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.
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**NON-DISCRIMINATION STATEMENT**  It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Civil Rights Coordinator at 62249 Shimmel Rd., Centreville, MI 49032; 269-467-9945 or 888-994-7818.

This school is authorized under Federal Law to enroll nonimmigrant students.
Welcome to Glen Oaks Community College

Welcome to Glen Oaks Community College. We are pleased that you have selected GOCC to help you reach your educational goals. You will find an amazingly dedicated faculty and staff who will provide the educational opportunities and support services that will enhance your total Glen Oaks experience.

You may select from degree and certificate offerings leading to either direct career employment or transfer to regional four-year institutions. As a regionally accredited college, all college courses are fully transferrable to both public and private colleges and universities.

The college offers many support facilities and services to complement our instructional offerings. These include the E.J. Shaheen Library, the Tutoring and Testing Center, the Distance Learning Center, the Fitness/Wellness Center, the Oaks Store, and the Advising and Student Services Offices. In addition, there are many co-curricular activities offered including Athletics, Phi Theta Kappa Honor Society, professional and social clubs, Student Government and more.

Glen Oaks is located on a beautiful site in the rolling hills of Sherman Township centrally located in the County of St. Joseph. The facilities are modern, and well equipped with the latest technology and resources. Beyond the direct instructional space there are study areas, food court, atrium, gymnasium, social areas, and specialized locations for service and technology offerings. The recently constructed nursing and health laboratories are second to none in quality of design and learning environment.

The Glen Oaks student body reflects the diversity of the region and the many educational goals. At GOCC you will have the opportunity to develop friendships with classmates from all walks of life and grow both professionally and personally.

Whether you come to Glen Oaks to pursue a career technical degree or certificate, a transfer program, or just one course to tune up your skills, you will find that your success is our only mission. Please let us serve your needs and add value to your life.

My door is always open to you. Please e-mail me with your comments and questions. Thank you for allowing Glen Oaks to be part of your life’s journey.

David H. Devier
President
Glen Oaks Student Learning Outcomes

Glen Oaks Community College strives to help students develop the ability to incorporate the following student learning outcomes for a lifetime of success:

- 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 142.
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.

Academic Calendars

Fall 2014
All College Meeting August 22, 2014
Classes Commence August 25, 2014
Labor Day September 1, 2014
Faculty In-Service October 14, 2014
Thanksgiving Break November 26, 2014- November 28, 2014
Classes End December 12, 2014
College Closed December 22, 2014- January 5, 2015

Winter 2015
Classes Commence January 12, 2015
Martin Luther King, Jr. January 19, 2015
Faculty In-Service February 11, 2015
Winter Break Day/ All College Meeting March 10, 2015
Winter Break Days March 26-27, 2015
Spring Break March 30-April 3, 2015
Good Friday (College Closed) April 3, 2015
Classes End May 8, 2015
Graduation May 8, 2015

Spring/Summer 2015
Summer Hours Begin May 11, 2015
Classes Commence May 18, 2015
Memorial Day May 25, 2015
Independence Day Observed July 2, 2015
Classes End August 6, 2015
Summer Hours End August 6, 2015

Are you signed up to receive text alerts?
If you would like to receive text or email alerts on weather, emergencies, class cancelations, campus event reminders or TRIO SSS events, visit www.glenoaks.edu and click on the sign-up link on the bottom right of the home page for “G OCC Alerts.” You can set preferences for the information that you wish to receive.
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.

Values — “Glen Oaks CARES”

The core values guiding Glen Oaks Community College’s internal and external interactions:

- **Communication and Civility:** Glen Oaks values the open and responsible exchange of ideas. We uphold the importance of interacting in ways that demonstrate caring, civility, and respect while encouraging improved models for using technology to connect and improve the linkages among individuals and groups.

- **Access and Academic Success:** Glen Oaks values having an open door to all students and believes that appropriate support is vital to the success of all students. Holding students and ourselves to high expectations, we celebrate learning within an educationally transformative environment: one that embraces diverse perspectives and creates meaningful connections between students, faculty, and student affairs professionals.

- **Responsiveness and Service:** Glen Oaks values targeted actions to address area needs and internal needs within available resources. Recognizing that existing needs change dynamically, we value the role of the college in helping our communities prepare for the future as they develop, succeed, and prosper.

- **Ethical Conduct and Transparency:** Glen Oaks values acting on the basis of mutual respect. We hold ourselves accountable to the communities we serve and seek to model integrity in all we do. Information related to the college and its performance is understood as public and is made accessible and transparent.

- **Sustainability and Stewardship:** Glen Oaks values habits and skills to improve our ability to acquire, develop, use, and manage resources to sustain the college’s mission. We exercise appropriate control over the college’s human, financial, academic, support services, and physical plant as essential to effective public stewardship.

Our Vision Statement...

“Transforming Lives and Advancing Communities”
Admissions

Policy 3.01

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. 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 that he/she has completed the required courses 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 should be mailed directly from the high school or GED-granting institution to the Admissions Office. Transcripts are used for academic advising, course placement, and acceptance into specific programs. 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.

New Student Orientation is mandatory for all new students. Orientation is available online or on campus prior to the start of each term. Students must complete orientation prior to registering for classes.

Accepted students are expected to meet with a college advisor to plan an academic program. New students may need to participate in the Course Placement Evaluation prior to meeting with an advisor. Placement testing may be waived if the student provides qualifying ACT or SAT scores or has earned a prior degree.

Admission of Transfer Students

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

Transfer students must submit an official high school transcript or GED score report as indicated in the admissions transfer students process. Transfer students should submit an official college transcripts from each college previously attended. Transcripts are used for academic advising, course placement, acceptance into specific programs, and transfer of credit. Transcripts must be mailed directly from the high school/college(s) to the Admissions Office.

Participation in the Course Placement Evaluation is expected, unless students have met course prerequisites or have earned a prior degree.

A minimum of fifteen (15) academic 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 U.S