom Teacher ........ 4 Credits
SSE 201 Developmental Disabilities* ................. 3 Credits
SSE 214 Early Childhood Assessment* ............... 3 Credits
SSE 270 The Diverse Learner* ............................ 3 Credits

Minimum Hours Required......40/41 Credits

*Course has a prerequisite.

Effective: Fall 2004
**Health Care Worker Certificate**

This certificate combines the skills of the Nurse Aide with those of the Phlebotomy Technician. In addition the student will have further career choice direction given in the survey courses Introduction to the Health Careers and College Skills Portfolio. The entry level health care worker will have the opportunity to learn of the many career opportunities in nursing, medical assisting and a variety of other health careers that require advanced skill levels. The certificate will apply toward the Associate of Applied Science in Allied Health or Associate of Applied Science in Business Degrees.

**Required Coursework:**

ALH 100 Introduction to Health Careers
NUR 100 Nurse Aide Course
BAM 101 College Skills Portfolio

Phlebotomy Certificate (24 Credits)
- ALH 218 Medical Terminology* ........................................3 Credits
- ALH 230 Medical Office Lab* ........................................4 Credits
- ALH 222 Disease Conditions* ........................................3 Credits
- ALH 250 Medical Law/Ethics* ........................................3 Credits
- BAC 111 Contemporary Business & Technical Communications*
- ALH 285 Phlebotomy Externship* ................................3 Credits
- NSA 101 Introduction to Anatomy & Physiology* ..................4 Credits

OR
- NSA 210 Human Anatomy & Physiology I* ...................4 Credits

AND
- NSA 211 Human Anatomy & Physiology II* ..................4 Credits

**Minimum Hours Required......36/40 Credits**

1) The student must achieve a minimum grade of “C” or 2.0 GPA in all curriculum courses. The student must pass ALH 230 with a minimum grade of 2.5.
2) Qualifications for the Phlebotomy externship requires the student to have all course work completed as determined by the externship coordinator with an overall 2.5 GPA or above. All program instructors must recommend the student for externship.

Effective: Fall 2011

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**Management/Marketing Certificate**

The Management/Marketing Certificate will prepare the student for entry-level positions in marketing for all types of businesses. The program will familiarize the student with the skills needed for understanding the effects of marketing on an organization. Areas of study will include advertising, promotions, market research, retailing, and forecasting.

**Required Coursework (minimum 24 credit hours)**

- BAA 111 Principles of Accounting* ..................4 Credits
- BAC 111 Contemporary Business & Technical Communications* ..................4 Credits
- BAD 251 Introduction to Marketing* ..................3 Credits
- BAM 100 Introduction to Business ..................3 Credits
- BAM 101 College Skills & Portfolio Writing ..................3 Credits
- BAM 103 Business Math* ..................3 Credits
- OR
- NSM 117 Finite Math* ..................4 Credits
- EDP 101 Introduction to Computers & Software..4 Credits

**Electives (6 hours required)**

- BAD 151 Fundamentals of Selling ..................3 Credits
- BAD 153 Advertising ..................3 Credits
- BAD 152 Principles of Retailing ..................3 Credits
- BAM 205 Business Statistics* ..................3 Credits
- BAM 245 E-Commerce* ..................3 Credits

**Minimum Hours Required......30 Credits**

*Course has a prerequisite

Effective: Fall 2011
Management/Supervision Certificate

This certificate prepares students for entry-level management/supervision positions. This program will introduce the student to the concepts and theories of management and provide practical skills essential for managing employees in the modern workplace.

Required Coursework (minimum 24 credit hours)
BAA 111 Principles of Accounting*.......................... 4 Credits
BAC 111 Contemporary Business & Technical Communications*.......................... 4 Credits
BAM 100 Introduction to Business............................. 3 Credits
BAM 101 College Skills & Portfolio Writing .......... 3 Credits
BAM 103 Business Math*  OR............................... 3 Credits
NSM 117 Finite Math*............................................. 4 Credits
BAM 252 Introduction to Management*................. 3 Credits
EDP 101 Introduction to Computers & Software ... 4 Credits

Electives (6 hours required)
BAM 205 Business Statistics*............................... 3 Credits
BAM 221 Business Law I*................................. 3 Credits
BAM 245 E-Commerce*..................................... 3 Credits
BAM 251 Organizational Behavior*.......................... 3 Credits
BAM 253 Supervision*........................................ 3 Credits
BAM 260 Small Business Management*................ 3 Credits

Minimum Hours Required......30 Credits

*Course has a prerequisite

Effective: Fall 2011

Medical Administrative Specialist

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts to coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT).

Required Coursework:
ALH 205 Pharmacology*.................................3 Credits
ALH 218 Medical Terminology*........................3 Credits
ALH 232 Administrative I – Medical Office Procedures*.......................... 4 Credits
ALH 233 Administrative II – Advanced Medical Office Procedures*.................. 4 Credits
ALH 250 Medical Law/Ethics*............................3 Credits
ALH 281 Medical Administrative Specialist Externship*.......................... 3 Credits
BAA 109 Payroll Accounting*............................ 2 Credits
BAC 111 Contemporary Business & Technical Communications*.................... 4 Credits
BAM 103 Business Math*................................. 3 Credits
BAM 260 Small Business Management*................ 3 Credits
BIP 222 Medical Keyboarding/Word Processing*.......................... 3 Credits
COM 110 Interpersonal Communications*.......................... 3 Credits
EDP 101 Introduction to Computers and Software*.......................... 4 Credits
NSA 101 Introduction to Anatomy & Physiology*.................. 4 Credits
NSA 210 Anatomy & Physiology I*...................... 4 Credits
NSA 211 Anatomy & Physiology II*..................... 4 Credits

Minimum Hours Required........46/50 Credits

*Courses have a prerequisite

1) The student must achieve a “C” or 2.0 GPA in all curriculum courses.
2) Qualifications for the externship requires that students have all course work completed and an overall 2.5 GPA or above.
3) All instructors must recommend the student for externship.
4) The process of determining who will enter the program will be selective.

Effective: Fall 2011
Medical Assistant Certificate

The Certified Medical Assistant is one of the most sought after careers in the healthcare field as a result of the diversity in the skill preparation. The Medical Assistant’s skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medication administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance coding and billing, insurance processing, patient scheduling and receptionist duties.

The Glen Oaks Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of the Allied Health Program is located at 1361 Park St., Clearwater, FL 33756, Phone: 727-210-2350.

Graduates of the accredited program are eligible to sit for the national certification examination. Passing the examination allows the graduate to become a Certified Medical Assistant (CMA). The Medical Assistant can further his or her education by earning an Associate of Applied Science in Allied Health. The Medical Assistant Certificate is a competency-based program of study.

NOTE: Prerequisites required prior to admission into the Medical Assistant program:

* COM 063 Reading for College or placement in
  BAC 111 Contemporary Business & Technical Communications or higher on Accuplacer Placement Evaluation.
* COM 073 Essentials of College Writing or placement in BAC 111 Contemporary Business & Technical Communications or higher on Accuplacer Placement Evaluation.
* Placement in NSM 052 Pre-Algebra or higher on Accuplacer Placement Evaluation or meet corresponding ACT/SAT scores.

Required Coursework (50 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
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Minimum Hours Required....50/54 Credits

*Course has a prerequisite

1) The student will make application for Medical Assistant Certificate program to the Medical Assisting Program Chair.
2) The student must maintain a 2.5 GPA in order to enter the clinical portion of the program. No grade can be lower than 2.0. A 2.5 GPA in clinical courses, ALH 230, 235 and 236 must be achieved and special behavioral grading criteria must be met.
3) Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above. ALH 290 Medical Assistant Certification Exam Review is taken concurrently with the practicum and includes completing the Certification Exam for Medical Assisting.

Effective: Fall 2011

Medical Assistant graduates are eligible for National Certification and can become a CMA (Certified Medical Assistant) with skills in both administration and clinical aspects of the medical office.
Phlebotomy Technician Certificate

The laboratory depends on the phlebotomy technician to collect quality samples from the patient to produce excellent laboratory results. To do this, the phlebotomy technician must create an atmosphere of trust and confidence with patients in a skillful, safe and reliable manner. The student will learn how to accurately collect the process blood samples by mastering both phlebotomy and capillary blood collection techniques. Quality control issues of the clinical laboratory will be stressed along with OSHA standards of infection control. This certificate meets the criteria of the American Society of Clinical Pathology (ASCP) as an acceptable program of study for those who wish to sit for the Phlebotomy Technician (PBT) exam.

Required Coursework:
- ALH 218 Medical Terminology*.......................... 3 Credits
- ALH 230 Medical Office Lab*............................. 4 Credits
- ALH 222 Disease Conditions*............................. 3 Credits
- ALH 250 Medical Law/Ethics*......................... 3 Credits
- BAC 111 Contemporary Business & Technical Communications*.......................... 4 Credits
- ALH 285 Phlebotomy Externship*........................ 3 Credits
- NSA 101 Introduction to Anatomy & Physiology*.. 4 Credits

OR

- NSA 210 Human Anatomy & Physiology I*........... 4 Credits
- NSA 211 Human Anatomy & Physiology II*.......... 4 Credits

Minimum Hours Required....24/28 Credits

* Courses have a prerequisite

1) The student must achieve a minimum grade of “C” or 2.0 GPA in all curriculum courses. The student must pass ALH 230 with a minimum grade of 2.5.
2) Qualifications for the externship require the student to have all course work completed with an overall 2.5 GPA or above. All program instructors must recommend the student for externship.
3) The process of determining who will enter the program will be selective.
4) This certificate can be applied to the Health Care Worker Certificate that offers the student the choice of pursuing an Associate of Applied Science in Allied Health Degree.

Effective: Fall 2011

Practical Nursing Certificate

Level I of Laddered ADN Program

The laddered Associate Degree Nursing Program consists of Level I (Practical Nursing Program) and Level II (generic students and current LPNs). Upon successful completion of Level I, a Practical Nursing Certificate is awarded. This certificate qualifies the graduate to sit for the National Council Licensuring Examination in Nursing at the PN level. When the graduate successfully passes the examination, the nursing graduate can be licensed as a Licensed Practical Nurse (LPN). There are no electives in the program. See the prerequisites for admission to Level I.

Required Coursework (38 hours)
- ALH 103 Nutrition*.............................................. 3 Credits
- NUR 104 Fundamentals of Nursing*.................. 5 Credits
- NUR 109 Pharmacology I*................................. 2 Credits
- NUR 111 Medical/Surgical Nursing*.................. 7 Credits
- NUR 112 Medical/Surgical Nursing*.................. 7 Credits
- NUR 119 Pharmacology II*.............................. 2 Credits
- NUR 129 Pharmacology III*............................. 2 Credits
- NUR 130 Maternity Nursing*............................ 3 Credits
- NUR 131 Pediatric Nursing*............................ 3 Credits
- NSA 212 Pathophysiology*.............................. 4 Credits

Minimum Hours Required....38 Credits

*Course has a prerequisite

NOTE: New students must meet the prerequisites required prior to admission to Level I

Effective: Winter 2012
Web Page Design Certificate

This Certificate is designed for the individual seeking the knowledge to set-up and maintain a web page. The required courses provide coverage of programming skills, software usage and design principles needed to publish and maintain a quality web page.

This certificate may be applied towards the Associate of Applied Science in Business or the Associate of Applied Science in Technology.

Required Coursework (21 credit hours)

EDP 100 Introduction to Internet..........................1 Credit
EDP 101 Introduction to Computers & Software............4 Credits
EDP 171 Windows Operating Systems..........................2 Credits
EDP 214 Presentation Graphics & Publishing
(PowerPoint/Publisher)*..........................3 Credits
EDP 240 Introduction to Networking*..........................2 Credits
EDP 252 Web Page Design level I*..........................3 Credits
EDP 253 Web Page Design level II*..........................3 Credits
EDP 254 Web Design and Programming level III*........3 Credits

Electives (9 credit hours)

BAD 251 Principles of Marketing*..........................3 Credits
BAM 101 Foundations of Business..........................3 Credits
BAM 110 Foundations of Entrepreneurship.................2 Credits
BAM 200 Principles of Entrepreneurship*...............3 Credits
BAC 111 Contemporary Business & Technical
Communications*.......................................4 Credits
EDP 117 Visual Basic Programming*.........................3 Credits
EDP 242 Managing & Maintaining
a Network Server*....................................3 Credits

Minimum Requir ed Hours.....30 Credits

*Courses have prerequisite

Effective: Fall 2011

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Truck Driver Certificate

The purpose of this certificate is to provide students with commercial driver training. Training will be provided in theoretical as well as practical operation of vehicles on a driving range and local highway driving. Students will acquire knowledge on areas related and applicable to the trucking industry, including basic computer skills, entrepreneurship and health and wellness. Upon completion of the program, the students will receive a certificate of completion from the college and be qualified for a class “A” Commercial Drivers License.

Required Coursework (31 credit hours)

TDT 113 Tractor Trailer Operations*......................9 Credits
TDT 114 Tractor Trailer Driving Experience*............9 Credits
BAM 101 College Skills and Portfolio Writing...........3 Credits
EDP 101 Introduction to Computers & Software*........4 Credits
BAM 110 Foundations of Entrepreneurship*.............2 Credits
VTI 106 Industrial Communications........................2 Credits
NSH 106 Wellness and Lifestyle..........................2 Credits

Minimum Hours Required......31 Credits

Additional Admissions Requirements:
In addition to the regular requirements for admissions to the college, student applying for the Truck Driver Certificate program must:

• Be at least 21 years of age.
• Have a valid driver’s license.
• Have an acceptable driving record to obtain a Training Instruction Permit (TIP) from the Secretary of State.
• Complete and pass the Department of Transportation physical examination and drug screening.
• Meet the requirements of the Motor Carrier Federal Safety Regulations, Qualifications of Drivers.

Effective: Winter 2010
Programs of Study

You can explore academic programs by career interest. Earn an Occupational Certificate or an Associate Degree and move right into employment or transfer courses to a college or university. For more information, make an appointment with a Glen Oaks counselor and map out your future.

**Arts & Communication**

Transfer Associate Degrees
- General Studies
- International Studies
- Arts
- Science

**Business, Management, Marketing and Technology**

Certificates

Associate of Applied Science in Business (with emphasis in one of the following): Accounting, Computer Information Systems, Computer Support Technician, Database Programming, Management/Marketing, Management/Supervision, Medical Administrative Specialist, and Web Page Design.

Transfer Associate Degree
- Associate of Business

**Health Science**

Certificates
- Health Care Worker, Medical Assistant, Medical Administrative Specialist, Phlebotomy Technician, Practical Nursing (Level I Nursing).

Associate of Applied Science Nursing (Registered Nurse)

Associate of Applied Science in Allied Health (with emphasis in one of the following): Health Care Worker, Medical Assistant, Medical Administrative Specialist, Phlebotomy Technician, Practical Nursing (Level I Nursing).

Transfer Associate Degrees
- Arts
- Science
- General Studies

**Human Services**

Certificates
- Early Childhood Education

Transfer Associate Degree
- Arts
- Science
- Early Childhood Education
- General Education

**Natural Resources & Agriscience**

Transfer Associate Degrees
- Arts
- Science
- General Studies

**Transfer Programs**

Glen Oaks Community College offers freshman and sophomore year courses that are needed to fulfill general education requirements toward the achievement of a four-year Bachelor’s degree. General education course options vary slightly at different colleges. Glen Oaks counselors can develop a “program specific” transfer guide for any major at any college you choose in the United States.
Course Descriptions

Using this catalog successfully means understanding how it’s supposed to serve you. Course Descriptions are written as follows:

- All courses within a particular discipline are grouped (i.e.: Accounting courses).
- The title line includes a 3-letter prefix (i.e.: BAA), plus a 3-digit number indicating the level of the course (i.e.: 100 or 200 level), plus the course name, then the credit hours and contact hours*.
- After the title line is the body or course description, the narrative describing course content.
- Finally, after the course description is italicized type giving the prerequisite(s) for the course. If there is a prerequisite, it is listed; if one is not listed, there is none.

* A credit hour equals one hour/week in class for 15 weeks; a contact hour equals the time instructors spend in the classroom (used to calculate tuition/fees).

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Glossary of Academic Terms appears on page 36.
ACCOUNTING

BAA 100 FUNDAMENTALS OF ACCOUNTING
4 Credits, 4 Contacts
This course is a basic bookkeeping-accounting course designed for the student who has no previous bookkeeping-accounting experience or has not performed well in previous courses of this type. Basic double-entry bookkeeping procedures, accounting terminology and concepts, and basic financial statement preparation are emphasized. Major emphasis will be placed on the sole proprietorship form of business organization.
Prerequisite: None

BAA 109 PAYROLL ACCOUNTING
2 Credits, 2 Contacts
This course has been developed to provide the student with a basic understanding of the calculations in payroll, the payroll records that are kept, and the laws pertaining to tax filing for payroll. This is a beginning course that involves computation and recording of payroll entries.
Prerequisite: BAA 100

BAA 111 PRINCIPLES OF ACCOUNTING
4 Credits, 4 Contacts
The first introductory accounting course for the student who wishes to pursue a career in the field of business. The student will become familiar with the role of the accountant and manager in service and merchandising businesses. The course will include the recording and reporting of business transactions and the measuring, planning, and controlling of business income, assets, and equities. Major emphasis will be placed on the sole proprietorship form of business organization.
Prerequisite: BAA 100 or high school bookkeeping

BAA 112 PRINCIPLES OF ACCOUNTING
4 Credits, 4 Contacts
A second semester course in accounting principles and concepts for the accounting or managerial student. The student will investigate the role of the accountant in partnerships and corporations, with emphasis on financial and cost-accounting concepts as well as branches and departments, and owner’s equity.
Prerequisite: BAA 111 or its equivalent

BAA 113 QUICKBOOKS FOR ACCOUNTING
2 Credits, 2 Contacts
This accounting course will provide the student with an understanding of QuickBooks accounting. The student will receive instruction and experience with QuickBooks software through a simulated business scenario. Accounting principles and logical problem solving will be utilized. Instruction will include how to set up a business, maintain and use the software and generate financial reports.
Prerequisite: BAA 111

BAA 202 PERSONAL INCOME TAX ACCOUNTING
2 Credits, 2 Contacts
An introductory tax course with emphasis placed on tax return preparation for individuals. Multiple forms will be used. Tax laws involved in tax return preparation and tax theory will be emphasized.
Prerequisite: None

BAA 204 SMALL BUSINESS TAX ACCOUNTING
2 Credits, 2 Contacts
An introductory tax course with emphasis placed on tax return preparation for small businesses. Accounting for taxable revenues and tax-deductible expenses will be emphasized.
Prerequisite: None

BAA 207 ANALYZING FINANCIAL STATEMENTS
3 Credits, 3 Contacts
A course which presents the basic skills of financial statement analysis for the prospective bank lender/credit analyst. This includes how financial data is generated; techniques for analyzing the flow of a business’ funds; methods for selecting and interpreting financial ratios; and the analytical tools for predicting and testing assumptions about a firm’s future performance.
Prerequisite: BAA 111

BAA 210 INCOME TAX ACCOUNTING
3 Credits, 3 Contacts
This course is an introductory tax course with emphasis placed on tax return preparation for businesses and individuals. Students will investigate laws involved in tax accounting with secondary emphasis on tax theory.
Prerequisite: None

BAA 211 INTERMEDIATE ACCOUNTING
4 Credits, 4 Contacts
A financial accounting course for both the accounting and management major. Balance sheet accounts are scrutinized in this class with emphasis placed on generally accepted accounting principles.
Prerequisite: BAA 112 or its equivalent

BAA 213 COST ACCOUNTING
3 Credits, 3 Contacts
A basic course in the theories and practices underlying the development of cost information for financial control and decision making. As manufacturing, service, and distribution establishments strive to enhance their profits and reduce consumer prices, the study and control of costs become increasingly important. The student will gain an understanding of techniques used to control cost for profit by management. This is an excellent course for the aspiring business administration and accounting major because it will give an insight into the area of profit and loss control.
Prerequisite: BAA 112
ALLIED HEALTH

ALH 100 INTRODUCTION TO HEALTH CAREERS
3 Credits, 3 Contacts
Presents information on the health care system and employment opportunities for a variety of health care careers. Includes an overview of health care development, how health delivery systems are organized, legal and ethical considerations of health care delivery, and an overview of various health care professions. Students are encouraged to explore health professions through assignments, observations, job shadowing and interviews with health care professionals in their area of interest. This course includes online activities that support the presented concepts.
Prerequisite: None

ALH 103 NUTRITION
3 Credits, 3 Contacts
Designed to assist the student in developing a foundation for good nutrition. Fundamental principles of nutrition essential to maintain health, prevent illness and provide support during illness are presented. Nutritional concerns relating to each age group will be addressed as well as specific disease conditions and relevant therapeutic diets. Newly emerging nutritional information will be discussed which will assist the student in becoming a discriminating consumer.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ALH 205 PHARMACOLOGY FOR HEALTH OCCUPATIONS
3 Credits, 3 Contacts
This course is an introduction to basic pharmacology with an emphasis on the importance of medications in helping people to maintain a healthy lifestyle. The most common medications in current use are discussed according to body systems, with emphasis on classifications, uses, routes of administration, dosages, interactions, incompatibilities, and side effects with special emphasis on the 50 most commonly prescribed drugs as listed in Pharmacy Times. Also addressed are special precautions, legal aspects, patient education, preparation, and administration of medications as directed by the physician. Additional emphasis is placed on the performance of basic math, calculation of drug doses and immunization schedules and administration. (This course is not intended for nursing students. Medical Assisting students must take this course in traditional classroom setting.
Prerequisite: ALH 218 and NSA 101 or NSA 105 or NSA 210 and NSA 211, and test into or higher than or completion of NSM 052

ALH 218 MEDICAL TERMINOLOGY
3 Credits, 3 Contacts
This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ALH 222 DISEASE CONDITIONS
3 Credits, 3 Contacts
Presents the basic concepts of diseases, their causes and functional disturbances as they relate to body systems. Includes the participating risk factors and appropriate methods of patient education regarding various disease processes.
Prerequisite: ALH 218 and NSA 101 or NSA 105 or NSA 210 and NSA 211. Medical Assistant students must take this course in traditional classroom setting and concurrently with ALH 230 and ALH 235

ALH 230 MEDICAL OFFICE LABORATORY PROCEDURES
4 Credits, 5 Contacts
This course involves the study of the interactions between microbes and humans and the practice of handling medically important microbes, blood and body fluids. Practical experiences include aseptic techniques in the collecting, handling, and testing of specimens. The student will learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. Quality control issues of the clinical laboratory will be stressed along with OSHA standards of infection control. The safety and emergency practices of the medical office will be presented and evaluated through competencies.
Prerequisite: ALH 218, NSA 101 or NSA 105 or NSA 210 and NSA 211 and test into or higher than or completion of NSM 052
Co-requisite: ALH 235 and ALH 222

ALH 232 ADMINISTRATIVE I – MEDICAL OFFICE PROCEDURES
4 Credits, 5 Contacts
This is an introduction to the office management and business administration of a medical office. Information relating to reception duties, telephone procedures, handling medical records, filing and record management, as well as a medical-legal responsibility.
Prerequisite: EDP 101
ALH 233 ADMINISTRATIVE II – ADVANCED MEDICAL OFFICE PROCEDURES
4 Credits, 5 Contacts
This course follows and introduction to office management and business administration of a medical office in Administrative Medical Assistant I. The medical office finances are covered including: coding, diagnostic and procedural, billing of all types of insurance claims both manually and electronically, professional fees, payroll, and the management of practice finances. Advanced concepts of the electronic medical record are introduced.
Prerequisite: ALH 232

ALH 235 MEDICAL ASSISTANT CLINICAL I
3 Credits, 5 Contacts
Medical Assistant Clinical I covers the responsibilities of the medical assistant in working with the physician in the medical office/clinic. These clinical responsibilities include obtaining patient medical history; measuring vital signs; preparing the examination room and the patient for the exam; and performing basic clinical procedures such as EKG, basic respiratory care, basic life support and first aid. Instruction will include documentation, patient education and safety measures. Cultural, life span and psychosocial differences will be addressed.
Prerequisite: NSA 101 or NSA 105 or NSA 210, and NSA 211, and ALH 218 and test into or completion of COM 121. Take concurrently with ALH 230

ALH 236 MEDICAL ASSISTANT CLINICAL II
3 Credits, 5 Contacts
Clinical II is a continuation of Clinical I. Following the Clinical II experience students will be able to administer various forms of medication, demonstrate proper technique for venipuncture for purposes of obtaining blood specimens provide equipment set up for intravenous medications and fluids, demonstrate skills in assisting with minor surgical procedures, and assisting with pediatric care in the office.
Prerequisite: ALH 235, ALH 230, NSM 052 and take concurrently with ALH 105

ALH 250 MEDICAL LAW & BIOETHICS
3 Credits, 3 Contacts
This course is composed of two major components: bioethics and medical law and ethics. Bioethics is the study of the ethics of life (and death) and includes familiar topics such as abortion, cloning, stem cell research, allocation of scarce medical resources, and euthanasia. Topics in medical law and ethics, which are concerned with “micro” issues such as the moral underpinnings of doctor-patient relationships as well as “macro” issues such as the structures of medical institutions or the duties that societies have to provide health care for those in need. It is intended to help prevent medical malpractice litigation by exposing the student to the legal concepts of standard of care, scope of employment, criminal and civil acts, contracts, negligence, as well as ethical and bioethical concepts that are emphasized in simulations, critical thinking activities, debates and a research paper.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ALH 260 ADVANCED EKG INTERPRETATION
3 Credits, 3 Contacts
This course is designed to assist the student who has obtained competency in the basic techniques of EKG application and interpretation through other course work or programs. Interpretation of dysrhythmias, EKG analyses and the effects of ischemia and myocardial infarction on the electrical conduction system of the heart are presented. A comprehensive overview of acute coronary syndromes and up-to-date pacemaker information will be covered. The content is presented in a hands-on, lab format with built in redundancy and analogy that reinforces learning.
Prerequisite: NSA 101 or NSA 211 and ALH 218 and test into or higher than NSM 052

ALH 290 MEDICAL ASSISTANT CERTIFICATION EXAM REVIEW
3 Credits, 3 Contacts
This course is designed to review the entire Medical Assistant program in preparation for the National Certified Medical Assisting Examination.
Prerequisite: Completion of all courses in the Medical Assistant program, except ALH 238. Must be taken in last semester of Medical Assistant program and concurrently with ALH 238
ANTHROPOLOGY

SSA 201 INTRODUCTION TO CULTURAL ANTHROPOLOGY
4 Credits, 4 Contacts
This course is intended to introduce students to the field of anthropology and to provide them with an understanding of the theoretical perspectives and methodological strategies used in the study of traditional and contemporary socio-cultural systems found throughout the world. Special attention will be given to the basic concept of “culture” and to the nature and inter-relationship of particular cultures with their environments. This course is designed to assist students in developing the skills needed to critically analyze anthropological data and to prepare them to pursue further study in the discipline.
Prerequisite: COM 121

ART

HUA 100 ART APPRECIATION
4 Credits, 4 Contacts
A course designed to acquaint the student with the terminology, materials and goals of the artist through lecture, field trips and guest speakers.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

HUA 117 COLORED PENCIL I
3 Credits, 3 Contacts
An introduction to representational drawing concentrating on the use of colored pencil and emphasizing the compositional potential of the medium.
Prerequisite: None

HUA 151 CERAMICS I
3 Credits, 3 Contacts
Devoted to a survey of pottery processes including hand-building, technical information and a limited experience with the potters wheel.
Prerequisite: None

HUA 252 MOSAIC
3 Credits, 3 Contacts
An introduction to representational work in mosaic (colored tile) emphasizing the compositional potential of the medium.
Prerequisite: None

HUA 260 BASIC PHOTOGRAPHY
3 Credits, 3 Contacts
This is an introductory course in the processing and camera techniques of 35mm photography. Emphasis is placed on basic photo composition, lighting, camera usage, darkroom techniques and procedures. The course is aimed at those who have no special interest in professional photography.
Prerequisite: None

HUA 261 ADVANCED PHOTOGRAPHY
3 Credits, 3 Contacts
This course is designed for the student who has interest in the “photography arts”. Emphasis is placed on photography as an art form, ark marketing, handcoloring, and basic photographic.
Prerequisite: HUA 260

HUA 263 PHOTOJOURNALISM
3 Credits, 3 Contacts
This advanced level course explores the more sophisticated techniques, processes, and equipment related to photojournalism, commercial photography and photo art.
Prerequisite: HUA 260

HUA 264 LANDSCAPE/NATURE PHOTOGRAPHY
3 Credits, 3 Contacts
This course is designed for the non-professional who is interested in the basics and finer techniques used in color photography and the Black and White photography of landscapes and nature/wildlife. Emphasis is placed on composition techniques, light usage, action techniques and basic fieldwork techniques; also on weather conditions, as well as wildlife habitats, in relationship to Landscape Photography. This course is geared toward the student who enjoys or has interest in nature and the environment.
Prerequisite: None

HUA 270 ART FOR THE ELEMENTARY TEACHER
4 Credits, 4 Contacts
A course designed to acquaint the prospective elementary teacher with art activities, materials and methods at the elementary school level.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ART 104 OBJECT DRAWING
3 Credits, 5 Contacts
This course focuses on freehand drawing from direct observation. Students learn drawing techniques, methods, linear perspective, and compositional skills. The properties of line, value, texture, shape and space are dealt with as elemental to the drawing process. Drawing will be explored as a vehicle for thinking, seeing and communicating. An ability to render and draw expressively in a variety of materials is stressed.
Prerequisite: None
ART 105 DRAWING STUDIO
3 Credits, 5 Contacts
This course focuses on the drawing experience as a process for art-making and as a means to convey ideas. Different types of image-making processes are studied along with their potentials for meaning. Students learn to invent from observation and imagination. There is also an introduction to historical and contemporary drawing practices from many traditions.
Prerequisite: None

ART 107 TWO-DIMENSIONAL DESIGN
3 Credits, 5 Contacts
This course focuses on the elements of design in visual expression. Emphasis is placed on two-dimensional problem solving, organization of visual elements, and color theory. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design.
Prerequisite: None

ART 108 THREE-DIMENSIONAL DESIGN
3 Credits, 5 Contacts
This course focuses on the elements of design in sculpture and spatial arrangement. Emphasis is placed on three-dimensional problem solving and organization of form in space. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design.
Prerequisite: None

ART 210 LIFE DRAWING
3 Credits, 5 Contacts
This course focuses on drawing the human form from live models and the study of anatomy. The student will explore skeletal, muscular, and surface anatomy, as well as the essential aspects of life drawing (such as gesture, contour, proportion, structure and articulation).
Prerequisite: ART 104 and ART 107

ART 220 HISTORY OF ART I
4 Credits, 4 Contacts
This course is a historical survey of art from prehistory to the Renaissance. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ART 221 HISTORY OF ART II
4 Credits, 4 Contacts
This course is a historical survey of art from the Renaissance to present day. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

ART 231 SCULPTURE
3 Credits, 5 Contacts
This is an introductory course in sculpture which will explore the theories and concepts of three-dimensional art forms in space. Mechanical, structural and compositional principles will be studied. A variety of sculptural techniques and materials will be used.
Prerequisite: None

ART 232 METAL SCULPTURE I
3 Credits, 3 Contacts
This is an introductory course in metal sculpture that will explore the theories and practices of creating three-dimensional art forms in space. This course will cover the use of the cutting torch, basic oxy-acetylene welding, and shielded metal arc welding. Students will learn to cut, heat, bend and weld metal creating various forms. Included will be the safety aspects of metal cutting and welding. The student will create small metal sculptures.
Prerequisites: ART 108

ART 233 METAL SCULPTURE II
3 Credits, 5 Contacts
This is an advanced course in metal sculpture that will further explore the theories and practices of creating three-dimensional art forms in space. This course will cover the use of the cutting torch, basic oxy-acetylene welding, and shielded metal arc welding. Students will learn to cut, heat, bend and weld metal creating various forms. Included will be the safety aspects of metal cutting and welding. The student will have opportunity to create larger scale metal sculpture.
Prerequisite: ART 232

ART 240 PAINTING
3 Credits, 5 Contacts
This is an introductory course in painting, which will prepare the student to realize visual observations and find personal expression through painting media. The class will explore oil, acrylic, watercolor and tempera painting techniques. Emphasis will be placed on learning to see and mix color, as well as the use of color in composition. A survey of historical painting styles and techniques will be included.
Prerequisites: None
ART 241 PRINTMAKING: INTAGLIO AND RELIEF  
3 Credits, 5 Contacts  
This course is an introduction to the print techniques of etching, aquatint, dry point, woodcut, and linoleum cut. The student will have opportunity to prepare plates and blocks for printing. All aspects of the printing process will be covered. A survey of print aesthetics will also be included.  
Prerequisite: None

ART 242 WATERCOLOR I  
3 Credits, 5 Contacts  
This course is a survey of the application, techniques, and limitations of watercolor as a representational painting medium. Students will experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art.  
Prerequisite: None

ART 243 WATERCOLOR II  
3 Credits, 5 Contacts  
This is an advanced course in the application, techniques, and limitations of watercolor as a representational painting medium. Students will further experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art.  
Prerequisite: ART 242

ART 244 OIL PAINTING I  
3 Credits, 5 Contacts  
This is an introductory course in oil painting which will examine the traditional oil painting techniques of imprimitura, under-painting, over-painting and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art.  
Prerequisite: None

ART 245 OIL PAINTING II  
3 Credits, 5 Contacts  
This is an advanced course in oil painting which will further examine the traditional oil painting techniques of imprimitura, under-painting, over-painting, and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art.  
Prerequisite: ART 244

ART 246 PRINTMAKING: SILK SCREEN  
3 Credits, 5 Contacts  
This course is an introduction to silkscreen painting techniques. The student will have opportunity to prepare screens for printing using manual and light sensitive masking techniques. All aspects of the screen printing process will be covered. A survey of print aesthetics will also be included.  
Prerequisite: None

ART 250 TEMPERA PAINTING I  
3 Credits, 5 Contacts  
This is an introductory course in egg tempera painting that will examine the traditional techniques of this ancient medium. The materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of egg tempera in fine art.  
Prerequisite: ART 104 or ART or ART 107 and ART 240 and ART 252

ART 251 TEMPERA PAINTING II  
3 Credits, 5 Contacts  
This is an advanced course in egg tempera painting that will further examine the traditional techniques of this ancient medium. The materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of egg tempera in fine art.  
Prerequisite: ART 104 or ART 105 or ART 107 and ART 240 and ART 250

ART 252 PASTEL I  
3 Credits, 5 Contacts  
This is an introductory course in pastel painting. The materials, pigments, and techniques of pastel will be explored in depth. The class will also cover the technique of making soft pastels by hand.  
Prerequisite: ART 104 or ART 105 or ART 107 and ART 240

ART 253 PASTEL II  
3 Credits, 5 Contacts  
This is an advanced course in pastel painting. The materials, pigments, and techniques of pastel will be explored in depth. An emphasis will be placed on techniques for painting detailed realism.  
Prerequisite: ART 104, or ART 105 or ART 107 and ART 240 and ART 252

AUTOMOTIVE

VTA 100 INTRODUCTION TO AUTOMOTIVE TECHNICIAN  
3 Credits, 3 Contacts  
This course provides knowledge about safety and an introduction to other areas of automotive repair. This course will focus primarily on safety issues in the auto shop and then survey areas such as brakes, engine repair, electronics and suspensions.  
Prerequisite: None
VTA 141 ENGINE DIAGNOSIS AND IGNITION SYSTEMS 5 Credits, 6 Contacts
This course provides students the skills to test engine condition and ignition systems. Students will use vacuum, compression, cylinder leakage, and electronic engine analyzers. Students will learn how to diagnose an on-board computer system and its components for proper operation. The operation, inspection, testing and repair of ignition system components will be practiced.
Prerequisite: VTA 100

VTA 142 FUEL AND EXHAUST SYSTEMS 5 Credits, 6 Contacts
This course provides students the skills to test and repair fuel systems. Students will test and service components used for fuel flow control, the gas tank, fuel pumps, injectors, carburetors, throttle bodies and filters. Exhaust systems will be inspected, serviced and repaired by students.
Prerequisite: VTA 100 and VTA 141

VTA 146 AUTOMOTIVE BRAKE SYSTEMS 4 Credits, 6 Contacts
This course examines the operation of automotive brake systems. The diagnosis and repair of hydraulic systems, drum brakes, disc brakes and power assist units will be demonstrated. The operation of the parking brake, brake lights and anti-lock systems will be covered. This class is intended to prepare a student for brake repair certification tests.
Prerequisite: VTA 100

VTA 226 AUTOMOTIVE HEATING AND AIR CONDITIONING 4 Credits, 4 Contacts
This course is designed as an introduction to the basics of air conditioning. Description, theory, operation, servicing, repair and diagnosis are all covered. The design and operation of the cooling system and its repair and service will also be studied.
Prerequisite: None

VTA 228 EMISSION CONTROL SYSTEMS 5 Credits, 5 Contacts
This course explains the operation of the emission control systems. Students will inspect and service PCV EGR and air management and fuel vapor systems. This is the last of the engine performance classes and will include review testing to prepare for the State Certification Test.
Prerequisite: VTA 100, VTA 141 and VTA 142

VTA 225 AUTOMOTIVE ELECTRICAL SYSTEMS I 4 Credits, 6 Contacts
This course provides students the skills to diagnose and repair electrical systems, circuits and components. The fundamentals of electricity as it applies to automotive electrical systems and basic types of circuits will be covered. Students will learn to use wiring diagrams various types of electrical testing equipment. Starting and charging systems will be covered. This is the first of two electrical classes intended to prepare a student for electrical/electronic systems certification tests.
Prerequisite: VTA 100

VTA 245 AUTOMOTIVE VALVE TRAIN AND HEAD REBUILDING 4 Credits, 4 Contacts
This course examines the way the internal combustion works and how the parts interact. The testing of engine condition will be demonstrated. Engine removal installation proper disassembly, cleaning and inspection of parts will be emphasized. The machining of valves and seats will be demonstrated. This is the first of two classes intended to prepare a student for engine repair certification tests.
Prerequisite: VTA 100

VTA 246 AUTOMOTIVE CYLINDER BLOCK REBUILDING 4 Credits, 4 Contacts
This course examines engine block diagnosis, repair and reassembly. The measurement and service of cylinders, crankshafts, piston and connecting rods will be demonstrated. Engine lubrication systems, cooling systems and proper installation of the completed engine assembly will be emphasized. The is the second of two classes intended to prepare a student for engine repair certification tests.
Prerequisite: VTA 100
Recommended: VTA 245
VTA 250 INTRODUCTION TO AUTOMOTIVE TRANSMISSIONS
3 Credits, 3 Contacts
This course provides students with a basic understanding of how transmissions operate. The skills needed to diagnose manual and automatic transmissions and related transaxle or driveline problems will be explained. Maintenance and minor repairs to manual and automatic transmission will be performed. The removal and installation of transmissions, transaxles, transfer cases and clutches will be covered. This is the first class intended to prepare a student for manual transmissions and transaxles and/or automatic transmissions and transaxles.
Prerequisite: VTA 100

VTA 251 MANUAL TRANSMISSIONS AND TRANSAXLES
4 Credits, 6 Contacts
This course provides students with skills to needed diagnose and repair manual transmissions/transaxles. Axle assemblies and all wheel manual drives will be covered. This is the second class intended to prepare a student for Manual Drive Train and Axles certification tests.
Prerequisite: VTA 100 and VTA 250

VTA 252 AUTOMATIC TRANSMISSIONS AND TRANSAXLES
5 Credits, 6 Contacts
This course provides students with skills to needed to diagnose and repair automatic transmissions/transaxles. This class intended to prepare a student for Automatic Transmission and Transaxle certification tests.
Prerequisite: VTA 100 and VTA 250

VTA 255 AUTOMOTIVE ELECTRICAL SYSTEMS II
4 Credits, 7 Contacts
This course provides students the skills to diagnosis and repair electrical systems, circuits and components. The diagnosing and testing of automotive lighting systems will be covered. Students will learn to perform tests and repairs on gauges, warning devices, horns, wiper washer/washer systems and most other accessories. This is the second of two electrical classes intended to prepare a student for electronical/electronic systems certification tests.
Prerequisite: VTA 100 and VTA 225

BUSINESS

BAC 111 CONTEMPORARY BUSINESS AND TECHNICAL COMMUNICATIONS
4 Credits, 4 Contacts
This course is designed for business and technical students, and for people already in the work force who need a more practical, hands-on approach in business communications. It will connect topics, examples, and exercises of communication to the modern workplace. Students will develop their oral and written skills, and innovations in modern communication technologies.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

BAD 151 FUNDAMENTALS OF SELLING
3 Credits, 3 Contacts
An introduction to the principles of selling. Includes study of selling in our present economy, analysis of the steps in a sales demonstration, and classroom sales presentations by students.
Prerequisite: BAM 100

BAD 152 PRINCIPLES OF RETAILING
3 Credits, 3 Contacts
Designed to give the students an overall view of the field of retailing. History of retailing, types of retail institutions, store location, layout, fixtures and equipment, store record keeping, customer services and management will be covered in this course.
Prerequisite: BAM 100

BAD 153 ADVERTISING
3 Credits, 3 Contacts
This course is intended to give the business major a comprehensive view of American advertising. A brief-study is made of advertising in the economy, in society and in business. An analysis is made of the principles and practices used in various types of advertising, such as newspapers, television, radio, direct mail and the Internet.
Prerequisite: BAM 100

BAD 251 PRINCIPLES OF MARKETING
3 Credits, 3 Contacts
A study of the dynamic forces operating in the business activity known as marketing includes all business activities dealing with the distribution of goods from the time they leave the factory or field until they reach the consumer. Marketing presents the actual processes market in an analytical and descriptive style. Analyze the ramifications of economics, politics, society, competition and technology on both the consumer and the business.
Prerequisite: BAM 100
BAE 203 PRINCIPLES OF ECONOMICS-MICRO
4 Credits, 4 Contacts
Introductory course in economics. This course builds upon the qualitative aspects of terminology, formulas and models to the quantitative application of these concepts. The four types of competition: perfect competition, monopolistic competition, oligopoly, and monoply, will be covered in depth. Influential components of the U.S. market, such as labor, unions, wages and income distribution, will give the student a sound foundation toward understanding our complex economy.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073 and test into NSM 117

BAE 204 PRINCIPLES OF ECONOMICS-MACRO
4 Credits, 4 Contacts
This course is a continuation of Microeconomic. A shift from single businesses to the inter-relationship between businesses, consumers and investors will be covered. The aggregate economy will also see the effects of government spending, taxation, inflation, interest rates, fiscal and monetary policy. This inter-relationship will be expanded to the global economy and the United States’ role in this economy through international trade and financing.
Prerequisite: BAE 203

BAM 100 INTRODUCTION TO BUSINESS
3 Credits, 3 Contacts
This course is designed as a survey of American business and industry. Emphasis will be placed on the understanding of business terminology and internal/external structures and their relationship to individuals, business and society. Past, present and future business trends will be studied providing students the foundational knowledge required to progress to upper level business courses.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

BAM 101 COLLEGE SKILLS AND PORTFOLIO WRITING
3 Credits, 3 Contacts
This course is designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are portfolio writing, self-assessment, skills in listening, note taking, improving test scores and time management, self-esteem, goal setting and educational development plans. The portfolio writing is especially useful for students intending to transfer to a university or preparing for employment interviews. This course is a required course for anyone wishing to earn either a certificate or degree in the business area.
Prerequisite: None

BAM 103 BUSINESS MATH
3 Credits, 3 Contacts
This course is designed to provide the student with a practical knowledge of typical mathematical concepts and calculations performed in the business environment. Emphasis is placed upon the introduction and understanding of mathematical concepts as applied in various business situations, formation and execution of applicable calculations, problem solving, and interpretation of results in reaching appropriate business decisions. Problem solving will involve integration and use of calculator. This course may be taught in open lab or traditional course environment and computer use may be integrated.
Prerequisite: Placement into BAM 103 on ASSET/Accuplacer, ACT/SAT, or completion of NSM 052

BAM 110 FOUNDATIONS OF ENTREPRENEURSHIP
2 Credits, 2 Contacts
This course is designed to provide an overview of small business and what is necessary to start a small business: Including small business in free enterprise, the entrepreneur, opportunities and trends, business plan, legal aspects, financing, organizational planning and marketing.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

BAM 200 PRINCIPLES OF ENTREPRENEURSHIP
3 Credits, 3 Contacts
This course is designed to strengthen the entrepreneurial and management skills of those who are already in (or who may enter) business for themselves. This course uses small business case studies extensively.
Prerequisite: BAM 110

BAM 205 BUSINESS STATISTICS
3 Credits, 3 Contacts
An introductory course emphasizing the statistical analysis of business and economic data and how this analysis aids in planning and controlling operations and in making sound business decisions.
Prerequisite: NSM 117 or NSM 151 and NSM 201

BAM 221 BUSINESS LAW
3 Credits, 3 Contacts
An introduction to the fundamental principles of law which the prospective businessperson will encounter in his/her business activities. A presentation of laws pertaining to contracts, agencies and effects of the uniform commercial code, as well as pre-code law. Basic principles applicable to business including legal rights and remedies, contracts and agency employer and employee relations is an intrinsic part of the course.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073
BAM 245 E-COMMERCE
3 Credits, 3 Contacts
This course introduces the three elements that integrate to create and successfully launch an electronic commerce endeavor: business models, marketing concepts and internet technologies. With a thorough knowledge of theory, students will understand how managers can utilize technology in the practical application of electronic commerce by applying business variables to the Internet and Web sites.
Prerequisite: EDP 101 and BAM 100

BAM 251 ORGANIZATIONAL BEHAVIOR
3 Credits, 3 Contacts
This course examines individual, interpersonal, group and organizational processes. Students will discuss current theory, research and practice with regards to human behavior in the work place. Areas of concentration are goal setting, communication, team processes, motivational theory and techniques, culture, ethics, managing organizational change and conflict resolution.
Prerequisite: BAM 100

BAM 252 INTRODUCTION TO MANAGEMENT
3 Credits, 3 Contacts
The course is intended to give the business major an understanding of management concepts and activities. A study will be made of the following basic fundamentals: planning, organizing, leading and controlling. Selected managerial areas, such as team work, ethics and decision making, will also be introduced. The course is designed to furnish a strong foundation in management for management trainees or business transfer students.
Prerequisite: BAM 100

BAM 253 SUPERVISION
3 Credits, 3 Contacts
This course is an overview of basic leadership skills needed to effectively supervise people with emphasis on productive communications, human relations issues, and the supervisor’s role in employee recruitment, selection, training, motivation, planning, and evaluations as well as contemporary concerns of the supervisor.
Prerequisite: BAM 100

BAM 260 SMALL BUSINESS MANAGEMENT
3 Credits, 3 Contacts
Designed for small business managers, this course utilizes an analytical approach that embodies sound business principles. The course deals with sales, production, purchasing, personnel and finance. Also covered are the managerial functions of planning, organizing, leading and controlling. Case problems and business plan writing as related to small business will be discussed.
Prerequisite: BAM 103

BIP 100 KEYBOARDING-INTRODUCTION
2 Credits, 2 Contacts
This course is designed for students with few or no keyboarding skills. Areas of study include definition and use of all keys on a computer keyboard, building a typing speed of 20 Words Per Minute, entering data using the numeric keypad, and beginning document formatting. This course is also useful for those wishing to transition from typewriter to computer keyboard for word processing. (Students who have successfully completed a high school keyboarding class should take BIP 121 Intermediate Keyboarding)
Prerequisite: None

BIP 102 KEYBOARDING-REFRESHER
2 Credits, 2 Contacts
This course is designed for students who know how to key but feel that their accuracy and speed skills need to be improved. Students will work on gaining accuracy and speed. Areas of study include: building a keying speed of 30 Words Per Minute for five minutes, entering data using the numeric keypad, and beginning document formatting. This course is also useful for those wishing to transition from typewriter to computer keyboard for word processing. (Students who have successfully completed a high school keyboarding class and have a keying speed in excess of 30 words per minute with minimal errors should take BIP 121 Intermediate Keyboarding)
Prerequisite: BIP 100 Keyboarding-Introduction or the ability to key 30 words per minute with 3 or fewer errors

BIP 121 INTERMEDIATE KEYBOARDING
4 Credits, 4 Contacts
An intermediate course in keyboarding for students who type 30 words a minute. The course concentrates on mailable production of common business forms and correspondence using current word software.
Prerequisite: BIP 100 or BIP 102 or successful completion of one year of high school keyboarding or EDP 101

BIP 219 LEGAL TERMINOLOGY
2 Credits, 2 contacts
A basic legal terminology course for students who need a broad look at criminal and civil law and procedures plus vocabulary building for work in the legal profession.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073, EDP 101, BIP 121 or equivalent
BIP 220 ADVANCED KEYBOARDING-EXECUTIVE
3 Credits, 3 Contacts
A production keyboarding course for students who have elected to specialize in the administrative assistant field. Emphasis is placed on acquiring an employable timed writing speed and developing office techniques using word processing software. The student should be keying approximately 45 wpm when entering this course. 
Prerequisite: BIP 121, EDP 101 or high school experience and EDP 233

BIP 221 ADVANCED KEYBOARDING-LEGAL
3 Credits, 3 Contacts
A production keyboarding course for students who have elected to specialize in the legal office. Emphasis is placed on acquiring an employable timed writing speed and developing production techniques using word processing software. The legal course includes practice using legal terms and forms used in a legal office. The student should be keying approximately 45 wpm when entering this course. 
Prerequisite: BIP 121, EDP 101 or high school experience and EDP 233

BIP 222 ADVANCED KEYBOARDING – MEDICAL
3 Credits, 3 Contacts
A production keyboarding course for students who have elected to specialize in the medical office. Emphasis is placed on acquiring an employable timed writing speed and developing production techniques using word processing software. The medical course also includes using a medical software as found in medical facilities. The student should be keying approximately 45 wpm when entering this course. 
Prerequisite: BIP 121 and EDP 233

BIP 230 MACHINE TRANSCRIPTION-LEGAL/EXECUTIVE
3 Credits, 3 Contacts
This course is a study in the use of the transcription machine for transcribing dictated documents on a personal computer. Emphasis is placed on developing marketable transcription skills through practice by incorporating proper vocabulary, English skills, and transcription machine operation. The student will specialize in legal or administrative office systems. 
Prerequisite: BIP 121 and EDP 101

BIP 235 MACHINE TRANSCRIPTION – MEDICAL
3 Credits, 3 Contacts
This course is a study in the use of the transcription machine for transcribing dictated documents on a personal computer. Emphasis is placed on developing marketable transcription skills through practice by incorporating proper vocabulary, English skills, and transcription machine operation. The student will specialize in medical office systems. 
Prerequisite: BIP 121 and ALH 218

BIP 236 ADVANCED MACHINE TRANSCRIPTION – MEDICAL
3 Credits, 3 Contacts
This course follows the basics of machine transcription. Transcribing in the following areas will be expected. Diagnostic imaging/interventional radiology; oncology; cardiology; hematology; infectious diseases, general surgery; plastic surgery; dentistry/oral surgery; orthopedics; neurology/neurosurgery; psychiatry; urology/nephrology; obstetrics/gynecology; pediatrics/neonatology; otolaryngology; ophthalmology; respiratory/pulmonary medicine; gastroenterology; and pathology. 
Prerequisite: COM 111 or BAC 111, BIP 232, BIP 235, ALH 250, ALH 222 and ALH 105

BIP 245 OFFICE PROCEDURES
4 Credits, 4 Contacts
This course is designed to provide the theoretical foundations for performing essential administrative functions in an office setting. Included are ethics, methods of greeting people, screening telephone calls, scheduling appointments, creating and maintaining proper company records, processing mail, arranging for meetings/conferences, and preparing and processing of written communications. 
Prerequisite: BIP 121, COM 111 or BAC 111 and EDP 101

CAREER EXPLORATION

ELE 171 INDIVIDUAL CAREER EXPLORATION
2 Credits, 2 Contacts
A course designed to provide the student an opportunity to “try on” a career before committing to a degree or certificate. In cooperation with the Glen Oaks coordinator, the student will design a 90 hour work experience that allows exploration of a career choice, practical work experience and the development of a professional network in a possible field of interest. This course is designed to help the student develop realistic expectations and to select more appropriate careers. This course typically does not transfer to a four-year institution. It is most useful for those students who are undecided on a career and who wish to explore job responsibilities before expending time, effort and financial resources. 
Prerequisite: None
ELE 172 INDIVIDUAL CAREER EXPLORATION
2 Credits, 2 Contacts
This is a chance for a student to investigate a second career or career field. In cooperation with the Glen Oaks coordinator, the student will design another 90-hour work experience. The student may not duplicate the ELE 171 career experience, location, and/or supervisor. This course typically does not transfer to a four-year institution. It is most useful for those students who are undecided on a career and who wish to explore job responsibilities before expending time, effort and financial resources.
Prerequisite: ELE 171

COMMUNICATIONS/WRITTEN

COM 061, 063, 071, 073 and 074 have the following characteristics:
1. Grades – The following grades will be used:
   “CR” = Credit – Credit for course, does not affect grade point average.
   “IP” = In Progress – No credit, student may continue progress with the instructor the next available semester.
   “NC” = No Credit – Student will not receive credit because of non-completion of the course requirements necessary for the “IP” grade.
2. Graduation – Course credit toward graduation will depend on the degree or certificate.
3. Transferability – These courses generally will not transfer to four-year colleges.

COM 110 INTERPERSONAL COMMUNICATIONS
3 Credits, 3 Contacts
The course focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual assignments, presentations, demonstrations/role-playing and other projects.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

COM 140 GENERAL COMMUNICATIONS: SPEECH
3 Credits, 3 Contacts
This course provides a series of experiences that will aid in improving the ability to communicate orally in real-life situations. Emphasis will be on class discussions and various methods of presentations.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

COM 150 PUBLIC SPEAKING
3 Credits, 3 Contacts
This course presents the traditional rhetorical concepts of material, organization, delivery, creativity and persuasion. The student is expected to put into practice each one of the concepts by giving a variety of speeches.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

COMMUNICATIONS/ORAL

COM 061 FOUNDATIONS OF COLLEGE READING I
3 Credits, 3 Contacts
This course is designed to improve reading comprehension and vocabulary skills through the use of group and individualized lessons. Requires concurrent enrollment in COM 071 Fundamentals of College Writing I unless Accuplacer WritePlacer score is higher than 4.
Prerequisite: Accuplacer Reading Comprehension score of 20-42 and minimum of fifth grade reading level

COM 062 FOUNDATIONS OF COLLEGE READING II
3 Credits, 3 Contacts
This course continues improvement in reading comprehension and vocabulary skills for those students who receive an “IP” grade in COM 061 Foundations of College Reading I.
Prerequisite: Enrollment is limited to students who have received an “IP” grade in COM 061

COM 063 READING FOR COLLEGE
4 Credits, 4 Contacts
This course presents techniques for improving reading analysis, comprehension and rate by means of reading exercises and essays. Emphasizes vocabulary development, understanding of main ideas and levels of meaning.
Prerequisite: Accuplacer Reading Comprehension score of 43-73 and standardized reading test

COM 071 FUNDAMENTALS OF COLLEGE WRITING I
3 Credits, 3 Contacts
This course is designed to improve writing skills. Requires concurrent enrollment in COM 061 Foundations of College Reading I.
Prerequisite: Accuplacer WriterPlacer score between 0 and 3 and minimum of fifth grade reading level.
Co-requisite: course must be taken concurrently with COM 061 unless Accuplacer score is higher than 43
COM 072 FUNDAMENTALS OF COLLEGE WRITING II
3 Credits, 3 Contacts
This course continues improvement in writing skills for those students who receive an “IP” grade in COM 071 Fundamentals of Writing I.
Prerequisite: Enrollment is limited to students who have received an “IP” grade in COM 071

COM 073 ESSENTIAL COLLEGE WRITING I
4 Credits, 4 Contacts
This course is designed to help the student achieve competency in standard writing skills through the study of grammar, sentence structure and paragraph development.
Prerequisite: Accuplacer WritePlacer score of 4, or Writing Sample Assessment

COM 074 ESSENTIAL COLLEGE WRITING II
4 Credits, 4 Contacts
This course is designed to address student-specific problems with the writing process. The goal of the class is sufficient, consistent writing improvement to allow students to qualify for enrollment in COM 121 and/or COM 111 or BAC 111.
Prerequisite: Enrollment is limited to students who have received an “IP” grade in COM 073

COM 109 COMMUNICATIONS FOR THE WORKPLACE 2 Credits, 2 Contacts
This course is designed to give employees practical knowledge of communication in the workplace. Areas of concentration will be organizing for speaking, writing, and day-to-day communicating with people in the workplace. This will include team skills, giving and taking instructions, and leading meetings.
Prerequisite: None

COM 111 BUSINESS/TECHNICAL COMMUNICATIONS
4 Credits, 4 Contacts
This course offers instruction and practice in writing various forms of business correspondence, technical applications, and reports. Intercultural communications will also be studied.
Prerequisite: Proficiency of language skills on the ACT, SAT, Accuplacer Writing Sample or successful completion of COM 073 or COM 074

COM 120 ENGLISH LAB
1 Credit, 1 Contact
This lab is designed to provide additional academic support for students entering COM 121 English Composition I with a Level 5 on Accuplacer.
Prerequisite: Level 5 on the Accuplacer
Co-requisite: COM 121

COM 121 ENGLISH COMPOSITION I
3 Credits, 3 Contacts
A research based writing course in which students will work to develop their command of language as a means of shaping and ordering their experience and ideas, to develop their critical thinking skills, and to develop thought, organization, and clarity in their written work.
Prerequisite: Proficiency in language skills on the ACT, SAT, Accuplacer Writing Sample or successful completion of COM 073 or COM 074

COM 122 ENGLISH COMPOSITION II
3 Credits, 3 Contacts
This course extends the COM 121 English Composition I emphasis on expository writing and critical thinking to research writing. American Psychological Association (APA) format is introduced and applied to a primary research project.
Prerequisite: 2.0 or better in COM 121 or its equivalent

COM 123 COMPOSITION PORTFOLIO
1 Credit, 1 Contact
For those persons transferring quarter hours to Glen Oaks, COM 123 Composition Portfolio includes composing essays organized by illustration, process, definition, and comparison/contrast. The course requires a writing sample to be completed in one hour covering a topic chosen by the English staff.
Prerequisite: Partial credit transferred to apply to COM 121 (Note: Only available through recommendation of Registrar)

COM 124 COMPOSITION PORTFOLIO: RESEARCH PAPER
1 Credit, 1 Contact
For those persons transferring quarter credit hours to Glen Oaks, COM 124 Composition Portfolio: Research Paper requires selection of a research topic, an outline, an essay with citations and a works cited page.
Prerequisite: 2.0 or better in COM 121 or its equivalent (Note: Only available through recommendations of Registrar)

COM 126 INTRODUCTION TO CREATIVE WRITING
3 Credits, 3 Contacts
This course will be devoted to writing both poetry and short stories. Class will include both workshops of student works and analysis of published authors.
Prerequisite: COM 121

COM 230 CREATIVE WRITING: PROSE & POETRY
3 Credits, 3 Contacts
This course presents analysis of the writing of narrative essays and narrative poems, observations and short stories.
Prerequisite: COM 126
COM 231 CREATIVE WRITING: POETRY
3 Credits, 3 Contacts
This course will be devoted exclusively to the reading and writing of poetry. Class will consist mostly of student workshops, though some emphasis will be placed on analyzing works of published authors. Explications, journals and a final portfolio will be required.
Prerequisite: COM 126

COM 232 CREATIVE WRITING: FICTION
3 Credits, 3 Contacts
This course will be devoted exclusively to the reading and writing of fiction. Class will consist mostly of student workshops, though some emphasis will be placed on analyzing works of published authors. Essays, journals and a final portfolio will be required.
Prerequisite: COM 126

COM 252 TRADITIONAL GRAMMAR
3 Credits, 3 Contacts
This course is an intensive study of the English sentence using the theories of traditional grammar. The sentence diagram will be used as a tool for sentence analysis.
Prerequisite: Completion of COM 122 or equivalent with a 3.0 or better

COMPUTERS

EDP 100 USING THE INTERNET
1 Credit, 1 Contact
This course will discuss topics giving students a general understanding of the Internet and its most used applications. The course will focus on the physical and logical makeup of the Internet and World Wide Web. In addition, e-mail management, browser usage, search engine strategies, and online security will be discussed.
Prerequisite: None

EDP 101 INTRODUCTION TO COMPUTERS AND SOFTWARE
4 Credits, 4 Contacts
A survey course on computer concepts and applications associated with the current generation of computer technology. Students will study terminology as it applies to computers, networks, operating systems, and internet usage. This course includes a hands-on component where students will work with current productivity software such as Microsoft (XP) in word processing, spreadsheets and databases within the Windows Operating system.
Prerequisite: BIP 100 or test out and placement beyond or satisfactory completion of COM 063

EDP 117 VISUAL BASIC PROGRAMMING FOR MICROCOMPUTERS
3 Credits, 3 Contacts
This course will introduce the student to the fundamental concepts and structures in event driven programming using Visual Basic. Topics such as algorithm writing, program logic, program development and program execution will be covered with emphasis on GUI design and object-oriented programming (OOP). This course will improve a student’s critical thinking and logical sequencing skills.
Prerequisite: EDP 101

EDP 171 WINDOWS OPERATING SYSTEMS UTILITIES
2 Credits, 2 Contacts
After a short review of the overall concepts of Windows, the course will concentrate on the built-in utility and diagnostic programs that enable the user to perform scheduled computer maintenance. Students will study techniques to diagnose, troubleshoot and maintain computers for optimal performance.
Prerequisite: EDP 101

EDP 214 PRESENTATION GRAPHICS & PUBLISHING (POWERPOINT/PUBLISHER)
3 Credits, 3 Contacts
This course will introduce students to basic concepts of design as they apply to presentations and documents. Major areas of study include layout of text and graphics for various applications, color usage, and audience appropriateness of materials. During this course students will produce both presentations and document using MS PowerPoint/MS Publisher, and use computerized testing software to prepare to pass the nationally recognized Microsoft Office Specialist (PowerPoint) exam. The MOS is incorporated into the course.
Prerequisite: EDP 101

EDP 219 ADVANCED BASIC PROGRAMMING
3 Credits, 3 Contacts
This course is a continuation of EDP 117 Visual BASIC and will concentrate on the following areas of programming: Sequential Access files, menus, Dialog boxes, error trapping, Random Access files, Variable arrays, Database Access, DDE and OLE.
Prerequisite: EDP 117

EDP 220 COMPUTER TECHNICIAN ESSENTIALS
3 Credits, 3 Contacts
The course will give students foundational knowledge of PC hardware, its maintenance, and repair. Students will learn to use, install, and configure current PC Operating systems and learn the fundamental principles of computer networks. In addition, this course will assist the student in preparing for the A+ Certification tests.
Prerequisite: EDP 101 or permission from the professor/instructor
EDP 224 COMPUTER REPAIR ESSENTIALS  
3 Credits, 3 Contacts  
The course is a continuation of EDP 220 Computer Technician Essentials. Students will learn more advanced skills for installing, configuring, supporting and troubleshooting computer hardware and software. Computer networks and security will be discussed as well as customer service skill. In addition, this course will assist the student in preparing for the A+ Certification tests. 
Prerequisite: EDP 101 or permission from the professor/instructor

EDP 227 CONCEPTS OF SPREADSHEETS LEVEL I  
(EXCEL)  
2 Credits, 3 Contacts  
This course is designed to teach students the basic concepts of spreadsheets using MS EXCEL. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the Core level of a nationally recognized certification test in EXCEL. The certification test is incorporated into the course, so students passing the Core test will recieve Core Certification in EXCEL. 
Prerequisite: EDP 101

EDP 230 CONCEPTS OF SPREADSHEETS LEVEL II  
(EXCEL)  
2 Credits, 2 Contacts  
This course is a continuation of EDP 227 designed to teach students advanced concepts of spreadsheet usage. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the Expert Level of a nationally recognized certification test in EXCEL. The certification test is incorporated into the course, so students passing the Expert test will receive Expert Certification in EXCEL. 
Prerequisite: EDP 227

EDP 233 CONCEPTS OF WORD PROCESSING  
LEVEL I (WORD)  
3 Credits, 3 Contacts  
Teaches students to create, edit and print documents using WORD, a word-processing program. Learn formatting techniques, using tables, creating multi-column documents, using graphics and more. This course covers the techniques needed to take the MOS certification, Core Level. 
Prerequisite: EDP 101

EDP 234 DATABASE APPLICATIONS (ACCESS)  
3 Credits, 3 Contacts  
This course will investigate concepts relating to the design and use of the rational window based software ACCESS. Students will study data structure, data editing, screen formatting, search queries, report writing and file linking. 
Prerequisite: EDP 101

EDP 236 CONCEPTS OF WORD PROCESSING  
LEVEL II (WORD)  
2 Credits, 2 Contacts  
This course is a continuation of EDP 233 designed to teach students the advanced concepts of word processing using MS WORD software. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the expert level of a nationally recognized, certification test in WORD. The certification test is incorporated into the course, so students passing the Expert test will receive Expert Certification in WORD. 
Prerequisite: EDP 233

EDP 240 INTRODUCTION TO NETWORKING  
3 Credits, 3 Contacts  
This course introduces the student to Local Area Networks (LANs), Wide Area Networks (WANs) concepts and topologies, as well as networking hardware, software, and protocols along with the skills necessary to succeed in the dynamic field of networking. The emphasis in this course will be on the NET+ certification objectives. 
Prerequisite: EDP 101

EDP 242 MANAGING & MAINTAINING A NETWORK SERVER (WINDOWS 2003/X)  
3 Credits, 3 Contacts  
This course introduces student to graphical tools and command-line utilities for installing, managing and maintaining a Windows 2003/X server. Students will learn the procedures to license, install, and configure Windows Server 2003/X. Other topics covered in this course are managing disks and server hardware, configuring and controlling resource access, managing terminal services and web services, using server management tools, monitoring performance and security, and creating and implementing a plan for server disaster recovery. 
Prerequisite: EDP 171 and EDP 240

EDP 245 NETWORK SECURITY  
3 Credits, 3 Contacts  
This course will give students fundamental knowledge and skills in system and computer network security. Students will learn about security threats and risks, and how to defend against them. Other topics covered will include access control, assessments and audits, cryptography, and organizational security. The course will prepare the student to pass the CompTIA Security + Certification Exam. 
Prerequisite: EDP 240
EDP 246 ADVANCED DATABASE APPLICATIONS (ACCESS)
3 Credits, 3 Contacts
This course is a continuation of EDP 234 Database Applications (Access). The advanced course will cover topics similar to those in EDP 234, but at a higher level and in more depth. The course will cover such advanced topics as Action Queries, SQL, Complex Forms and Reports, Complex Queries, Customizing User Interfaces, VBA Programming, ADO, DAO, ActiveX Controls, Error Handling, and Security. The course will be presented using several methodologies. For example: lecture, discussion, demonstration, group activities, handouts and exercises.
Prerequisite: EDP 234

EDP 252 WEB PAGE DESIGN LEVEL I
3 Credits, 3 Contacts
This course is designed to teach students the basic concepts of Web Page creation using HTML programming language. Areas of concentration will be formatting of text, hypertext links, graphic and e-mail links, tables, color usage and basic JavaScript programming. By the end of the course students will have completed a working web page.
Prerequisite: EDP 100 and EDP 101

EDP 253 WEB PAGE DESIGN LEVEL II
3 Credits, 3 Contacts
This course is a continuation of EDP 252. Students will learn to create more advanced web pages utilizing DHTML and MS Frontpage 2000. Areas of concentration will be, dynamic layout content, special effects, controlling mouse and keyboard events and creating windows and frames.
Prerequisite: EDP 252 and EDP 210

EDP 254 WEB DESIGN AND PROGRAMMING LEVEL III
3 Credits, 3 Contacts
This course is a continuation of EDP 253. Students will use both Vbscript and JavaScript to create dynamic web applications using client side and server side pages. Areas of study will include script integration, object-oriented programming, data manipulation and storage, control structures, and various client/server applications.
Prerequisite: EDP 253

EDP 270 PC OPERATING SYSTEMS
3 Credits, 3 Contacts
This course will survey the current operating systems (OS) being used. The course will cover topics such as operating system theory, OS interfaces, installation and configuration, file structures, troubleshooting, and networking. The A+ certification exam objectives will be emphasized in the course.
Prerequisite: EDP 101 or permission of the professor/instructor

EDUCATION

SSE 101 EARLY CHILDHOOD DEVELOPMENT I
4 Credits, 4 Contacts
This course will examine the physical, socio-emotional, cognitive, and language development of children from conception through age 3. Focus is on critical periods, bonding, care giving, appropriate environments, and strategies to enhance development. A key component of this course includes field observations and behavioral assessments of young children.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

SSE 102 EARLY CHILDHOOD DEVELOPMENT II
4 Credits, 4 Contacts
This course will examine the physical, socio-emotional, cognitive, and language development of children ages three to eight. Focus is on play, supportive guidance, interactions with others, inclusion, appropriate environments, and activities, current trends, and strategies to enhance development. Students will be expected to complete field observations, and experiences in several preschool and early elementary school settings.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

SSE 110 INTRODUCTION TO EDUCATION
3 Credits, 3 Contacts
This course is designed to provide an early introduction to the profession of teaching and to the educational services present in communities of the state and nation. Subjects include a brief history of education, instructional strategies, professional problems of teachers, teachers’ organizations, ethical procedures, and behavior management techniques. Field trips, observations, audio-visual materials, resource persons, tests, and personal inventories are used to acquaint students with the purposes and functions of education in American society and to help student make intelligent choices of areas of specialization within the profession.
Prerequisite: COM 121

SSE 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 Credits, 3 Contacts
This survey course introduces students to various theories and philosophies of childcare, developmentally appropriate practice, critical periods of development for children ages newborn to age eight, and the CDA functional areas. Students will be expected to complete 30 hours of observation in an early childhood setting. Students will apply knowledge based on either an infant-toddler or preschool emphasis.
Prerequisite: COM 121 or concurrently
SSE 121 COLLEGE TUTORING
1 Credit, 1 Contact
This course trains students to become tutors. The role of the tutor is to help the tutee become an independent learner. This course is open to students by invitation from the Testing and Tutoring Coordinator only.
Prerequisite: Permission of the Tutoring & Testing Director

SSE 122 TUTORING STUDENTS WITH LEARNING DISABILITIES
1 Credit, 1 Contact
This course certifies tutors through CRLA to tutor students with learning disabilities. This course will emphasize study skills, text taking techniques, and other skills necessary to help the tutee to become an independent successful student. This course is open to students by invitation from the Tutoring and Testing Center Director.
Prerequisite: SSE 121

SSE 201 DEVELOPMENTAL DISABILITIES
3 Credits, 3 Contacts
This course is designed to provide the student with a fundamental knowledge of public school special education rules and regulations as they are required by Public Law 94-142, the processes of physical, emotional, social and language development in both normal and handicapped individuals, and methods for identifying and recognizing handicapping conditions. This course will help fulfill the requirements for State of Michigan Certification for Special Education Instructional Aides, is part of a program leading towards an Associate Degree Program for Special Education Instructional Aides, and may lead individuals towards a career in Special Education.
Prerequisite: SSP 101 and SSP 210

SSE 202 EARLY CHILDHOOD CURRICULUM
3 Credits, 3 Contacts
This course will emphasize planning and implementation of developmentally appropriate materials and activities in cognitive, language, physical and creative (drama, music, art) areas. Students will become knowledgeable of basic skills, developmental sequence and concepts of promoting children’s problem solving, communication, motor abilities, and creative process. There is a focus on specific strategies and procedures that will enhance the growth of internal self-control. These skills will include learning how to listen and talk with young children, methods of effective discipline, and increasing children’s ability to make choices.
Prerequisite: SSE 120 or SSE 101 or SSE 102 or concurrently with SSE 120, SSE 101 or SSE 102

SSE 203 ADMINISTRATION EARLY CHILDHOOD PROGRAMS
4 Credits, 4 Contacts
This course will enhance the student’s understanding of the total range of administrative responsibilities in early childhood education programs. The course is designed to offer an overview of interpersonal communication, financial responsibilities, licensing, personal certification, staffing and evaluation of overall programs.
Prerequisite: SSE 120 or SSE 101 or SSE or concurrently with SSE 120, SSE 101 or SSE 102

SSE 210 POSITIVE CHILD GUIDANCE
3 Credits, 3 Contacts
This course examines theoretical approaches to guidance, age appropriate intervention strategies, observation techniques, and group management skills. Emphasis is on the positive development of a child’s self-esteem, and positive communication with families. Children’s social relationships are examined.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

SSE 214 EARLY CHILDHOOD ASSESSMENT
3 Credits, 3 Contacts
Students will learn how to develop individual education plans for success based on developmentally appropriate assessment and observation techniques for children ages newborn to 8. Both standardized and non-standardized assessment tests are explored. Evaluation and application of assessment measures are reviewed.
Prerequisite: SSE 101, SSE 102 and SSE 202

SSE 215 ADOLESCENT DEVELOPMENT
3 Credits, 3 Contacts
This course will focus on the physical, cognitive, emotional and social development of children in early and later adolescence, ages 8-17. Interpersonal relationships will be stressed. Field study observations and participations are required.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

SSE 255 CLASSROOM TECHNOLOGY FOR TEACHERS
3 Credits, 3 Contacts
This course is for classroom teachers who would like to become more comfortable with and update their skills using classroom technology through hands on projects.
Prerequisite: EDP 101

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SSE 269 CDA ADVISOR SEMINAR
2 Credits, 2 Contacts
This independent study course provides one-on-one instruction to CDA candidates completing their final CDA portfolio and assessment. A faculty member serves as a CDA Advisor to the student who is required to complete 480 hours of field experience.
Prerequisite: Permission of instructor/professor

SSE 270 THE DIVERSE LEARNER
4 Credits, 4 Contacts
This course focuses on a wide variety of diversities found in today’s schools such as race, ethnicity, culture, religion, family, socio-economic, gender, as well as physical and intellectual diversities. Special emphasis is placed on the teacher’s role in creating an inclusive learning environment. Course includes off-campus field experience with diverse student populations.
Prerequisite: COM 121 and one of the following SSP 210 or SSE 101 and SSE 102

ELECTRICAL TECHNOLOGY

VTE 110 BASIC ELECTRICITY
4 Credits, 6 Contacts
Students are enrolling in an open entry open exit program and have one calendar year to complete coursework from the date of registration. All modules must be completed with a 2.0 gpa minimum competency level. Students completing VTE 110 will study basic electrical circuits, applied electrical math, electrical safety and fundamentals of electricity necessary to be safe and competent when working with electricity.
Prerequisite: None

VTE 111 INTRODUCTION TO AC/DC CIRCUITS
4 Credits, 6 Contacts
This is an open entry open exit program students may register at anytime. Modules must be completed with a minimum of 2.0 gpa for credits to be awarded. Students have one calendar year from registration date to complete the module. This class will provide the student with an introduction to AC and DC circuitry. Students will design, draw, test and troubleshoot these circuits.
Prerequisite: None

VTE 119 INTRODUCTION TO THE NATIONAL ELECTRICAL CODE
4 Credits, 6 Contacts
This is an open entry open exit class students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 gpa unless otherwise stated for credit to be awarded. Students will work with the National Electrical Code a text that is updated every three years with several hundred changes. Student will learn to reference the NEC for answers to specific electrical questions and to back up why or how a special electrical job must be done using this information.
Prerequisite: None

VTE 120 ELECTRICAL MOTOR CONTROLS I
4 Credits, 6 Contacts
This is an open entry open exit class students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 gpa unless otherwise stated for credit to be awarded. Students will gain a basic understanding of motor controls. Students shall draw, design, build and troubleshoot motor control circuits.
Prerequisite: None

EXTERNSHIP

General Requirements:
1. The externship is to extend over a 15 week period.
2. It is the student’s responsibility to negotiate a mutually acceptable work schedule with the agency.
3. The student and externship supervisor will determine, with the supervisor at the work stations, the duties and requirements of the externship experience.
4. At least 75% of your major coursework is completed, as determined by the externship supervisor, with an overall 2.5 GPA or above. Except in the Allied Health programs where 100% of course work must be completed.

Procedure for Enrollment:
1. An externship must be planned a semester in advance of registration and has the same drop/add deadline date as any other course beginning on the first day of the semester. Externship credit may not be granted on a retroactive basis.
2. A student will need to meet with the externship supervisor to obtain approval and necessary forms.
3. The student must complete an externship application, submit a resume and obtain 3 faculty recommendations from current or former instructors in your major area.
4. Determine with the employer/supervisor a mutually acceptable work schedule, written objectives/duties of the job (signed by both student and employer/supervisor) and a start and finish date. You must turn in verification of hours worked and a completed student evaluation of the extern experience to the externship supervisor.

5. After acceptance by the externship supervisor and the agency involved, and after returning to the externship supervisor the completed externship Learning Contract, a student may then officially register and begin the course.

ALH 238 MEDICAL ASSISTANT EXTERNSHIP
3 Credits, 3 Contacts
The Medical Assistant Externship focuses first on the business/administration aspect within the clinical setting. It is intended to provide the student with experience in the work environment in the front office area. The second half of the externship focuses on hours, plus attendance at a twice monthly, 2 hour scheduled seminar, for a total of 12 hours. This is an unpaid educational work experience to be taken in the last semester of the Medical Assistant Program. After successful completion of this course, the student may apply to the American Association of Medical Assistant (AAMA) to write the certifying exam for Medical Assisting (CMA, AAMA).

Prerequisite: Student must have completed all the curriculum courses in the first three semesters of the Medical Assistant Certificate program with a minimum of 2.0 GPA in each theory class; a minimum of 2.5 in the administrative/clinical courses, ALH 230, 232, 233, 235, 236; and an overall GPA of 2.5

ALH 285 PHLEBOTOMY TECHNICIAN EXTERNSHIP
3 Credits, 3 Contacts
The Phlebotomy Technician Externship focuses first on laboratory skills within the clinical setting. It is intended to provide the student with experience in the work environment in the laboratory of a CLIA Waived medical office or a hospital based laboratory. The externship is 15 weeks and requires 100 hours, plus attendance at a twice monthly, 2 hour scheduled seminar, for a total of 12 hours. This is an unpaid educational work experience to be taken after all other course work in the program has been successfully completed. After completion of the externship the student may apply to the American Society of Clinical Pathology (ASCP) to write the Phlebotomy Technician (PBT) exam.

Prerequisite: Student must have completed all of the curriculum in the Phlebotomy Certificate program with a minimum of 2.0 GPA in each theory class; a minimum of 2.5 in the clinical courses, ALH 230 and an overall GPA of 2.5

FOREIGN LANGUAGES

HUF 110 CONVERSATIONAL SPANISH FOR BUSINESS I
3 Credits, 3 Contacts
This course is designed for business professionals who seek to develop basic conversational skills but are not interested in majoring in Spanish. Lessons include greetings and farewells, introductions, travel-related expressions, making long-distance phone calls, tips on food and eating out, making wholesale and retail purchases, making hotel reservations, cross-cultural communication, and general business terms. Not intended for major/minor; may not transfer as Spanish credit.

Prerequisite: None

HUF 111 CONVERSATIONAL SPANISH FOR BUSINESS II
3 Credits, 3 Contacts
This course is a continuation of Spanish for Business I. Topics explored include interviewing Spanish-speaking personnel, business correspondence in Spanish, accounting terms, tax terms, banking terms, and insurance terms. Cross-cultural communication is also examined.

Prerequisite: HUF 110
HUF 112 SPANISH FOR TEACHERS  
3 Credits, 3 Contacts  
This course is an elementary introduction to the Spanish language and Hispanic culture with an emphasis on the particular needs of the classroom teacher and educational personnel. It seeks to provide students with basic communicative competence through an approach that focuses on the four essential skills of reading, writing, speaking, and listening. Educational topics presented include: greeting children, giving classroom directions, correcting behavior, encouraging and praising children, communicating in parent-teacher conferences, filling out registration information, explaining educational programs and talking on the phone.  
Prerequisite: None

HUF 125 SPANISH FOR HEALTH CARE WORKERS  
2 Credits, 2 Contacts  
This class provides an introduction to Spanish used in a hospital setting. It will help medical personnel communicate simply and clearly with Spanish-speaking patients and their families.  
Prerequisite: None

HUF 161 SPANISH I  
4 Credits, 4 Contacts  
This class offers an introduction of the Spanish language and culture with drill and practice in reading, writing, speaking and listening. It is the first course in a four-semester sequence and lays the foundation for a more thorough knowledge of the Spanish language. HUF 161 is equivalent to the first two years of high school Spanish or the first semester of 100-level Spanish at a four-year institution. Students with two or more years of high school Spanish should check with the instructor before enrolling in the class.  
Prerequisite: None

HUF 162 SPANISH II  
4 Credits, 4 Contacts  
This course is a continuation of HUF 161 Spanish I with an emphasis on the acquisition of more sophisticated language patterns. It is equivalent to the third and fourth years of high school Spanish or the second semester of 100-level Spanish at a four-year institution.  
Prerequisite: HUF 161, two years of high school Spanish or equivalent

HUF 163 SPANISH III  
4 Credits, 4 Contacts  
This course stresses the development of speaking, listening, reading and writing skills through a comprehensive grammar review and a study of the Hispanic culture. It is equivalent to a first semester 200-level Spanish course at a four-year institution.  
Prerequisite: HUF 162, four years of high school Spanish or equivalent

HUF 261 SPANISH IV  
4 Credits, 4 Contacts  
This course is a continuation of the grammar review and cultural study offered in HUF 163 Spanish III and provides additional refinement of a student’s speaking, listening, reading and writing skills. HUF 261 Spanish IV is equivalent to a second semester 200-level Spanish course at a four year institution.  
Prerequisite: HUF 163 or permission of the instructor/professor

GENERAL EDUCATION

GEN 102 STUDENT SUCCESS AND COLLEGE SKILLS  
3 Credits, 3 Contacts  
This course is designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are interviewing skills, career exploration, resume and cover letter writing, self-awareness, skills in listening, note taking, improving test scores, time management, and goal setting.  
Prerequisite: None

GOVERNMENT

SSG 110 AMERICAN GOVERNMENT & POLITICAL SCIENCE  
4 Credits, 4 Contacts  
This course familiarizes students with various important aspects of American Government and the general study of political science. The prominent topics covered include identifying the ideological origins and functional components of the U.S. Constitution; investigating first amendment and civil rights and their extension to historically “non-mainstream” groups; reviewing significant political ideologies; analyzing public opinion polling, voting behavior and special interest group activities; defining public and foreign policy formation, and the role of political leadership. Critical thinking skills will be developed through applying course material to consideration of practical political situations.  
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSG 111 STATE & LOCAL GOVERNMENT  
3 Credits, 3 Contacts  
A study of structure and functions of states, municipalities, and other units of local government.  
Prerequisite: COM 121 or concurrently enrolled in COM 121
HISTORY

SSH 101 WESTERN CIVILIZATION I: ANCIENT WORLD-1715
4 Credits, 4 Contacts
Defines the basic political, economic and social trends influencing western cultural development including Mesopotamia, Egypt, Greece, Roman Republic and Empire, the Christian Era (c. 1000 - 1500), the Reformation, and the Wars of Religion. Instruction employs critical analysis of significant historical eras and societies effecting western civilization.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSH 102 WESTERN CIVILIZATION II: EUROPE c. 1700 TO THE PRESENT
4 Credits, 4 Contacts
Continues the development of Western Civilization from c. 1700 to the 20th Century. Major political, economic, and social developments reviewed include the Scientific, French, and American revolutions, the Industrial Revolution, the European Balance of Power (c. 1815 - 1870), the origins of World War I and II, the Cold War era (c. 1945-1990). Instruction develops critical thinking skills relevant to understanding complex historical trends of this era.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSH 201 U.S. HISTORY I: EUROPEAN COLONIZATION TO 1877
4 Credits, 4 Contacts
Instructional focus involves identifying significant political, economic and social trends in American development c. 1490’s through U.S. Reconstruction, 1877. Primary concentrations include review of European colonization, the British colonial rebellion, U.S. nation building, 1780’s - 1830’s and delineating the course of prominent events leading to the American Civil War and Reconstruction, 1865-1877. The course develops critical thinking skills through inquiry into broad overreaching themes of historical activity.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSH 202 U.S. HISTORY II: RECONSTRUCTION TO THE PRESENT
4 Credits, 4 Contacts
Course instruction investigates dominant political, economic, foreign policy, and social trends in U.S. development from Reconstruction through the 20th century. The main focus identifies the movement of America from rapid, post-Civil War industrialization, to emergence as a competitive world power; culminating in its becoming a preeminent global force after 1945. This inquiry involves refining critical thinking skills through analyzing overlapping and interconnected themes or modern U.S. development.
Prerequisite: COM 121 or concurrent in COM 121

SSH 203 INTERNATIONAL RELATIONS
4 Credits, 4 Contacts
The course reviews the evolution of significant traditional nation-state/international developments. These are related to political, economic, military and social challenges within the current global system. Students are introduced to the growing trends of increased international interdependence. Thematic emphasis analyzes the importance of global international processes and patterns of interaction. Through assessing the positive and negative aspects of these activities students also develop critical thinking skills.
Prerequisite: SSH 202 or SSH 102 and COM 122 or concurrently with COM 122

SSH 204 HISTORY OF MICHIGAN
4 Credits, 4 Contacts
This course presents significant phases of the history of Michigan from a primitive wilderness to a complex, industrialized society. Political, economic, social and cultural aspects are discussed with emphasis on the relation to the history of the state to that of the nation. Special emphasis is given to the modern period.
Prerequisite: COM 121 or concurrent enrollment in COM 121

HUMANITIES

HUH 101 MODERN CULTURE & THE ARTS
4 Credits, 4 Contacts
An introduction to art, music, photography, film, dance and architecture. Major emphasis is on the inter-relationship between art and culture. Designed to help students describe and analyze works of art and to understand that art does not “just happen,” but evolves in a cultural-historical context.
Prerequisite: COM 121 or concurrently enrolled in COM 121

INDEPENDENT INVESTIGATION

997 INDEPENDENT INVESTIGATION
1 Credit, 1 Contact
This investigation provides an opportunity for the student to concentrate on an area of individual interest.
Prerequisite: Permission of instructor, Registrar and Dean of the College

998 INDEPENDENT INVESTIGATION
2 Credits, 2 Contacts
This investigation provides an opportunity for the student to concentrate on an area of individual interest.
Prerequisite: Permission of instructor, Registrar and Dean of the College
999 INDEPENDENT INVESTIGATION
2 Credits, 2 Contacts
This investigation enables a student to explore an area of interest in greater depth than possible with Independent Investigation 998 or to investigate another area of interest.
Prerequisite: Permission of instructor, Registrar and Dean of the College

INDUSTRIAL STUDIES

VTI 105 HANDBOOK
1.5 Credits, 1.5 Contacts
The information covered in “Machinery’s Handbook” will include squares, square roots, reciprocals, circles, polygons, chords, tolerances and tapers. Student will solve various problems using the handbook to find the solutions.
Prerequisite: None

VTI 106 INDUSTRIAL COMMUNICATIONS
2 Credits, 2 Contacts
Basic Industrial Communications is designed to acquaint students with a variety of forms and documents used in the industrial workplace. Students will fill out process and inventory sheets, and be required to read, write, listen and respond to a variety of documents or tasks as specified by specific industrial standards.
Prerequisite: None

VTI 120 INDUSTRIAL SAFETY
3 Credits, 3 Contacts
The purpose of this course is to introduce the student to industrial safety considerations, including causes and effects of industrial accidents, proper operating methods, machine guarding, protective equipment, safety motivation, accident costs and evaluation of safety programs. Examination of MIOSHA and OSHA regulations is included.
Prerequisite: None

VTI 151 MANUFACTURING PROCESSES
3 Credits, 3 Contacts
This course focuses on the processes that occur in a manufacturing system to change resources into products. These processes include the appropriate use of tools and machines, as well as human-made systems for planning, organizing, directing and controlling activities. Special emphasis will be placed on automation and its impact on a manufacturing system.
Prerequisite: None

VTI 163 STATISTICAL PROCESS CONTROL/TOTAL QUALITY MANAGEMENT
3 Credits, 3 Contacts
This course is designed for all levels of industrial personnel. Topics covered include Statistical Process Control, data gathering, gauge study, variable and attribute charts, process capability and control, chart interpretation, employee work teams, empowerment, decision making and practical quality management techniques. Emphasis is placed on quality productivity and work morale.
Prerequisite: None

INTERNSHIP

A course designed to give on-the-job experience that is commensurate with the student’s career objectives. It is intended to provide the student with a practical, experiential learning situation in a supervised professional work environment. Internships vary in length but are normally for one semester after 75% of coursework is completed. Required are 135 to 240 hours of on-the-job experience plus attendance in a scheduled seminar. Some programs of study require an internship placement and others recommend it as an elective. Students usually arrange for their own internships. Contact the Administrative Assistant to the Dean of the College for more information.
Prerequisite: 75% of coursework completed in the students major and a GPA of 2.5 or better. Students wishing to start an internship need to apply.

*This course does not typically transfer to 4-year institutions.
**Internships are normally taken near the end of your degree/certificate program.

General Requirements:
1. A minimum of 45 hours for every credit, or no less than 9 hours a week to obtain a total of 135 hours. The internship is to extend over a 15 week period.
2. It is the student’s responsibility to negotiate a mutually acceptable work schedule with the agency.
3. A student will also determine, with the supervisor at the work station, the duties and requirements of the Internship experience.
4. The student may receive financial remuneration for services rendered.
5. At least 75% of your major coursework is completed, as determined by the Administrative Assistant to the Dean of the College, with an overall 2.5 grade point average or above.
Procedure for Enrollment:

1. An internship must be planned in advance of registration and has the same drop/add deadline dates as any other course beginning on the first day of the semester. Internship credit may not be granted on a retroactive basis.

2. A student will need to meet with the Administrative Assistant to the Dean of the College to obtain approval and necessary forms.

3. The student must complete an internship application, submit a resume and obtain one (1) faculty recommendation from a current or previous instructor in the student’s major area.

4. Determine with the employer/supervisor a mutually acceptable work schedule, written objectives/duties of the job (signed by both student and employer/supervisor) and a start and finish date (some employers may require a student to commit to more than 135 hours). You must turn in verification of hours worked and a completed student evaluation of the internship experience.

5. After acceptance by the Administrative Assistant to the Dean of the College and the agency involved and after returning to the Administrative Assistant to the Dean of the College the completed Internship Learning Contract, a student may then officially register and begin the course.

**There may be additional requirements mandated by the department.

Possible Courses:
Following is a list (not intended to be all-inclusive) of possible internship courses. Each is 3 credit hours and 3 contact hours.

BAM 271 Internship I Business
BAM 272 Internship II Business
BIP 271 Internship I Office Administrative Assistant
BIP 272 Internship II Office Administrative Assistant
SSE 271 Internship I Early Childhood
SSE 272 Internship II Early Childhood
SSW 271 Internship I Public Service
SSW 272 Internship II Public Service
VTD 271 Internship I Design Technologies
VTD 272 Internship II Design Technologies
VET 271 Internship I Mechanical Trade/Services
VET 272 Internship II Mechanical Trade/Services

INTERNATIONAL STUDIES

SSF 200 TRAVEL AND STUDY ABROAD
2 Credits, 2 contacts
This class provides students with an opportunity for hands-on participation in cultural studies through national and international travel. In order to receive credit, students must take part in a tour led by full-time Glen Oaks faculty member(s). The course will include a three-hour orientation on the GOCC campus with additional meetings and group discussion at designated tour sites. Follow-up session will take place upon returning to the Glen Oaks campus.
Prerequisite: None

LAW ENFORCEMENT

VTL 110 INTRODUCTION TO LAW ENFORCEMENT
3 Credits, 3 Contacts
The problems of law enforcement in a democratic society are studied. The agencies involved in the administration of law enforcement – the legislature, the police, the prosecutor, the courts, and the correctional institutions are also studied.
Prerequisite: None

VTL 111 POLICE ADMINISTRATION
3 Credits, 3 Contacts
The course covers the basic functions of a police organization; management, communications, recruiting, training, public relations, and coordination.
Prerequisite: VTL 110, COM 111 or BAC 111 and/or COM 121 or concurrently

VTL 120 CRIMINOLOGY
3 Credits, 3 Contacts
The course is designed to study the nature and development of criminal behavior. Emphasis is placed on an examination of the leading theories concerning the causes of crime, nature of the criminal offender, and treatment of convicted offenders. A review of the public’s reaction toward crime is included.
Prerequisite: VTL 110

VTL 211 PREVENTION OF CRIME & JUVENILE DELINQUENCY
3 Credits, 3 Contacts
Analysis of cause and control of crime as well as the problems of juvenile delinquency are studied – causation, control, juvenile courts, institutions, community resources, and federal and state programs.
Prerequisite: VTL 110
LITERATURE

HUL 107 GREAT BOOKS
4 Credits, 4 Contacts
Great books, designed for non-English majors, explores significant works of fiction, philosophy, political science, social criticism, poetry and drama.
Prerequisite: COM 121

HUL 110 LITERARY INTERPRETATION
4 Credits, 4 Contacts
Literary interpretation explores fiction, poetry, drama and film as means of presenting themes through human experience and behavior. Emphasis is placed on developing critical reading and writing skills, gaining an increased appreciation of literature, and understanding literary terms and approaches.
Prerequisite: COM 121

HUL 201 WOMEN & LITERATURE
4 Credits, 4 Contacts
This course will study feminine sensibility as revealed in literary themes and characterizations through a study of works written by women.
Prerequisite: COM 121

HUL 212 CONTEMPORARY LITERATURE
4 Credits, 4 Contacts
This course covers a sampling of literature spanning the years from World War II to today.
Prerequisite: COM 121

HUL 233 CHILDREN’S LITERATURE
4 Credits, 4 Contacts
This course is an introduction to narrative, biographical, and nonfictional reading materials for children from pre-school age to age twelve. The course is structured so that students will have an adequate bibliography of materials for nursery school teaching, the elementary school classroom, or for lay introduction of reading to children. Guest speakers and useful projects focus on understanding the needed ingredients for stimulating a reading interest in children. In addition to an exploration of current reading materials, the course presents a brief, historical survey of children’s literature and discussion of possible adaptation to present classroom use.
Prerequisite: COM 121

HUL 234 WORLD MYTHOLOGIES
4 Credits, 4 Contacts
This course is intended to acquaint students with the myths, legends, and folklore of a variety of world cultures, both ancient and modern. Special attention will be focused on the historical and cultural context in which specific myths have developed. The course is designed to increase students’ critical thinking through the analysis of myths leading to a better understanding of some of the universal concerns of humankind that have been creatively expressed in myth throughout the world.
Prerequisite: COM 121

MATHEMATICS

NSM 051, 052 & 053 have the following characteristics:

4. Grades – The following grades will be used:
   “CR” = Credit – Credit for course, does not affect grade point average.
   “IP” = In Progress – No credit, student may continue progress with the instructor the next available semester.
   “NC” = No Credit – Student will not receive credit because of non completion of the course requirements necessary for the “IP” grade.

5. Graduation – Course credit toward graduation will depend on the degree or certificate.

6. Transferability – These courses generally will not transfer to four-year colleges.

NSM 051 BASIC MATHEMATICS
4 Credits, 4 Contacts
This course is designed to help students achieve competency in basic mathematical skills. Students will learn to operate with whole numbers, fractions and decimals. Topics also included are: percentages, ratios, proportions and measurements both English and metric. This course may be taught in an open lab or a traditional classroom environment.
Prerequisite: None

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All types of collegiate supplies are available at retail prices, as well as the latest in Glen Oaks clothing items. You’ll find everything from shorts to sweat clothes, jackets, hats and easy toting book bags and backpacks. The bookstore carries many art supplies, current general books, greeting cards, and medical education items. The bookstore also serves as the college’s cashiering office for payments of tuition and fees.
NSM 052 PRE-ALGEBRA  
4 Credits, 4 Contacts  
The course is designed to help students gain confidence in applying the basics of arithmetic and algebra in their jobs or areas of study. Students who master the material will be ready for introductory algebra. The course covers operations with whole numbers, integers, decimals, fractions, percents and the application of those skills in problem solving. The metric system is introduced. Basic operations in algebra, solutions of first degree equations and graphing are included. Note: This course is for students who cannot apply basic math skills to solving problems. It is also for students who have had no previous algebra experience. May be taught in an open lab or traditional classroom.  
Prerequisite: NSM 051 or placement by Accuplacer

NSM 053 BASIC GEOMETRY  
4 Credits, 4 Contacts  
Topics covered are polygons and circles; triangles and congruent triangles; parallel lines; locus; lengths and areas; and the Pythagorean theorem. This course is taught in an open lab.  
Prerequisite: NSM 052 or placement by Accuplacer

NSM 100 INTRODUCTORY ALGEBRA  
4 Credits, 4 Contacts  
This course is designed to provide students with a strong foundation in basic algebra skills. Topics include operating with rational numbers, solving first degree equations and inequalities, graphing linear equations, operating with polynomials, solving quadratic equations by factoring, solving systems of linear equations, operating with rational algebraic expressions.  
Prerequisite: NSM 052 or placement by Accuplacer

NSM 104 INTERMEDIATE ALGEBRA  
4 Credits, 4 Contacts  
This course is an extension of Introductory Algebra and prepares students for College Algebra or Calculus. Topics include operations with polynomials and rational algebraic expressions, graphs, rational exponents and radicals, complex numbers, equations and inequalities of the first and second degree, exponential and logarithmic functions, systems of linear and second-degree equations and inequalities, and conic sections. This class may be taught in an open lab or traditional classroom environment.  
Prerequisite: NSM 100 or placement by Accuplacer

NSM 105 MATHEMATICAL CONCEPTS FOR ELEMENTARY TEACHERS  
4 Credits, 4 Contacts  
This course is designed primarily for elementary teaching majors. The topics include fundamentals of problem solving, elementary concepts of sets, mathematical and numeration systems, elementary number theory, operations, properties and computation of real numbers, proportions, percent and measurement. Development of topics will focus on conceptual understanding.  
Prerequisite: NSM 100 or placement by Accuplacer

NSM 109 MATH FOR TECHNICIANS I  
3 Credits, 3 Contacts  
This course is designed to give students a review of basic mathematics: whole numbers, fractions, decimal numbers, percentages, measurement and pre-algebra. Practical problem-solving experiences covering a variety of topics in industrial technology will be used.  
Prerequisite: None

NSM 111 INTRODUCTORY TRIGONOMETRY  
4 Credits, 4 Contacts  
Topics covered are the concept of functions, angle measurement, solutions of triangles, the use of tables, sine and cosine laws, and numerical applications. This course may be taught in an open lab or traditional classroom environment.  
Prerequisite: NSM 109 or NSM 100 or placement by Accuplacer

NSM 117 FINITE MATHEMATICS  
4 Credits, 4 Contacts  
This course provides the non-calculus mathematics background necessary for students in business, management and the life and social sciences. Emphasis throughout is to enhance students’ understanding of the modeling process and how mathematics is used in real-world applications. Topics include set theory, systems of linear equations and inequalities, vectors and matrices, probability and statistics, random variables and distribution functions, and linear programming.  
Prerequisite: NSM 104 with 2.0 or greater or placement by Accuplacer

NSM 119 MATH FOR TECHNICIANS II  
3 Credits, 3 Contacts  
This course is a continuation of NSM 109 Math for Technicians I. Students will continue to complete problem-solving exercises related to a variety of industrial careers. Topics covered will include algebra, geometry and trigonometry.  
Prerequisite: NSM 109
NSM 151 COLLEGE ALGEBRA
4 Credits, 4 Contacts
Intended to prepare students for further science and business courses. A study of functions and their graphs, including linear, exponential, logarithmic, periodic, and power functions. Emphasis on applications, problem solving and using graphic, numeric and symbolic methods to solve equations. Regression is used to construct linear, exponential, power, and quadratic functions from data. Additional topics include exponents, radicals, complex numbers, conic sections, and systems of equations.
Prerequisite: NSM 104 or placement by Accuplacer

NSM 153 COLLEGE TRIGONOMETRY
4 Credits, 4 Contacts
This course is both for students wishing to fulfill a science requirement or to prepare for further study in calculus. Topics include the trigonometric functions and their graphs, trigonometric identities, solution of trigonometric equations, the inverse trigonometric functions, trigonometric ratios of angles, solution of right and oblique triangles, complex numbers, and applications with the graphic calculator.
Prerequisite: NSM 151 or placement by Accuplacer

NSM 161 CALCULUS I & ANALYTIC GEOMETRY
4 Credits, 4 Contacts
This course is designed to provide an introduction to calculus for students majoring in mathematics, engineering, and physical sciences, or the social sciences. Topics include analytic geometry and differential and integral calculus.
Prerequisite: MSM 151 or placement by Accuplacer

NSM 162 CALCULUS II & ANALYTIC GEOMETRY
4 Credits, 4 Contacts
This course is designed to follow NSM 161 Calculus I and Analytic Geometry, providing mathematics and science majors with further background in analytic geometry and in differential and integral calculus.
Prerequisite: NSM 161 or its equivalent

NSM 201 INTRODUCTION TO STATISTICS
3 Credits, 3 Contacts
An introductory course in statistics to include probability, descriptive statistics, probability distributions and hypothesis testing.
Prerequisite: NSM 104 or placement by Accuplacer

NSM 261 CALCULUS III & ANALYTIC GEOMETRY
4 Credits, 4 Contacts
This course is a continuation of the calculus sequence and is designed for science, mathematics and engineering students. The topics include infinite series, two and three dimensional vectors, parametric equations, partial derivatives, three dimensional analytic geometry and multiple integrals.
Prerequisite: NSM 162 or its equivalent

NSM 262 LINEAR ALGEBRA & ORD DIFF EQUATIONS
4 Credits, 4 Contacts
The course is designed for science, mathematics and engineering students. Topics include matrices, determinants, vectorspaces, linear transformations, elementary differential equations and applications, linear differential equations and applications, and LaPlace Transforms.
Prerequisite: NSM 162 or its equivalent

NSM 990 INDEPENDENT STUDY IN MATHEMATICS
2 Credits, 2 Contacts
This course will cover selected topics from a wide range of mathematical areas. The emphasis will be on exploring new mathematics and developing mathematical research ideas and methods. Topics will vary and students may repeat this course for credit.
Prerequisite: Permission of the instructor/professor

MUSIC

HUM 150 MUSIC APPRECIATION
4 Credits, 4 Contacts
A survey course to give the student a broad interpretation of our music heritage. Content will include Western Art Music, Jazz, Non-Western Music and the American Musical Theatre. The elements of music will be utilized to analyze each of these musical styles.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

HUM 151 MUSIC APPRECIATION: JAZZ & POP
4 Credits, 4 Contacts
A survey course to give the general student a broad instruction to our heritage of jazz and popular music. Various types and styles of popular music and jazz are presented and discussed with regard to the elements of music and how they function in each style. If possible, concerts will be related to the course.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

HUM 190 MUSIC FOR THE CLASSROOM TEACHER
4 Credits, 4 Contacts
Limited to non-music majors. Designed to give the prospective elementary teacher basic music experience. Acquaints the student with rhythm and tonal problems while developing music skill and appreciation.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073
NURSING

NUR 100 NURSE AIDE COURSE
6 Credits, 6 Contacts
This course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents and in turn help you to understand your role in relation to these residents.
Prerequisite: None

NUR 104 FUNDAMENTALS OF NURSING
5 Credits, 8Contacts
This course is designed to develop beginning knowledge of skills related to the holistic health needs of the client. It provides beginning nursing students with the foundation upon which other courses build and expand. Assessment via the nursing process, problem identification and communication skills necessary for therapeutic client care are emphasized. Caring and sensitivity to the client’s unique culture, ethnic and age-related needs are incorporated throughout. A short period of directed learning activities in the college laboratory takes place before students care for selected clients in acute or long-term health care facilities. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences during which selected topics/procedures are presented and student share their learning experiences.
Prerequisite: Acceptance into Level I of the Nursing Program

NUR 109 PHARMACOLOGY I
2 Credits, 2 Contacts
This course is designed to provide a systematic method for calculations of medications, and to provide practice in solving drug, solution and dosage problems. A beginning survey of the sources of drugs, legal aspects regarding drug prescriptions, the effects of drug therapy, modes of administration and the use of references in the acquisition of information about drugs.
Prerequisite: Acceptance into Level I of the Nursing Program

NUR 111 MEDICAL-SURGICAL NURSING
7 Credits, 15 Contacts
This course is an introduction to the theory and practice of providing nursing care for adult clients having common health care needs. Objectives are met through classroom theory and activities, a short period of directed learning activities in the Nursing Skills laboratory, and assignments in clinical agencies. The nursing process is emphasized in classroom theory and in the practical application of client care. A caring attitude and sensitivity to the client’s unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences which reinforce the learning process.
Prerequisite: Completion of first semester Level I courses

NUR 112 MEDICAL-SURGICAL NURSING
7 Credits, 14 Contacts
This course is a continuation of Medical/Surgical Nursing, building upon previous knowledge, principles and skills. Disease processes and their effects on the body are discussed as they relate to nursing care. There will be a special focus on transcultural nursing both in the classroom and clinical setting. Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by instructors from the College.
Prerequisite: Completion of second semester Level I courses

NUR 119 PHARMACOLOGY II
2 Credits, 2 Contacts
This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing for Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.
Prerequisite: NUR 109

NUR 129 PHARMACOLOGY III
2 Credits, 2 Contacts
This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 112 Medical-Surgical Nursing of Adults II which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.
Prerequisite: NUR 119
NUR 130 MATERNITY NURSING  
3 Credits, 6 Contacts  
An introductory course that focuses on a holistic approach to the study of basic maternity and newborn care. The nursing process is used as the foundation for following a family along a continuum beginning with pregnancy and progressing through childbirth, postpartum care and care of the newborn. The student is introduced to the complications of childbearing and other reproductive issues. Clinical experience under the supervision of a professor/instructor is provided.  
Prerequisite: Completion of second semester Level I courses

NUR 131 PEDIATRIC NURSING  
3 Credits, 6 Contacts  
Pediatrics NUR 131 is an introductory course that focuses on a holistic approach from infancy through adolescence. Theory focus is on health promotion, common conditions and illnesses of children, age specific assessment and communication. The hospital clinical experience focuses on the nursing care of the ill child. The community clinical experience emphasizes health promotion, accident and disease prevention, developmental concepts and cultural sensitivity. Clinical experience is provided under supervision of a professors/instructor.  
Prerequisite: Completion of first semester Level I courses

NUR 201 HEALTH CARE ETHICS  
2 Credits, 2 Contacts  
This course provides the student with various ethical principles that may form the foundation for rationales relative to nursing decisions and actions. The student will be encouraged to examine current biomedical and conflict issues in a logical manner applying philosophical reasoning.  
Prerequisite: Completion of second semester Level II courses

NUR 213 COMPLEX PARENT-CHILD NURSING  
4 Credits, 10 Contacts  
This course builds upon the beginning concepts of NUR 130 Maternity Nursing and NUR 131 Pediatric Nursing. The content will focus on an in-depth assessment of the family’s health needs. The course will assist the student to identify complex emotional needs of the family and its individual members, complications of the maternity cycle, seriousness of health problems affecting children or combinations of these processes. Clinical experiences will attempt to utilize high-risk clients as a means of facilitating student understanding of complex nursing needs and appropriate nursing intervention. Comprehensive nursing care of the client in maternal-child nursing requires a thorough understanding of human development, pathological and congenital conditions, psychosocial influences, and principles of nursing diagnosis and care, with application of knowledge gained in basic science and nursing courses.  
Prerequisite: Completion of first semester Level II courses

NUR 214 COMMUNITY MENTAL HEALTH NURSING  
4 Credits, 9 Contacts  
The focus of this course is to provide students with knowledge and skills related to the individual with emotional and/or mental health needs. The course will help the student identify aberrations in personality and behavior as well as techniques or methods available in the community to restore mental health. The clinic experience will utilize available community resources and support the student to develop therapeutic communication and interaction techniques.  
Prerequisite: Completion of second semester Level II courses

NUR 215 COMPLEX MEDICAL-SURGICAL NURSING  
4 Credits, 10 Contacts  
This course is designed to provide an advanced integration of the pathophysiology of common conditions that affect adults. The student will be provided opportunities to utilize the nursing process in depth in relation to the care of adults with a high risk health problem or combination of multiple problems that indicates complexity.  
Prerequisite: Completion of first semester Level II courses

NUR 216 LEADERSHIP IN NURSING  
3 Credits, 8 Contacts  
This course is designed to assist the student to develop beginning skills in assuming leadership for the direction of the care of small groups of clients. The student will be provided experience in setting priorities in nursing care, delegating appropriate tasks to others, evaluating the accomplishment of goals and developing problem solving skills in an effort to develop independent accountability. Clinical experience under the supervision of a professor/instructor is provided.  
Prerequisite: Completion of second semester Level II courses

NUR 217 COMMUNITY HEALTH NURSING  
2 Credits, 3 Contacts  
This course looks at the history of the present health care system and some of its major problems. The term “community” is discussed in a broad sense from the concept of rural health to that of world-wide health concerns. Expanded settings of health care delivery are considered, including home health care. The changing role of the nurse is addressed as it relates to practice in these new settings. Various methods are used for instruction including lectures, audio visuals, discussions, demonstrations and guest speakers.  
Prerequisite: Completion of second semester Level II courses
NUR 220 NURSING ROLE TRANSITION
3 Credits, 5 Contacts
This course supports the student through role transition to the registered nurse level of practice. Opportunities to learn and practice advanced nursing skills will be provided.
Prerequisite: Acceptance into Level II of the Nursing Program

PHILOSOPHY

HUP 210 ETHICS
4 Credits, 4 Contacts
A study of ethical terminology, standards of ethical and moral decisions and types of ethical and ethical value systems. Issues such as right and wrong responsibility, accountability and whistleblowing are addressed. A case study approach is utilized to emphasizing practical decision making in terms of personal, professional and social morality.
Prerequisite: COM 121

HUP 230 INTRODUCTION TO PHILOSOPHY
3 Credits, 3 Contacts
An introduction to the study of philosophy emphasizing the examination of issues that have been the focus of thinkers of various cultures and civilizations. This course will challenge students to foster a greater understanding, tolerance and appreciation for diversity of alternative views and approaches to philosophical thought.
Prerequisite: COM 121

HUP 234 MEDICAL LAW & BIOETHICS
3 Credits, 3 Contacts
This course is composed of two major components: bioethics and medical law and ethics. Bioethics is the study of the ethics of life (and death) and includes familiar topics such as abortion, cloning, stem cell research, allocation of scarce medical resources, and euthanasia. Topics in medical law and ethics, which are concerned with “micro” issues such as the moral underpinnings of doctor-patient relationships as well as “macro” issues such as the structures of medical institutions or the duties that societies have to provide health care for those in need. It is intended to help prevent medical malpractice litigation by exposing the student to the legal concepts of standard of care, scope of employment, criminal and civil acts, contracts, negligence, as well as ethical and bioethical concepts that are emphasized in simulations, critical thinking activities, debates and a research paper.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

PHYSICAL EDUCATION/ACTIVITY

NSH 100 FITNESS/WELLNESS LAB
1 Credit, 2.5 Contacts
This course is designed for individuals interested in improving total fitness through our super circuit program. This is for students who have little or no workout experience. A qualified instructor will develop a specific program for the student with special health concerns. Will include an individual fitness assessment. Following the scheduled orientation session, students will be allowed to meet course requirements through an open schedule.
Prerequisite: None

NSH 104 FITNESS/WELLNESS LAB
1 Credit, 2.5 Contacts
Designed for individuals with previous experience and knowledge of an exercise program. This course will include an individual fitness evaluation, analysis of results, and a program using various weight training and aerobic equipment. Following the scheduled orientation session, students will meet course requirements through an open schedule.
Prerequisite: NSH 100 or NSH 106 or workout experience

NSH 105 FITNESS/WELLNESS LAB
1 Credit, 2.5 Contacts
An extension of NSH 104 Fitness/Wellness Lab, but with a greater involvement to maintain/improve physical fitness. Will include an individual fitness evaluation and analysis of results.
Prerequisite: NSH 104

NSH 106 WELLNESS & LIFESTYLE
2 Credits, 3 Contacts
This course presents inventories of levels of cardiovascular fitness, flexibility, and muscular endurance and methods for improving each factor through exercise, nutrition and stress management intervention strategies. Through lecture and activity in lab a wide variety of methods for improving personal health and well being is presented, discussed, and practiced.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSH 107 FITNESS/WELLNESS LAB
1 Credit, 2.5 Contacts
Similar to NSH 105 Fitness/Wellness Lab, but individuals will write and engage in their own personalized fitness program. Will include an individual evaluation and analysis of results.
Prerequisite: NSH 105
NSH 111 BOWLING
1 Credit, 2 Contacts
Instruction will cover the basic fundamentals of bowling. This program is designed to assist the student with application of skills during leisure time.
Prerequisite: None

NSH 113 TENNIS
1 Credit, 1.5 Contacts
This course is designed specifically for the novice. Instructional skills in the ground, volley, smash, lob and serve strokes. Strategy in singles and doubles will be implemented in matches.
Prerequisite: None

NSH 114 GOLF
1 Credit, 2 Contacts
Instruction will cover the basic fundamentals of golf. This program is designed to assist the student with application of skills during leisure time.
Prerequisite: None

NSH 119 AEROBIC I
1 Credit, 1 Contact
Instruction will cover the fundamentals of aerobics. This class is designed to assist the student in implementing the fundamentals of aerobic activity into their lifestyle.
Prerequisite: None

NSH 120 AEROBIC II
1 Credit, 1 Contact
Instruction will cover the fundamentals of aerobics. This class is designed to assist the student in implementing the fundamentals of aerobic activity into their lifestyles.
Prerequisite: None

NSH 130 BEGINNING YOGA
2 Credits, 2 Contacts
This course provides an introduction to basics of Yoga. It focuses on breathing and relaxation techniques; improving coordination, balance, posture, and alignment; and enhancing strength and flexibility. In this class, students will progress at their own pace and will be urged to listen to their own bodies and let go of competition, judgment and expectations. All poses will be introduced with modifications so that students may progress at their own levels.
Prerequisite: None

PHYSICAL EDUCATION/LECTURE

NSH 210 INTRODUCTION TO PHYSICAL EDUCATION
3 Credits, 3 Contacts
This course introduces the student to history and philosophy of the profession. It will cover a variety of topics including the various fields and careers within physical education such as health fitness, biomechanics, psychology, sociology, sports, movement education, physiology and exercise. Also considered will be the implications that physical education may have upon society, economics, religion and educational and political factors.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSH 212 COACHING PRINCIPLES
2 Credits, 2 Contacts
Designed to cover the fundamental techniques of coaching major sports. The coaching principles of conditioning, drills, team organization and game strategy will be stressed.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSH 223 THEORY & PRACTICE OF BASEBALL
2 Credits, 2 Contacts
Special emphasis is placed on the organization and operation of the entire program from the standpoint of the beginning coach. Selection of personnel and selected teaching techniques of every position of field and hitting are presented in lectures, demonstrations and films. Team organization from pre-season, season and post-season are covered in sequence of total season.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSH 224 THEORY & PRACTICE OF BASKETBALL
2 Credits, 2 Contacts
Theory and practice of basketball coaching techniques are stressed, with a study of offensive and defensive systems. Lectures, demonstrations and films for the use of teaching the fundamental art of the game. This course is designed for those expecting to coach this sport. Includes laboratory periods.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSH 231 SPORTS OFFICIATING-BASKETBALL/VOLLEYBALL
2 Credits, 2 Contacts
This course will cover officiating of basketball and volleyball. Students will work toward certified official rating. National Federation of High School Rules will be used.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073
NSH 232 SPORTS OFFICIATING-BASEBALL/SOFTBALL
2 Credits, 2 Contacts
This course will cover officiating of baseball and softball. Students will work toward certified official rating. National Federation of High School Rules will be used.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSH 250 PHYSICAL EDUCATION FOR THE ELEMENTARY TEACHER
2 Credits, 2 Contacts
This course is designed for students planning to become elementary classroom teachers or special education teachers. The course will provide instruction in basic movement skills, stunts and tumbling, rhythms and simple games and sports appropriate for the elementary grades. Students will learn to teach these activities through participation, observation and practical experience.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

PSYCHOLOGY

SSP 101 PSYCHOLOGY
4 Credits, 4 Contacts
A scientific study of behavior is examined which leads to a greater understanding of human behavior, insight into mental processes and a better comprehension of the inconsistencies between human feelings and actions. Topics include learning, memory, the nervous system, perception, motivation, social interaction, attitudes, intelligence and abnormal behavior.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSP 201 PSYCHOLOGY & PERSONALITY
3 Credits, 3 Contacts
This course is designed to give us a better understanding of ourselves and others and help us to develop our resources for effective living in today's world. Topics include an inquiry into man's basic nature and potentialities, his intellectual, emotional and social development, how he perceives himself in relation to his environment and is motivated to act, the kinds of problems he faces and how he goes about trying to solve them and the nature of individual and group relationships.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSP 210 HUMAN GROWTH & DEVELOPMENT
4 Credits, 4 Contacts
This course is a life span study of the influences and processes in the physical, social, emotional and mental growth and development of individuals.
Prerequisite: SSP 101, COM 121 or concurrent enrollment in COM 121

SSP 220 ABNORMAL PSYCHOLOGY
4 Credits, 4 Contacts
This course places primary emphasis on clinically significant behavioral and psychological patterns associated with distress and impairment. Symptoms, suspected causes and treatment will be examined.
Prerequisite: SSP 101, COM 121 or concurrent enrollment in COM 121

SSP 250 HUMAN SEXUALITY
4 Credits, 4 Contacts
This course is an introduction to the biological, psychological and social aspects of human sexuality. Topics to be covered include sexual values, sexual development, male and female anatomy and physiology, the sexual responses cycle, sexual health and diseases, pregnancy, contraception, abortion issues, sexual gender orientation issues, intimate relationships, sexual dysfunction, and sexual abuse.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSP 260 SOCIAL PSYCHOLOGY
4 Credits, 4 Contacts
Studies psychological principles and research pertaining to individual social behavior and the social influences on behavior and mental processes; covers attitude formation and change, conformity, social exchange, prejudice, conflict, influence, structure and function of groups, persuasion, motivation, prejudice, aggression, and interpersonal attraction; examines culture's impact on social behavior and human interactions.
Prerequisite: COM 121 or concurrent enrollment in COM 121

RELIGION

HUR 231 COMPARATIVE RELIGION
4 Credits, 4 Contacts
A study of the major world religions—Hinduism, Buddhism, Judaism, Christianity, and Islam—their history, beliefs, festivals and practices as well as their place in the contemporary world. The nature of religion and its place in the human experience will also be considered.
Prerequisite: COM 121
HUR 232 OLD TESTAMENT
4 Credits, 4 Contacts
An introductory study of the Old Testament, focusing attention on the authorship, date and contents of the Old Testament. Attention will be given to recent historical and archaeological discoveries as they relate to Biblical writings.
Prerequisite: COM 121

HUR 233 NEW TESTAMENT
4 Credits, 4 Contacts
A survey of the New Testament. Consideration will be given to the data and authorship; the historical, political and cultural background of the New Testament; and the bearing of archaeological discoveries on New Testament studies. The Apostolic Fathers and other post-New Testament literature will be reviewed.
Prerequisite: COM 121

SCIENCE

NSA 101 INTRODUCTION TO ANATOMY & PHYSIOLOGY
4 Credits, 6 Contacts
This lecture-laboratory course involves the study of the structure and function of cells, tissues, organs, and organ systems of the human body. Such basic scientific principles as cell biology and genetics are included.
Prerequisite: ALH 218 or taken concurrently

NSA 210 HUMAN ANATOMY AND PHYSIOLOGY 1
4 Credits, 6 Contacts
This is the first in a sequence of two intensive anatomy and physiology courses, geared towards present and future health care professionals, intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body’s systems is emphasized by examining how each of these systems interacts with the body’s other systems in order to maintain homeostasis. Laboratory activities will include: dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes general chemistry principals, biochemistry, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous and special senses.
Prerequisite: Successful completion (2.0 or better) of high school biology (taken within the last 5 years), OR NSB 121 and high school chemistry or NSC 130 and COM 121
Co-requisite: ALH 218

NSA 211 HUMAN ANATOMY AND PHYSIOLOGY II
4 Credits, 6 Contacts
This is the second in a sequence of two intensive anatomy and physiology courses, geared towards present and future health care professionals, intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body’s systems is emphasized by examining how each of these systems interacts with the body’s other systems in order to maintain homeostasis. Laboratory activities will include: dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes general chemistry principals, biochemistry, cells, tissues, and the following systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive.
Prerequisite: Successful completion (2.0 or better) in NSA 210

NSA 212 PATHOPHYSIOLOGY
4 Credits, 4 Contacts
This is an intensive course geared towards present and future health care professionals intending to cover how human physiology is altered in various major disease states.
Prerequisite: NSA 205 or NSA 211

NSB 120 BIOLOGY
4 Credits, 5 Contacts
An introductory survey course covering the major principles and unifying theories of biology. This course will provide the beginning student with a basic understanding of biological principles encompassing basic biochemistry, cell biology, cell division, genetics, diversity and evolution and ecology. This is a lecture/laboratory combination course and is designed to meet the needs of students with limited science background.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSB 121 GENERAL BIOLOGY I
4 Credits, 5 Contacts
A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on cellular biology, respiration, photosynthesis and genetics. This course, together with NSB 122 General Biology, provides a basic background for further work in the biological sciences.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073 and NSB 120 or one year of high school biology and either NSM 100 concurrently or placement into NSM 104 or equivalent college course
NSB 122 GENERAL BIOLOGY II
4 Credits, 5 Contacts
A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on evolution, speciation, ecology and the diversity of life (includes taxonomy and classifications of organisms). Laboratory investigations coordinated with lecture topics.
Prerequisite: NSB 120 or one year of high school biology; COM 121 is highly recommended prior to or concurrently with this course.

NSB 230 MICROBIOLOGY
4 Credits, 6 Contacts
This is an introduction to general microbiology. Topics include general properties of bacteria and fungi, disinfection, sterilization, sources and means of infection, infectious diseases and immunity. This is a lecture/laboratory combination course. In the laboratory, students will prepare culture media, isolate and propagate and study morphological and physiological characteristics of both pathogens and non-pathogens.
Prerequisite: Successful completion (grade of 2.0) of NSB 121, NSB 122 or NSC 133.

NSB 275 BIOLOGY RESEARCH PROJECT
2 Credits, 2 Contacts
The Biology Research Project is a capstone experience in Biology for the student seeking an Associate of Science Degree. In this course the student will work with an instructor to design and conduct an experiment or investigation. The course will allow the student to bring together their college course experiences in science, mathematics, and communications while pursuing advanced work in an area of their own interest. The evaluation of the student will be determined by the instructor, the Science Department, and the Dean of the College.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073 and permission of the instructor/professor.

NSB 990 BIOLOGICAL FIELD STUDIES
2 Credits, 2 Contacts
The course will offer students the opportunity to research a question or problem in the field of biology. The student will propose research ideas, design experiments and conduct research, and report results in the same way as any scientist would. Scientific ethics and the related social issues of science will be considered prior to any experiments. Topics will vary and students may repeat this course for credit.
Prerequisite: Permission of the instructor/professor.

NSC 130 CHEMISTRY
4 Credits, 5 Contacts
A survey of basic principles of inorganic and organic chemistry, this is a one-semester science laboratory course for the non-science major. Topics include metric system, atomic theory, chemical formulas, chemical equations, chemical bonding, gases, liquids, solids, solutions, chemical equilibriums, and acid-base relationships.
Prerequisite: High school algebra or NSM 100 or placement into NSM 104 or equivalent college course.

NSC 133 GENERAL CHEMISTRY I
4 Credits, 6 Contacts
This is an introductory laboratory college chemistry course emphasizing mathematical relationships in chemistry. Contents include chemical terminology, measurements, atomic theory, bonding, periodic table, nomenclature, stoichiometry, balancing equations, and thermochemistry.
Prerequisite: High school chemistry or NSC 130 and either NSM 100 or placement into NSM 104 or equivalent college course.

NSC 134 GENERAL CHEMISTRY II
4 Credits, 6 Contacts
A continuation of NSC 133 General Chemistry. Topics covered are bonding, states of matter, solution chemistry, gases, kinetics, equilibrium, acids/bases, precipitation reactions and nuclear chemistry. About one third of the laboratory deals with qualitative analysis.
Prerequisite: NSC 133.

NSE 101 ENVIRONMENT AND SOCIETY
3 Credits, 3 Contacts
Designed for students who plan on pursuing a higher degree. This course is an introduction to environmental studies through a survey of environmental topics in which the student will explore human relationships with the environment and the resulting changes. Students will also examine the different approaches used to understand and solve environmental problems facing us today. The course is reading and writing intensive, requiring a written research paper using credible scientific journals as source information.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073.
NSE 201 ECOLOGY
4 Credits, 5 Contacts
This course introduces the basic principles of ecology at the individual, population, and community levels emphasizing the characteristics ecosystems in southwest Michigan. Other topics will include the role of biotic and abiotic components and their influence on the distribution and abundance of organisms. It will also study the dynamics of population growth and species interactions (predation, competition, mutualism, etc.) at the community level. The course will also explore issues at the planetary level by studying the structure of ecological communities, ecological succession, and the applications of ecology to the problems of environment and resource management.
Prerequisite: NSB 121, NSB 122 or permission of the instructor/professor

NSG 142 PHYSICAL GEOGRAPHY
4 Credits, 5 Contacts
An integrated study of the nature of man’s physical environment with emphasis on understanding the forces that create and shape our landforms. Lectures and laboratory experiences also include the study of earth materials, analysis of characteristic landforms, and interpretation of maps.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSG 145 PHYSICAL GEOLOGY
4 Credits, 5 Contacts
This course is a study of the rocks and minerals that make up the Earth along with the processes that form the Earth’s features and structure. Additionally, it will cover the glacial processes that have shaped much of Michigan. The course will include two field trips to sites of geologic interest in southern Michigan.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

NSP 151 GENERAL PHYSICS I
4 Credits, 4 Contacts
This course is the first semester of a two-semester sequence in physics with an algebra basis. This course covers rigid body mechanics, basic fluid mechanics and thermodynamics. The course sequence is designed to provide the technician with a strong background in physics concepts, their applications and laboratory procedures. Scientific calculator required, TI-83 recommended.
Prerequisite: NSM 104 or NSM 119
Concurrently: NSP 152

NSP 152 GENERAL PHYSICS I LAB
1 Credit, 3 Contacts
A lab to accompany the first semester of a two-semester sequence in physics with an algebra basis. This course covers rigid body mechanics, basic fluid mechanics and thermodynamics. The course sequence is designed to provide the technician with a strong background in physics concepts, their applications and laboratory procedures. Scientific calculator required, TI-83 recommended.
Prerequisite: NSM 104 or NSM 119
Concurrently: NSP 151

NSP 153 GENERAL PHYSICS II
4 Credits, 4 Contacts
This course is the second semester of a two-semester sequence in physics with an algebra basis. This course covers waves, optics, electricity and magnetism, and modern physics. The course sequence is designed to provide a strong background in physics concepts and their applications. Scientific calculator required, TI-83 recommended.
Prerequisite: NSP 151 and NSP 152
Concurrently: NSP 154

NSP 154 GENERAL PHYSICS II LAB
1 Credit, 3 Contacts
The second semester lab course in a two-semester sequence in physics with an algebra basis. This lab covers waves, optics, electricity and magnetism, and modern physics. The experiments are designed to provide the technician with a strong background in physics concepts, their applications and general lab procedures. Scientific calculator required, TI-83 recommended.
Prerequisite: NSP 151 and NSP 152
Concurrently: NSP 153

NSP 251 PHYSICS I
4 Credits, 4 Contacts
First course in calculus-based physics dealing with mechanics, fluids, wave motion and sound. Especially suited for physics and engineering majors and is recommended for majors in other sciences.
Prerequisite: NSM 161
Concurrently: NSP 252

NSP 252 PHYSICS I LAB
1 Credit, 3 Contacts
A laboratory course which includes exercises related to topics covered in NSP 251 Physics I.
Prerequisite: NSM 161
Concurrently: NSP 251

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NSP 253 PHYSICS II
4 Credits, 4 Contacts
A continuation of NSP 251 Physics I. Included are topics in heat, electricity, magnetism, light and elements of modern physics.
Prerequisite: NSP 251 and NSP 252
Concurrently: NSP 254

NSP 254 PHYSICS II LAB
1 Credit, 3 Contacts
Laboratory course which includes exercises related to topics discussed in NSP 253 Physics II.
Prerequisite: NSP 251 and NSP 252
Concurrently: NSP 253

NSP 275 PHYSICAL SCIENCE RESEARCH PROJECT
2 Credits, 2 Contacts
The Physical Science Research Project is a capstone experience in the Physical Sciences for the student seeking an Associate of Science Degree. In this course the student will pose a question or problem in physical sciences, design and conduct an experiment or investigation, and report the results of their experiment or investigation to an appropriate student-level publication or present their results at a student-level science conference. The course will allow the student to bring together their college course experiences in science, mathematics and communications while pursing advanced work in an area of their own interest. A departmental exam covering skills learned in the science core will be administered at the end of this course.
Prerequisite: Permission of instructor/professor

NSS 144 ASTRONOMY
4 Credits, 5 Contacts
Introductory laboratory based astronomy course for those who desire an exploratory experience covering a wide range of astronomical topics. The course coverage will include: our solar system, stars, constellations, galaxies and theories of the universe. The theory and use of astronomical telescopes will be a prominent part of the course.
Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073

SOCIOLOGY

SSS 120 PRINCIPLES OF SOCIOLOGY
4 Credits, 4 Contacts
This course provides a broad introduction to the field of sociology with an emphasis on the fundamental concepts of sociological study. Sociological perspectives will be emphasized to allow for critical analysis of research and theories pertaining to culture, society, the social construction of self, social control, social change, inequalities in society and social institutions.
Prerequisites: COM 121 or concurrent enrollment in COM 121

SSS 121 MODERN SOCIAL PROBLEMS
4 Credits, 4 Contacts
A contemporary survey of some of American society’s major social problems. Included in the study are problems involving crime, population, family life, social class, minority groups, urban life, and mass communications. A sociological frame of reference will be used in considering the origins of, the development of, and attempts to control social problems. This is a continuation of SSS 120 Principles of Sociology, but may be taken separately.
Prerequisite: COM 121 or concurrent enrollment in COM 121

SSS 220 MARRIAGE & FAMILY
4 Credits, 4 Contacts
This course is an introduction to marriage and family life with an emphasis on family structure and interpersonal relationships in a rapidly changing world. Sociological perspectives and theories will be used to critically analyze family organization, composition, values, diversity and current trends in family living.
Prerequisite: COM 121

SOCIAL WORK

SSW 250 INTRODUCTION TO SOCIAL WORK
3 Credits, 3 Contacts
This course introduces the student to the field of Social Work. Students will examine the evolution of the profession, historical events, social work ethics and values, social welfare policies, current theories and perspectives and populations at risk and fields of practice.
Prerequisite: COM 121
TRUCK DRIVING

TDT 110 TRUCK DRIVER TRAINING SEGMENT I
5 Credits, 5 Contacts
International Trucking School has developed an integrated course study where classroom and “hands-on” training are combined in such a manner that students learn theory and practice application the same day. This method has been successful in keeping the students motivated. Each student will learn key functions of vehicle systems; e.g. engine, engine auxiliary systems, brakes, drive train coupling systems, suspension and the importance of each to safe and efficient operation. Federal and State requirements, including need for permits, as well as range and road maneuvers to achieve proficiency. This course will train the student to obtain their TIP from the State of Michigan. To obtain their TIP the student must take and pass three groups of tests, which are: air brakes, combination vehicle and general knowledge.
Prerequisite: Acceptance into the Truck Driving Program

TDT 111 TRUCK DRIVER TRAINING SEGMENT 2
5 Credits, 5 Contacts
The course will prepare the student for the test with the Michigan State examiner at the end of the semester. Other topics from truck safety, hazardous material and trip planning are also covered. Preparing the student to test with the state examiner is crucial to the student success. Three main objectives are covered: skills, pre trip safety inspection (125 items) and expectations for the road test with the examiner.
Prerequisite: TDT 110

TDT 112 TRUCK DRIVER TRAINING SEGMENT 3
5 Credits, 5 Contacts
This course will train the student with the tractor and trailer on the range and road for their final test with the Michigan State Examiner at the end of the semester. At the end of the semester the student should be able to perform a controlled stop, ally dock, straight back, right hand turn and all road maneuvers.
Prerequisite: TDT 111

TDT 113 TRACTOR TRAILER OPERATIONS
9 Credits, 9 Contacts
International Trucking School has developed an integrated course study of the trucking industry, federal and state regulations, records and forms, industrial relations, and other driving activities. This course provides an emphasis on safety that will continue throughout the program. This class familiarizes the students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment. In addition, students acquire basic coupling and uncoupling skills. Development of driving skills under actual road conditions, safe operating practices are integrated into the development of driving skills. A focus on the CDL driving requirements will be practiced.
Prerequisite: Acceptance into the Truck Driving Program

TDT 114 TRACTOR-TRAILER DRIVING EXPERIENCE
9 Credits, 9 Contacts
International Trucking School introduces students to the trucking industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program. The students will get familiar with truck instruments and controls and on performing advanced maneuvers required to drive safely in an employer’s environment. In addition, students will be employed by a motor carrier and will receive compensation. The student will be observed and under strict supervision.
Prerequisite: TDT 113

WELDING

VTW 170 FUNDAMENTALS OF WELDING
3 Credits, 4 Contacts
This course presents the fundamentals of oxyacetylene welding, brazing and cutting. An introduction to SMAW (Shielded Metal Arc Welding) Equipment and processes will be covered in the flat position. Safety precautions in the welding area and on the various pieces of equipment will be stressed.
Prerequisite: None

VTW 171 WELDING I
3 Credits, 4 Contacts
Instruction in SMAW as applied to ferrous metals and its effect on metals will be studied. Laboratory skill experiences on welding in the flat and horizontal positions will be stressed in this course.
Prerequisite: VTW 170
VTW 172 WELDING II
3 Credits, 4 Contacts
Introduction in SMAW in the vertical position will be covered. Laboratory skill experiences including the open butt joint on steel will be covered.  
_Prerequisite: VTW 171_

VTW 173 WELDING III
3 Credits, 4 Contacts
GMAW and GTAW will be covered. Laboratory experience in the flat, horizontal, and vertical positions will be covered.  
_Prerequisite: None_

VTW 174 BUTT JOINT WELDING
3 Credits, 4 Contacts
Instruction in SMAW open butt joints in the flat, horizontal, and vertical positions in carbon steel will be covered.  
_Prerequisite: VTW 172_

VTW 178 ADVANCED BUTT JOINT WELDING
3 Credits, 4 Contacts
This course will cover welding done with open butt joints with flat plate in the vertical and overhead positions. Use of carbon steel electrodes, and the SMAW process.  
_Prerequisite: Permission of professor/instructor_

VTW 270 SHIELDED METAL ARC WELDING: UPHILL PIPE BASIC
3 Credits, 4 Contacts
Upon completion of this course the student should have acquired the necessary skills to enter Uphill Pipe Advanced.  
_Prerequisite: VTW 172_

VTW 271 ADVANCED SHIELDED METAL ARC WELDING: UPHILL PIPE ADVANCED
3 Credits, 4 Contacts
Upon completion of this course the student should be able to perform production 2G, 5G and 6G pipe welds.  
_Prerequisite: VTW 270_

VTW 272 GAS TUNGS ARC WELD:PIPE/TUBING
3 Credits, 4 Contacts
Upon completion of this course the student should be able to perform process, pressure and nuclear piping welds.  
_Prerequisite: VTW 170 or VTW 173_
Glen Oaks is an Achieving the Dream college

Glen Oaks Community College joins 130 colleges from around the nation, including 10 in Michigan, as a member of Achieving the Dream: Community Colleges Count. With support from the Kresge Foundation, Glen Oaks has committed to take part in the national initiative to identify strategies to improve student success, close achievement gaps and increase retention, persistence, and student completion rates.

Dr. Gary Wheeler, President, said Glen Oaks has made an initial two-year commitment to focus increased efforts to ensure student success across all demographics, including low-income backgrounds. Glen Oaks will benefit from member colleges that are already a part of Achieving the Dream and receive assistance from experienced practitioners in building a culture of evidence campus-wide, using data to identify problems, setting priorities, and measuring progress toward increasing student success. “Glen Oaks is the institution of higher education in St. Joseph County and we look forward to making lasting changes in policies, programs, and services that are integrated to support success for all students,” said Dr. Wheeler.

Conceived in 2004 by Lumina Foundation for Education and seven national partner organizations, Achieving the Dream is focused on creating a “culture of evidence” on community college campuses in which data collection and analysis drive efforts to identify problems that prevent students from succeeding—particularly low-income students and students of color—and develop programs to help them stay in school and receive a certificate or diploma. Achieving the Dream’s network now includes more than 130 institutions in 24 states and the District of Columbia, reaching more than one million students.

Dr. Ana Gaillat, Dean of the College, said Glen Oaks currently uses student assessment and course placement evaluations, offers a number of successful college foundation and introductory courses, and operates a free Tutoring and Testing Center with an open door policy. “These efforts are meeting with success, but we want to quantify our process, evaluate our methods, and implement programs and services designed to enhance student performance,” said Dr. Gaillat.

William Trueheart, President and CEO of Achieving the Dream, said “Community colleges are at the forefront of the national college completion movement. To be successful requires a structured, committed focus on using data and evidence to make important decisions that will positively impact students, campuses, and communities.”

Leave the driving to SJCTA

St. Joseph County’s bus service has the ability to bring you to and pick you up from Glen Oaks Community College. The buses transport people from 6:00 a.m. to 6:00 p.m. (Saturday 7 a.m. to 5 p.m.). The fee is $4.00 each way for Glen Oaks students with student ID. The “That’s My Ride” reduced fare program from Glen Oaks at 2:45 p.m is $2.00. Emergency announcements about closing for any reason will be posted on radio and television. For definite information and to be sure of the current schedule call the transportation office at 273-7808 or 1-800-964-5700. (Rates subject to change).
Glen Oaks Community College has Online Distance Learning to meet the needs of learners who cannot or prefer not to attend traditionally-scheduled courses. The courses are typically delivered with online Internet-based discussions and printed instructional materials.

Many distance learning courses use a combination of several educational technologies. Students are able to work and study in a relaxed atmosphere and use a variety of educational technologies to meet course requirements.

Some distance learning courses are offered in collaboration with other Michigan community colleges. Others will enable students to gain credit from other colleges and universities.

If you are looking for a specific course and can’t find it at Glen Oaks Community College, you can check out the Michigan Community College Virtual Learning Collaborative (MCCVLC) for a listing of over 1,000 courses offered by Michigan community colleges in partnership with Glen Oaks Community College. To view the selection of web-based courses being offered, go to the MCCVLC website: www.mccvlc.org

For more information about Glen Oaks Community College’s distance learning courses, as well as MCCVLC classes, call the Distance Learning Center office at (269) 294-4308, toll free 1-888-994-7818 extension 308 or e-mail distancelearning@glenoaks.edu

The Glen Oaks Fitness/Wellness Center is a student based facility that also caters to the needs of the community. The Center is equipped with a variety of cardio equipment as well as weight machines and free weights. For-credit fitness and wellness classes are offered for students as well as non-credit group fitness classes for anyone who would like to join. Current class offerings are posted on the college web site.

The Center employs a highly trained staff that is friendly, knowledgeable, and prepared to provide assistance to all Center students and patrons. The Center operates between the hours of 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Fridays. The Fitness/Wellness Center’s usage fees are very competitive with others in the area. Please check the Glen Oaks web site for the most up-to-date pricing and schedule of group fitness classes. Additional questions about the Center can be directed to the Fitness/Wellness Center at (269) 294-4309 or toll free at 1-888-994-7818 extension 309.
Business and Community Services

Glen Oaks Community College offers a variety of training and continuing education programs. These include workforce development and corporate training, online ed2go six week programs, and continuing education. The workforce and corporate training is available to all businesses. Included is an assessment for training needs and instruction at the facility or at the college. A mobile lab with 15 laptop computers may be utilized on site or use the computer lab at the Buiness Development Center at Glen Oaks.

The Business Services team has partnerships with training organizations, colleges and universities so the best subject expert is available. Examples of training programs are: continuous quality improvement, team building skills, problem solving, supervisory skills, project management, customer service, statistical process control, geometric dimensioning and tolerancing (GDT), Lean Manufacturing quality standards, and more. Online career training programs are available through ed2go for a number of fields. An example might be pharmacy technician training to pass the national qualification test. For more information: www.gatlineducation.com/gocc

One of the benefits of a community college is the flexibility of customized training in cases where “off the shelf” training does not meet the need. Glen Oaks representatives and company officials will review company training needs, picking what is needed in an ala cart manner, with a goal of making sure the outcome meets the needs of the business.

The Business Services Office collaborates with the Southwest Michigan First, St. Joseph County Economic Development Corporation (EDC), Three Rivers Area Chambers of Commerce, Sturgis Chamber of Commerce, Michigan WORKS, and other groups and individuals interested in the economic development and the well-being of the Glen Oaks service area.

Online ed2go training features over 300 instruction programs. These six week courses begin each month. The program includes 12 lessons at a reasonable cost. Examples of ed2go courses are Speed Spanish, Digital Photography, Computer Programs or Creating a Webpage. For more information go to www.ed2go.com/gocc

Continuing Education has returned to Glen Oaks with CE classes like Couponing 101, Garage Sales 101, How to Use Your Ipad or Tablet and others. These classes may be as short as one 3-hour session at minimum cost. The college is always open to course suggestions. Short-term computer classes may be 9-12 hours and held over several sessions. Participants enjoy the friendly and hassle-free opportunity to learn about today’s computer programs, including working at their own speed with no pressure.

Contact the Business and Community Services office to learn of the latest seminars and courses at 467.9945 or 888.994.7818. Also check the latest offerings in the Glen Oaks class schedule or college website: www.glenoaks.edu/businessindustry

The Business Development Center at Glen Oaks has two computer training labs, a kitchen and a 75-seat auditorium. The Dresser Business Development Auditorium is a large state-of-the-art training room that can be arranged in many different seating configurations. The auditorium is named after local benefactors Ray and Gretchen Dresser.

Nora Hagen House makes excellent business meeting site

On the east edge of the college campus is the Nora Hagen House, a renovated farmhouse which was an endowment of the family farm made to the college by Ms. Nora Hagen. This facility houses a conference room, kitchen catering facilities, and overnight accommodations for visiting speakers. The house provides a beautiful setting, conducive to small group seminars and business planning meetings. Businesses may make rental arrangements by contacting the college.
Full-Time Faculty

In addition to these full-time professors and instructors, Glen Oaks employs many part-time instructors who are not listed in the catalog.

Gerald Barkley – Professor  
Math/Science  
AS, Glen Oaks; BS, Western Michigan University; MS, Western Michigan University

Rebecca Burch - Professor  
Communications  
BA and MA, Western Michigan University

Kevin Conner - Professor  
Information Technology  
AASB, Glen Oaks Community College; BAS, Davenport Univ.; MS, Capella University

Wanda Costanzo - Instructor  
Nursing  
BSN, Lourdes College; MSN, California State Univ.-Sacramento; Certified Diabetes Education (CDE)

Susan Deter – Professor  
Mathematics  
AS, Glen Oaks; BS and MA, Western Michigan University

William Furr - Professor  
Business  
ABA, Oakland Community College; BBA, Walsh College of Accountancy and Business Administration; MA, Central Michigan University; Vocationally certifiable

Kevin Gave - Professor  
English  
BA, Kalamazoo College; MA, Western Michigan University

Karen Grunert– Professor  
Early Childhood  
AA, Glen Oaks; BS, Grand Valley State University; MA, Western Michigan University

Ren Hartung - Professor  
Science  
BA, Albion College; PhD, University of South Carolina School of Medicine.

Larry Hass – Professor  
Accounting  
AA, Glen Oaks; BBA and MSA, Western Michigan University; additional study, Lear Siegler Institute; Vocationally certifiable

Lori Hatfield - Instructor  
Communications  
AA, Kalamazoo Valley Community College; BA, Thomas Edison; MA, National University; Course-work, Adrian College & Michigan State Univ.

Nancy Haylett - Professor  
Nursing  
LPN, South Central School of Practical Nursing; ADN, Kellogg Community College; BS, Western Michigan University; MSN, Michigan State University; Certified Family Nurse Practitioner

Jeffery Hucko - Instructor  
Biology  
BS, University of Kentucky; MS, Eastern Kentucky University; MS, University of Louisiana at Lafayette

Lester Keith – Professor  
Business Administration  
AA, AS, San Antonio College; BBA and MBA, University of Texas at San Antonio; DBA, Doctor of Business Administration, Argosy University, Sarasota; additional study at Western Michigan University; Vocationally certifiable

Janell Lederman – Professor  
Nursing  
BSN, Eastern Mennonite College; MA, Western Michigan; additional study, Wayne State University; Vocationally certifiable

William Lederman – Professor  
Nursing  
LPN, Glen Oaks Community College; ADN, New Mexico State University; BSN, Purdue University; MA, Western Michigan University; MSN CNL-C (Certified Clinical Nurse Leader), Goshen College; Vocationally certifiable

Brenda Luczek - Professor  
Allied Health & MA Program Chair  
LPN, Mott Community College; BS, University of Michigan; MS, Ferris State University; CMA(AAMA) - American Association of Medical Assisting.

Michael Northrop - Professor  
Art  
BM, Olivet College; MFA, Western Michigan University.

Darcey Owings - Instructor  
Nursing  
Diploma of Nursing, Butterworth Hospital School of Nursing; BSN, University of Michigan; MSN, Michigan State University; Certified Family Nurse Practitioner

Steven Proefrock – Professor  
Physical Education, Athletic Director and Head Men’s Basketball Coach  
BS, Central Michigan University; MA, Eastern Kentucky University

Jeanne Reed – Professor  
Social Science, Humanities & Study Abroad  
BS and MA, Western Michigan University

Steve Ryno - Professor  
Communications  
BA, Western Michigan University; M. Ed. and Secondary Teaching Certificate, Aquinas College; MA in English, Western Michigan University; Additional study, Western Michigan University

Michael Sandelin - Professor  
Mathematics  
BS, Taylor University; MA, Miami University.

Sarah Simmons - Instructor  
Science  
BA, Albion College; MS, University of Michigan
Faculty, Continued...

Judy Slone - Professor  Nursing
LPN, Glen Oaks Community College; ADN, Kellogg Community College; BSHS, Western Michigan University; MSN, University of Phoenix

Robert Wathen – Professor  History/Political Science
BA, Michigan State University; MA, Central Michigan University; additional Post MA study, Michigan State University

Chad Worthington - Professor  Psychology
BS, Trinity International University; MA, North Central University; MA, Western Michigan University.

Annual Faculty

Dr. Julie Davis  Psychology
BA, Houston Baptist University; MA, University of Houston, Ph. D., Western Michigan University; Licensed psychologist, State of Michigan

Lea Green  Physical Education
BS, Western Michigan University; Graduate work, Western Michigan University.

Patricia Jesaitis  Communications
BA and M. Ed., State University of New York-Buffalo.

Marlene Livingston  Allied Health
LPN, Grand Rapids Community College; ADN, Grace College School of Nursing

Michelle McNamara  Business/Communications
AA, Glen Oaks Community College; BAS, Davenport University; MA, Spring Arbor University; Vocationally certifiable

Kathy Russell  Information Technology
AASB and Certificate, Computer Information Systems, Glen Oaks Community College; BS, Bethel College; Microsoft Office Certification.

Justin Shepard  English/Communications
BS, Great Lakes Christian College; MA, California Graduate School of Theology & MA, Andrews University

Jill Toner  Mathematics
BS, GMI Engineering & Management Institute; MA, Western Governors University

Faculty and staff at Glen Oaks are interested in your success. College programs and services are among the finest anywhere. Many faculty members began their own education and careers at Glen Oaks or a similar community college. These enthusiastic educators feel strongly about the tremendous foundation their teaching provides. Research shows that Glen Oaks graduates who transfer to a university often perform better scholastically than those who began at the institution.

Professors Emeritus

Richard Cripe – Professor  Counselor
Harvey Gordon - Professor  Art
David Gosling – Professor  Biology
Robert Gray – Professor  Music/Data Processing
Daryl Herrmann - Professor  Communications
James Martin (D) - Professor  Data Processing/Electronics
Wayne Moss - Professor  Science
JoAnne Purlee - Professor  Nursing
Richard Schlimgen – Professor  Counselor
Kenneth Schuler – Professor  Physical Education
David G. Smith – Professor  Business
Sharon Smith - Professor  Business
Thomas Soper – Professor  English/Physical Education
Bernard Swartz – Professor  Mathematics
Leland Thornton – Professor  History
Barbara Timby - Professor  Nursing
Donald Van Zuilcn – Professor  Science
Lucy Zimmerman - Professor  English
Gary Wheeler  
President  
BFA, Univ. of Connecticut; MFA, Arizona State University; Ph. D., Union Institute & University, Cincinnati, Ohio.

Diane Zinsmaster  
Executive Associate to President and Board of Trustees  
Coursework, Glen Oaks Community College

Lon Huffman  
PR/Marketing Manager  
BS and MA, Ball State University

Kevin Hughes  
Website Administrator  
AASB, Computer Support Tech and Website Development Certificates, Glen Oaks

Candy Bohacz  
Human Resources Coordinator  
AB, Glen Oaks; BBA, Western Michigan

Pamela Cary  
Human Resources Coordinator  
BA, Bethel College

Diane Zinsmaster  
Executive Associate to President and Board of Trustees  
Coursework, Glen Oaks Community College

Lon Huffman  
PR/Marketing Manager  
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Candy Bohacz  
Human Resources Coordinator  
AB, Glen Oaks; BBA, Western Michigan

Pamela Cary  
Human Resources Coordinator  
BA, Bethel College

Student Services

Margaret Hale-Smith  
Dean of Students  
BA, MA, Ph. D., Michigan State University

Annie Webster  
Administrative Assistant to the Dean of Students  
AA, Clerical Certificate, Glen Oaks

Beverly Andrews  
Assistant Dean of Enrollment Services and Registrar  
BA, Kearney State College (Univ. of Nebraska; Kearney); MS, University of North Dakota, Grand Forks; Vocationally Certifiable.

Tonya Howden  
Director of Admissions  
BA, Fort Hays State University, Kansas

Nina Dickerson  
Director of Upward Bound  
BA, Michigan State University; MA, Spring Arbor University.

Jennifer Buikema  
Project Director, Student Support Services  
BA, Hope College; MA, Western Michigan University

Anne Springsteen, LPC, NCC  
Project Advisor, Student Support Services  
AA, Southwestern Michigan College; BS, MA, Western Michigan University.

Jaime Robins  
Retention Coordinator, Student Support Services  
AA, Kalamazoo Valley Community College, BA, Western Michigan University

Jean Zimmerman  
Director of Financial Aid/Scholarships  
BS, University of Illinois

Cheryl Hayden, LPC  
Counselor/International Student Coordinator  
BS, University of Georgia; MS, University of Southern California; MA, Western Michigan Univ.

Lyle Raven, LLP  
Disability Support Services Coordinator  
BS, Western Michigan University; MRE, Grand Rapids Baptist Seminary; MA, Western Michigan

Leanne Barnell  
Assistant Financial Aid Director & Academic Advisor  
BS-Criminal Justice/Psychology, BS-Social Studies Education, Trine University; MS, Marygrove College-Detroit; Certified in Psychology/Sociology.
Support Staff

Karen Webber  Student Support Specialist/Single Parent Coordinator  
AA, Glen Oaks, BA, Spring Arbor University; MSW, LBSW, Western Michigan University.

Elizabeth Kelly-Walker  Senior Secretary to Upward Bound Coordinator  
AA, Medical Transcription, Secretarial Science Certificate, Davenport University

Laura Klinger  Technician-Tutoring/Testing Center  
AASB, Glen Oaks Community College

James Lane  Technician-Tutoring/Testing Center  
ABA, Glen Oaks Community College; BBA, Western Michigan University

Trista Nelson  Library Clerk/Computer/Media Assistant  
AGS, Glen Oaks Community College; BA, Western Michigan University

Valerie Mildenberg  Technician-Tutoring/Testing Center  
Coursework, Central Michigan University

Tonya Miller  Senior Secretary to the Dean of Finance/Administrative Services  
AASB, AB, Management/Marketing Certificate, Glen Oaks; Coursework, Western Governors Univ.

Barb Murk  Executive Assistant to Director of Financial Aid  
AA, Davenport College

Matt Zinsmaster  Custodian/Maintenance Helper  
Coursework, Glen Oaks Community College

Phuong Nguyen  Maintenance Assistant  
AAST, Automotive Service and Automotive Technician Certificates, Glen Oaks Community College

Patricia Oswalt  Exec. Asst. to the Asst. Dean of Enrollment Services/Registrar  
AAS, Clerical Certificate, Word Processing Certificate, Glen Oaks Community College

Kathleen Patrick  Exec. Asst. to Athletic Director and Dean of Teaching and Learning  
Business studies coursework, Glen Oaks

Joyce Schwartz  Fitness/Wellness Lab Clerk  
Coursework, Glen Oaks Community College

Larry Stevens  Custodian  
Business administration diploma, Argubright Business College; AAS, Glen Oaks

Misty Troyer  Media/Computer/Library Assistant  
AASB, Glen Oaks Community College

Dawn Wood  Exec. Asst. to the Dean of Teaching and Learning/Faculty  
Diploma, Int’l Business College; Assoc. Degree, Davenport University; AASB, AASAH, Health Insurance Coder/Biller Certificate, Glen Oaks.

Deb Wright  Occupational Outreach Specialist  
AB, AASB & Accounting Certificate Glen Oaks Community College; BA, Spring Arbor University.

Amy Young  Executive Assistant to Associate Dean of Extended Learning/Workforce Dev.  
BA, Cornerstone University

Support Staff

Ken Anway  Custodian  
Coursework, Glen Oaks Community College

Mark Arrington  Custodian

Clarice Beck  Executive Assistant to the Assistant Dean of Enrollment Services/Registrar and Director of Admissions  
AB, Glen Oaks Community College

Dan Betcke  Maintenance Assistant  
Coursework, Glen Oaks Community College

Constance Betcke  Custodian  
Associate Degree, Davenport University

Barbara Clouse  Secretary to Assistant Dean of Enrollment Services/Registrar  
AAS, Computer Information Systems, Bookkeeping Level 1 & II Certificates, Glen Oaks

Cynthia Cummings  Accounts Receivable Assistant  
AB, AG, Accounting Certificate, Glen Oaks

Ralph Darner  Custodian  
Both, Glen Oaks Community College

Judy Fetch  Library Technician  
AAS, Ferris State University; Coursework, Glen Oaks

Hannah Fries  Sr. Secretary to Director of Student Support Services  
BA, Western Michigan University

Matthew Furr  Registration/Records Clerk  
AB, AASB, AGS, Management/Supervision Certificate, Glen Oaks Community College

Deborah Gomoluch  Financial Aid Clerk

Stacy Hart  Evening Switchboard Operator/Receptionist  
AB, Glen Oaks Community College; BS, Trine University

Theresa Hawkins  Bookstore Assistant  
AB, Glen Oaks Community College; Coursework, Franklin University

Lynne Holtz  Occupational Admissions Clerk  
AA, Glen Oaks Community College; BS, Western Michigan University

Fran Howard  Executive Assistant to the Director of Nursing  
AASB, Glen Oaks Community College

Julie Ianni  Executive Assistant to the Medical Assistant Program Chair  
AAS Technology, Sauk Valley Community College, Dixon, IL; MLT (ASCP)-American Society of Clinical Pathology

Jeff Keene  Maintenance Assistant  
Coursework in electronics and welding

Elizabeth Kelly-Walker  Senior Secretary to Upward Bound Coordinator  
AA, Medical Transcription, Secretarial Science Certificate, Davenport University

Laura Klinger  Technician-Tutoring/Testing Center  
AASB, Glen Oaks Community College

James Lane  Technician-Tutoring/Testing Center  
ABA, Glen Oaks Community College; BBA, Western Michigan University

Trista Nelson  Library Clerk/Computer/Media Assistant  
AGS, Glen Oaks Community College; BA, Western Michigan University

Valerie Mildenberg  Technician-Tutoring/Testing Center  
Coursework, Central Michigan University

Tonya Miller  Senior Secretary to the Dean of Finance/Administrative Services  
AASB, AB, Management/Marketing Certificate, Glen Oaks; Coursework, Western Governors Univ.

Barb Murk  Executive Assistant to Director of Financial Aid  
AA, Davenport College

Anna Marie Myers  Custodian/Maintenance Helper  
Coursework, Glen Oaks Community College

Phuong Nguyen  Maintenance Assistant  
AAST, Automotive Service and Automotive Technician Certificates, Glen Oaks Community College

Patricia Oswalt  Exec. Asst. to the Asst. Dean of Enrollment Services/Registrar  
AAS, Clerical Certificate, Word Processing Certificate, Glen Oaks Community College

Kathleen Patrick  Exec. Asst. to Athletic Director and Dean of Teaching and Learning  
Business studies coursework, Glen Oaks

Joyce Schwartz  Fitness/Wellness Lab Clerk  
Coursework, Glen Oaks Community College

Larry Stevens  Custodian  
Business administration diploma, Argubright Business College; AAS, Glen Oaks

Misty Troyer  Media/Computer/Library Assistant  
AASB, Glen Oaks Community College

Robin Weekly  Day Receptionist/Switchboard Operator  
Coursework, Glen Oaks Community College

Dawn Wood  Exec. Asst. to the Dean of Teaching and Learning/Faculty  
Diploma, Int’l Business College; Assoc. Degree, Davenport University; AASB, AASAH, Health Insurance Coder/Biller Certificate, Glen Oaks.

Deb Wright  Occupational Outreach Specialist  
AB, AASB & Accounting Certificate Glen Oaks Community College; BA, Spring Arbor University.

Amy Young  Executive Assistant to Associate Dean of Extended Learning/Workforce Dev.  
BA, Cornerstone University

Matt Zinsmaster  Custodian/Maintenance Helper  
Coursework, Glen Oaks Community College
Glen Oaks Board of Trustees

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Elmer Houghton, Director Emeritus
Due Process
Policy 3.43

The fundamentals of due process will be provided for students charged with violations of institutional policy and/or procedure.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established. For a complete outline of the due process procedure, students are advised to contact the Dean of Students.

Family Educational Rights and Privacy Act Release of Student Records (FERPA)
Policy 3.48

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student’s educational progress and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student’s right to privacy of information which Glen Oaks has in its possession concerning the student.
2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student. This “directory” information can be located in the academic files:

* Name of student
* Student’s local phone/e-mail
* Student’s local and/or permanent address
* Date and place of birth
* Enrollment status

Dates of attendance
* Most recent previous educational agency or institution attended by the student
* Class (freshman, sophomore)
* Academic majors
* Information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College
* Dates, participation in officially recognized college activities and sports, and weight/height of athletic team members

All personally identifiable information not covered by the aforementioned is confidential and shall not be disclosed by Glen Oaks Community College. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student’s record with the student’s consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications).

The procedure for access to Student Record Files will be handled through the Registrar and the Registration/Records Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The College will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College’s website). If the student objects to the release of such information he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need to know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedure adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following: Students may be denied access to notes and observations kept by counselors, staff and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists’ and psychiatrists’ records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics). Students may be denied access to disciplinary records which relate to the student as an individual or citizen. A file on any incident may contain several names including both students and non-students. In Michigan, such records are not accessible to the individual until a complaint has been signed and a warrant issued. In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their rights to access. A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent’s Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student’s work, expressed in grades assigned in a course and other evaluations of a student’s work, is not within the scope of such hearings). Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student’s records on the ground indicated.
Notice of Right to Access and Privacy of Records

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs, and so forth:

* Name of student
* Student's local address
* Student's local phone, e-mail address
* Student's permanent address
* Date of birth, place of birth
* Enrollment status
* Class (freshman or sophomore)
* Academic major
* Information pertaining to honors & achievements
* Degree(s) and/or Certificates earned from Glen Oaks and dates
* Participation in officially recognized college activities and sports.
* Weight and height of athletic team members

If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.

5. The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Dean of the College.
6. The right to protest to:
   The Family Educational Rights and Privacy Act Office
   Department of Health, Education and Welfare
   300 Independence Avenue, SW
   Washington, DC 20201

if the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules. [Revised 1/12/77, 1/79, 9/14/05].

Procedure for Retention and Disposal of Records
(Student Services)
Policy 3.49

Document retention will be based on American Association of Collegiate Registrars and Admissions Officers, and best practice recommended for retention and disposal of records. Glen Oaks Community College will utilize document imaging to retain documents where appropriate.

FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined “Directory Information” and requests from students for their own records. The records of disclosure and requests for disclosure are considered a part of the student’s educational record; therefore, they must be retained as long as the educational records to which they refer are retained by the College.

[July 1992, revised 9/14/05].

Social Security Number Privacy
Policy 3.70

It may be necessary for the College to use an employee’s or student’s social security number for business purposes. The College respects its employees’ and students’ privacy and will keep all social security numbers confidential to the extend practicable. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of, such document should be shredded prior to disposal.

Social Security Number Usage for Improving Instruction

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, Glen Oaks Community College will be using Social Security numbers in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security numbers (SSN) to the College.
The College plans to use SSN in order to gain access to individual wage records and compile required WIA and Perkins Act reports. These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Wage record information is confidentially maintained, based on SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analysis have been performed, or when the information is no longer needed, whichever date comes first.

[Adopted 9/14/05]

Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Assistant Dean of Enrollment Services/Registrar or institutional research office.

Sexual Harassment

Glen Oaks Community College is committed to creating and maintaining a working and learning environment for all college personnel and students that is free of sexual harassment.

Sexual harassment is a barrier to an environment which is conducive to academic achievement. It is a form of sex discrimination and will not be tolerated.

The college intends to maintain an environment which supports, nurtures and rewards career and educational goals on the basis of such relevant factors as ability and work performance.

Definition of Sexual Harassment

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment or education.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment or education.
3. Such conduct or communication has the purpose or effect of unreasonable interference with an individual’s employment, or education, or creation of an intimidating, hostile, or offensive environment.”

For the purpose of the above regulation the college interprets unwelcome to mean:

1. Conduct or communication which a reasonable person in a similar circumstance would consider unwelcome.
2. Conduct or communication which continues after notice is given that the conduct or communication is unwelcome.

Examples of Sexual Harassment

* verbal harassment or abuse
* subtle pressure for sexual activity
* sexist remarks about a person’s clothing, body or sexual activities
* derogatory, dehumanizing, or stereotyped remarks about a specific gender that express contempt or make assumptions about abilities or ambitions
* unnecessary touching, patting or pinching
* leering or ogling of a person’s body
* constant brushing against a person’s body
* demanding sexual favors accompanied by implied or overt threats concerning one’s job, grades, letter of recommendation, etc.
* physical assault

The college will take prompt action on all complaints.

Informal Procedures:

1. The employee or student should first discuss his/her grievance with their immediate supervisor or advisor.
2. If the grievance remains unresolved, the grievant may discuss the grievance with the Affirmative Action Officer.
3. The Affirmative Action Officer shall discuss that matter with all of the parties involved and attempt to reach a decision that will resolve the matter.
4. In the event that any alleged grievance is not satisfactorily adjusted in the preliminary stage, the grievant shall file a written grievance with the Affirmative Action Officer (grievance forms may be obtained from the Affirmative Action Officer).

Student Code of Conduct

Policy 3.42

The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

When a student enrolls at Glen Oaks Community College, he or she agrees to abide by all College regulations. Therefore, violations of any rule of the following code of conduct will result in appropriate disciplinary action. Infractions of the code include, but are not limited to, the following:

1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.
2. Failure to comply with directions of College officials who are acting in the performance of their duties.
3. Failure to show proper identification to requesting
Students can reach most Glen Oaks classrooms without ever going outside. Nice to know when the winter's snowy winds are blowing.

College officials who are acting in the performance of their duties.

4. Cheating, plagiarism or any other form of academic dishonesty.
5. Falsifying information, e.g. forgery, alteration, or intentional misuse of College documents, records or identification, or failure to provide required records.
6. Theft of or damage to College property.
7. Violation of College policies or regulations.
8. Disorderly, lewd, indecent, or obscene conduct or expressions.
9. Attendance in class or at any College functions while under the influence of alcoholic beverages or narcotics or other drugs.
10. Illegal possession, use, sale or exchange of narcotics or other drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
13. Failure to adhere to rules and regulations governing the use of vehicles on campus. (Park only in student areas).
14. Conduct in the classroom which precludes professors/instructors from performing their functions.
15. Unauthorized use of the name of the College or a College-related agency.
16. Use of tobacco products in College facilities.
17. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers and emergency exits.
18. Unauthorized possession of firearms or other weapons on campus.
19. Unauthorized presence on campus during non-instructional hours or failure to properly supervise his or her guests.
20. Violation of the College’s Internet policy as set forth in the Internet Student Use Policy (Policy 3.60).
21. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects his or her suitability as a member of the College community.
22. Possession or attempted use of any weapon of terror or mass destruction.
23. Gambling by a student on College campus or while attending a college sponsored event.
24. Failure to pay fines, fees or other debt to the College.
25. Failure to return College property loaned to the student.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or his/her representative, removal is necessary to protect the rights and safety of College students or employees.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established. For a complete outline of the Due Process Procedure students are advised to contact the Dean responsible for the area of code of conduct violation. Responsibility for the disciplinary procedure shall rest with the Dean of the area affected. Students may be suspended from College classes and/or activities pending due process procedures by the President or his/her representative when, in his or her sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property.

Readers of this policy are also referred to a related Policy 3.51, Student Policies General to the right.

Glen Oaks Community College

Internet Student Use Policy
Policy 2.71
The College campus has wireless availability in most areas of the College’s facilities.
Access to Glen Oaks Community College’s (“GOCC”) Internet connection is a privilege, not a right, and is subject to any current or future rules promulgated by GOCC.
GOCC may terminate access to its Internet connection for any reason, including but not limited to administrative or technical reasons or improper use of the Internet connection.
GOCC’s Internet connection will not be used in any unlawful or unethical manner, including any manner which violates copyright or trade secret laws.
GOCC’s Internet connection will not be used to access or transmit any threatening, obscene, or morally offensive materials.
GOCC’s Internet connection will not be used for any commercial, advertising, or political lobbying purposes.
GOCC is released from, and not subject to litigation for, any claims or causes of action whatsoever that may now or in the future arise from student use of the Internet.
No students who are minors will use the Internet without parental consent.
All users of the College’s Internet shall read the Acceptable Use Policy and acknowledge such by signing form (Form 3.60).
[Adopted by Board of Trustees April 9, 1997, revised June 9, 1999, revised January 12, 2000, revised 9/14/05].

Glen Oaks Community College
Acceptable Internet Use Policy
Policy 3.60
The College is committed to providing and maintaining information technology resources for both staff and students. It will also strive to provide an atmosphere that encourages access to knowledge and sharing of information. The College will make every effort to ensure the integrity of the information systems, as well as the privacy of user accounts. It is also the policy of the College to provide training and support to all users in effective utilization of information technologies.

The College does NOT take responsibility for the accuracy or quality of information received by way of a third-party provider, nor will it be held responsible or accountable for the security of any user’s login name and password. The College reserves the right to review and edit any information obtained using the college information systems.

User Responsibilities
Prohibited Practices: The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by GOCC, or to which GOCC is connected:
1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using, duplicating or transmitting copyrighted material without first obtaining the owner’s permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
3. Tampering with software protections or restrictions placed on computer applications or files;
4. Using College information technology resources for personal for-profit purposes;
5. Impersonating another user or otherwise falsifying a user name in email;
6. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users;
7. Sending chain letters, junk mail, spam, or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients;
8. Sending mail that is deliberately designed to interfere with proper mail delivery or access;
9. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution;
10. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity;
11. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening;
12. Accessing another person’s computer account without permission. Users may not supply false or misleading data, or improperly obtain another’s password to gain access to computers or network systems, data or information. Obtaining access to an account number or password through the negligence or oversight of another is considered to be specifically prohibited use;
13. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to, are licensed to, or are leased to Glen Oaks Community College or others;
14. Physically damaging information technology resources;
15. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law, and
16. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

Policy Administration
Terminating Your Use of Computers: The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user’s violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

Disciplinary Action: All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary as established by applicable College policies and/or collective bargaining agreements.

[To read the full version of this Acceptable Use Policy, a copy is available from a library staff member or may be viewed on the Web at www.glenoaks.edu/libraryservices].

Smoke-Free Campus
Neither smoking nor tobacco in any form is allowed on campus—the corridors, entryways, the offices, the classrooms, or on the Concourse.

No smoking is allowed in the parking lots, however, persons may smoke inside their vehicles within the parking lot. The Michigan legislature passed a no smoking law; the Dr. Ron Davis Smoke Free Air Law in 2009 with final implementation on May 1, 2010.
Glen Oaks Community College
Grievance Procedures
Policy 2.61

for: Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975
Title II of the Americans with Disability Act of 1990

Section I
Any person believing that Glen Oaks Community College or
any part of the organization has inadequately applied the
principles and/or regulations of (1) Title VI of the Civil Rights
Act of 1964, (2) Title IX of the Education Amendment Act of
1972, (3) Section 504 of the Rehabilitation Act of 1973, (4)
the Age Discrimination Act of 1975, and (5) Title II of the
Americans with Disability Act of 1990 may bring forward a
complaint, which shall be referred to as a grievance to:

Dr. Ana Gaillat
Civil Rights Coordinator
6249 Shimmel Rd.
Centreville, MI 49032
(269) 467-9945

Section II
The person who believes a valid basis for grievance
exists shall discuss the grievance informally and on a verbal
basis with the Civil Rights Coordinator, who shall in turn
investigate the complaint and reply within five (5) business
days. If the complainant feels the grievance is not satisfac-
 torily resolved, they may initiate formal procedures according
to the following steps:

Step 1: A written statement of the grievance signed by the
complainant shall be submitted to the Civil Rights Coordina-
tor within five (5) business days of receipt of answers to the
informal complaint. The Coordinator shall further investigate
the matters of grievance and reply in writing to the com-
plainant within five (5) business days.

Step 2: A complainant wishing to appeal the decision of the
Civil Rights Coordinator may submit a signed statement of
appeal to the President of the College within five (5) business
days after receipt of the Coordinator’s response. The Presi-
dent shall meet with all parties involved, formulate a conclu-
sion, and respond in writing to the complainant within ten
(10) business days.

Any person at any time may contact the U.S. Depart-
ment of Education/ Office for Civil Rights for information
and/or assistance at (216) 522-4970. If the grievance has not
been satisfactorily settled, further appeal may be made to the
Regional U.S. Department of Education Office for Civil
Rights, 600 Superior Ave. East, Bank One Center, Suite 750,
Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy
may be directed to Director, Office of Civil Rights, U.S. De-
partment of Education, 400 Maryland Ave. SW, Washington,
D.C. 20202. The local Coordinator, on request, will pro-
vide the complainant with a copy of the College’s grievance
procedure and investigate all complaints in accordance with
this procedure. A copy of each of the Acts and regulations on
which this notice is based may be found in the Civil Rights
Coordinator’s office.

Student Concern
Procedure
Policy 3.65

Informal Process
1. Listen to students talk about their problems. Most student
concerns can be resolved informally. Students will discuss
their concerns with faculty or staff that they know well.
Often this means listening to students vent about their
concerns.
2. Propose the mediation process to students. After the vent-
ing has taken place, there might be an opportunity to talk
about the mediation process as a way to get to a win-win
solution. (Mediators are available in Counseling Office at
Student Services).
3. Encourage students to talk with the person to whom the
concern is directed. We should encourage students to
resolve concerns with the person with whom they have
the conflict. Discussion between both parties can often
resolve the conflict. The possibility of resolving the con-
ict increases if the process of mediation can be used.

If the conflict is not resolved, students should be referred to
the Dean of Teaching and Learning’s Administrative Assistant.

Administrative Assistant to the
Dean of Teaching and Learning

If the issue is an infraction of the Student Code of Conduct,
refer the student to the appropriate Dean to complete an Incident
Report. If not, do the following.

1. The Administrative Assistant will provide students with a
packet of information that describes the Student Concern
process and outlines steps in mediation.
2. The Administrative Assistant will ask students if they had
discussed this issue with the other party.
   a. If yes, and the issue is not resolved, students should
      complete the Student Concern Report
   b. If no, students should be encouraged to talk with the
      other party. If they are reluctant to do so, the Admin-
      istrative Assistant will help students complete the
      Student Concern Report.
      (Note: Completion of the Student Concern Report
      formalizes the process.)
3. The Administrative Assistant will log in the concern and
refer the Student Concern Report to the Dean of Teaching
and Learning. A copy of the Student Concern Report
will be forwarded to the employee’s supervisor.
Formal Process

The Dean of Teaching and Learning will review the Student Concern Report. Based upon the nature of the concern, the Dean of Teaching and Learning will determine how the concern should be handled.

Mediators

The mediator needs to have received training in mediation. The mediator needs to be a neutral party and does not have the authority to impose a solution nor render a judgment. The mediator must use the mediation process to help both parties resolve the concern so that there is a win-win solution.

When a Student Concern Report is referred, the following role is expected of the individual doing the mediation.
1. Contact both parties within a week of the filed date.
2. Meet separately with each party and identify central issues.
3. Schedule a meeting to initiate the mediation process. This might require more than one meeting.
4. Assist both parties in identifying a win-win solution.
   a. If the concern is resolved, indicate the resolution on the Student Concern Report.
   b. If the concern is not resolved, refer the concern to the Mediation Review Committee to render judgment.

Mediation Review Committee

This committee will be comprised of three faculty or staff who are not involved with the concern. The Committee would be appointed by the Dean of Teaching and Learning and rotate annually. The role of the Committee would be to review the facts and render judgment about the concern.

If the student wants to appeal the decision of the Mediation Review Committee, the appeal can be brought to the Appeal Committee.

Appeal Committee

A special Appeal Committee will be formed to review the appeal and render a judgment. Possible members of this Appeal Committee include the President of the Faculty Senate, the Dean of Teaching and Learning and the President of Glen Oaks Community College.

Procedures

Administrative Assistant to the Dean of Teaching and Learning

The Administrative Assistant should assist the student in completing the Student Concern Report and should provide the student with a copy of the procedures.

Maintain an annual spreadsheet with the following information:
1. Date the concern was originally submitted.
2. Nature of the concern.
3. Steps taken to resolve the concern.
4. Final decision
5. Any external actions taken.

Each Student Concern Report should be numbered.

The original Student Concern Reports should be retained in the office and copies should be forwarded based upon the recommendation of the Dean of Teaching and Learning. The Student Concern Reports should be filed in alphabetical order. The resolutions should be stapled to the original report.

Unresolved concerns should be highlighted and drawn to the attention of the Dean of Teaching and Learning on a weekly basis.

The Administrative Assistant should send a letter to both parties describing how the concern was addressed and the final decision. A copy of this letter should be stapled with the original Student Concern Report.

The Administrative Assistant should compile the Student Concern Reports into various categories. These categories will be determined by the Dean of Teaching and Learning after there has been sufficient experience with the process. Some examples might be grade issues, course outlines, and consistency of treatment. The results of this summarization will be used to improve procedures and policies of the College.

[Adopted by Board of Trustees January 12, 2000, revised 2/9/00, revised 9/14/05]

Alcohol/Drug Abuse Policy

Policy 3.40

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and the use of illegal drugs can erode the foundation of the College’s goals and objectives and can diminish the attainment of intellectual, social, physical and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services, as well as various substance abuse agencies in St. Joseph County.
Standards of Conduct

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics or controlled substances on the College campus or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

No alcohol or other intoxicating liquors shall be kept, used or consumed on campus or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions at the Nora Hagen House and its adjacent yards.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics or illegal drugs, will be removed from the College campus.

Legal Sanctions

Glen Oaks Community College abides by all local, state and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or illegal drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for illegal drugs may result in disciplinary action. The words “probable cause” as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words “credible information” is defines as including, but not limited to, the following “warning signs”:

1. Excessive absenteeism or tardiness;
2. Excessive illness;
3. Deteriorating or inconsistent work performance;
4. Increased carelessness;
5. Decrease in attention span, especially after breaks or lunch;
6. Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
7. Substantial increase in use of the rest room or water cooler;
8. Avoidance of instructors, administrators or other students, especially if this is a recent change in behavior;
9. Deteriorating or inconsistent attention to personal grooming and neatness;
10. Financial problems, especially if the student has not previously had such problems;
11. Frequent licking of the lips;
12. Nervousness, especially when discussing work performance or personal life;
13. Gastric disturbances or change in appetite;
14. Insomnia;
15. Moody behavior or “mood swings”;
16. Unexplainable bruised and/or puffy skin, especially in the face;
17. Dilated pupils;
18. Slurred or incoherent speech;
19. Lack of dexterity;
20. Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcoholic and illegal drugs by looking for these “warning signs”. Students or employees who use and/or abuse alcoholic beverages and/or illegal drugs while on campus or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community).

College employees or students who exhibit “warning signs” of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Glen Oaks Community College works closely with the Substance Abuse agencies in the area. Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

[Adopted by Board of Trustees June 12, 1991, revised 9/14/05]
Campus Security  
Policy 3.41  
When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the President’s Office or designee at 467-9945, ext. 233 or 221. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff’s Office (467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

For information on access to campus facilities, authority of Campus Security, and statistics on criminal offenses on campus, contact the Dean of Finance/Administrative Services.  
[Adopted by the Board of Trustees, 3/11/92, revised 9/14/05]

Firearms on Campus  
Policy 3.45  
Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus. No firearm may be brought on campus other than by law enforcement officers in the performance of their duties. The transport and use of any firearm on campus must be performed in accordance with the laws of the State of Michigan.  
[Adopted by Board of Trustees 11/17/71, Revised 9/19/73, Revised 10/09/00, Revised 9/14/05]

Bulletin Board Policy  
Policy 3.46  
It is the general policy of Glen Oaks Community College to provide its buildings and provide information as a service to the community, employees and students. Some bulletin boards are for institutional use only. These are classroom boards, the boards located in the gymnasium, the Job Opportunity Board, the PTK Board, Financial Aid Board, Testing and Tutoring Center Board and Main Entry Hallway Board. The College provides general information posting areas. All non-College postings are to be approved and dated by Student Services before being placed on the posting areas. The following are guidelines for approval:

1. The information or advertisement must not contain statements detrimental to the College or its services and policies.
2. The information or event must not be in conflict to the Values of the College in its Code of Ethics (Policy 2.15), the Glen Oaks Code of Conduct (Policy 3.42) or the general community values of Glen Oaks Community College District.
3. Notices or advertisements may be posted for a maximum period of 1 (one) month.
4. Notices not bearing an “APPROVED” stamp from the Student Services Office will be removed and discarded.
5. Approval of posting does not mean that Glen Oaks Community College supports or endorses the product, services or event.  
[July 1992, revised July 2002, revised 9/14/05]

Policy on Campus Unrest, Dissent, and Protest  
Policy 3.44  
Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights and privileges of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy, but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled Act #26 of the Public Acts of 1970 of the State of Michigan, is reproduced herein.

ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.
The People of the State of Michigan enact:
Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than $500.00, or by incarceration in the county jail for not more than 30 days, or both:

(a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and

(b) When the person is in fact in violation of such rules; and

(c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and

(d) When the person thereafter willfully remains in or on such premises, building or other structure; and

(e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than $200.00 and not more than $1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970. This act is ordered to take immediate effect. The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds or facilities: Where responsibility can be ascertained, resultant action should evolve through “due process” with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority. Disruption of or undue distractive influences within an organized classroom situation: Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied access thereto with resultant notification to the Dean of Teaching and Learning and the Dean of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways: After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Dean handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.
The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited.*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

“My name is __________ and I am the designee of the Chief Administrative Officer of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that ________________.

Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property. If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education.”

[Adopted by Board of Trustees 11/18/70, revised 9/14/05.]

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**Upward Bound Program**

The Upward Bound Program at Glen Oaks Community College accepts applications for admission into their program from qualifying Sturgis and Three Rivers students. Upward Bound is a fully-funded TRiO program of the U.S. Department of Education designed to prepare high school students for college. Program participants are in grades 9 through 12 from Three Rivers and Sturgis High Schools.

All activities are designed with the goal of preparing the students for college. Students participate in a six week Summer Academy on the GOCC campus. During the Summer Academy, students take classes in the areas of Science, Math, Literature, Foreign Language and Computers to help prepare them for the upcoming academic year. All students that successfully complete the Summer Academy earn one-half high school credit. Program participants can earn a monthly stipend of up to $40.00 per month during the academic year and $60.00 per month during the summer.

The academic year begins in September. Students will participate in the following activities:

- Study Sessions on campus at Sturgis and Three Rivers high schools
- ACT Prep Workshop
- Test Taking Strategies Workshop
- Financial Aid Workshops
- Career Explorations
- Social/Cultural Activities
- College Tours
- Receive high school credit for participating in Summer Academy
- All graduating seniors receive one free college courses the summer immediately following high school graduation.

Applications may be obtained by telephoning the Upward Bound Program Director, Glen Oaks Community College, (269) 467-9945 or 1-888-994-7818.

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**Meal Cards Available in Fall and Winter**

Rollin’ Cafe on the Glen Oaks Concourse offers $10.00 and $20.00 punch cards which may be used for breakfast or lunch purchases. Rollin’ Cafe will accept cash, but the card helps students who don’t carry much money. The punch cards may be purchased at the Rollin’ Cafe.
The Occupational Student Success Program offers financial and supportive services to specific categories of students who are enrolled in an approved occupational degree or certificate. The program helps students achieve academic success by providing services that remove barriers to the student’s academic goals. Students who may be eligible are:

- Displaced Homemaker.
- Economically Disadvantaged.
- Non-Traditional Training and Employment Participant.
- Individual with a Disability.

Services: Examples of available services include academic advising, individual assessment, counseling, referral services, registration assistance, financial aid application assistance, tutoring, and career exploration.

Accommodations: Students with current documentation of a disability may be eligible for additional time on tests, auxiliary aids, educational adjustments, an ergonomic keyboard, mobility assistance, note takers, permission to record lectures, print enlargements, quiet testing environment, readers for tests, scribes, special seating arrangements, tutors, voice recognition software, the Arkenstone Reading Machine, and the Zoom Magnification Machine.

The Occupational Student Success Program is located in the Student Services offices. Appointments can be made by contacting the Student Support Specialist at (269) 294-4241 or toll free 1-888-994-7818. Appointments or requests for information may be sent to kwebber@glenoaks.edu.
Student Support Services Program (SSSP)

Glen Oaks Community College now offers the Student Support Services Program (SSSP), a part of the TRiO organization funded by the U.S. Department of Education. The program is designed to provide services to low income, first-generation and disabled students who are working toward graduating from Glen Oaks or transferring to a four-year institution.

Students in SSSP can expect additional academic support because they show a need to increase their academic performance, they exhibit low college admission test scores, and/or they have limited English proficiency. Eligible students may also need advising in program major and career goals, assistance in specific academic classes (tutoring) or may have been out of the academic environment for five or more years.

Student Support Services Program at Glen Oaks pledges its services designed to increase student graduation, transfer and retention rates. The Program also helps encourage student academic success by creating opportunities for academic and personal development.

TRiO programs have been developed across the nation over the last five decades. They help students at varying grade levels through graduate school. These opportunities exist regardless of race, ethnic background or economic circumstances. TRiO programs are funded through the U.S. Department of Education under the Higher Education Act of 1965, Title IV, which allows the programs to increase the availability of services to disadvantaged and under-served students. TRiO programs are helping students of all ages reach their goals of post-secondary educational success!

The following services are provided to qualifying students:
- Academic advising
- Early course selection
- Financial aid information
- FAFSA help
- Transfer advising
- Personal counseling
- Enrichment activities
- Computer instruction
- Study groups
- Study/test taking skills
- College visits
- Potential scholarships
- And more!

Students interested in learning more about Student Support Services and whether they qualify for the program may visit and request an SSSP application at the Student Services Office, Room A61. Phone: (269) 294-4324 or Fax (269) 467-9068 or visit us at www.glenoaks.edu/connect/trio.

Study Abroad (SSF 200) going to Ireland in 2013

As the 2012 Study Abroad tour (SSF 200) group prepares to head for France on May 15, Professor Jeanne Reed reports the 2013 tour is already scheduled for Ireland. “We had many people asking about a return to Ireland so that is our plan for the 2013 Study Abroad Tour. The 12 day tour will include Shannon and Killarney, Cork, Dublin and Belfast,” Said Reed.

Ireland’s extensive history and deep-rooted culture will come alive with the journey to County Kerry, Cork and Dublin, where travelers witness the legacies of saints, writers and the revolutionaries of the Irish War of Independence. The Study Abroad group will see the Book of Kells at Trinity College and take a walking tour that focuses on the 1916 Rebellion.

The 2013 tour will begin with an overnight flight to Shannon, Ireland and a welcome to the Emerald Isle. The itinerary begins with a beautiful 112 miles ride down the coast to Killarney, the Old Monastery and Killarney National Park. The third day at Killarney includes an excursion to the Ring of Kerry and a visit to the Bog Village Museum to experience Irish life in the 1800’s. On the fourth day the group travels to Blarney to see the Medieval fortifications of the Blarney Castle and kiss the famed Blarney Stone before traveling on to Cork. During the fifth day tour of Cork, the group will visit the Queenstown Story Museum and an excursion to the coastal town of Kinsale, before returning to Cork. The sixth day will find the group traveling to Kildare and Kilkenny, visiting the National Stud Farm with its world-class thoroughbreds and continuing on to Dublin, Ireland’s capital city, for a Guinness stew dinner. A tour of Dublin highlights the seventh day and includes visit to St. Patrick’s Cathedral and see the 1,000 year old Book of Kells at Trinity College. The eighth day features a walking tour focusing on the 1916 Rebellion and a visit to the famed Kilmainham Jail. The Irish Heritage Tour continues on day nine with travel to Belfast, Northern Ireland and a guided tour of the area on the tenth day. On the eleventh day the group will take an excursion to Giant’s Causeway, visit Carrick-A-Rede Rope Bridge, and see the Bushmills Distillery. On day twelve, the Glen Oaks group departs for home.

The Study Abroad tour (SSF 200) is available to both students and the public. This International Studies credit class travels in mid-May in cooperation with Educational First Tours. Those interested should contact Professor Jeanne Reed at (269) 294-4257 or jreed@glenoaks.edu
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Current Information:
About procedures, policies, calendars, curriculum and costs is available from the Student Services Office during posted business hours. Current tuition and fee schedules are published each semester in the Class Schedules, and these are also available in the Bookstore cashiers office, during posted business hours. This information is also available on the College website: www.glenoaks.edu

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Directions to Glen Oaks Community College

Coming from the north: Take U.S. 131 south from Kalamazoo to Three Rivers. At Three Rivers take Business 131 into the city. Stay on Main Street to M-86 (at south end of city). Take M-86 to Centreville (10 miles). At the east end of Centreville, take Shimmel Road south about 1.5 miles. Glen Oaks is on the left. OR from Battle Creek, take Hwy 66 to M 86 (right or west) to Shimmel Road south at Centreville. Go 1.5 miles south to Glen Oaks on left side.

Coming from the south (Indiana): If on S.R. 13 through Middlebury, go north (turns into U.S. 131) in Michigan to U.S. 12. Go east toward Sturgis on U.S. 12 past Klinger Lake Country Club, turn left (north) on Shimmel Road for seven miles. GOCC is on right side. OR take Hwy 9 north into Sturgis and turn left (west) on U.S. 12 to Shimmel Road. Then go right (north) seven miles. GOCC is on right side.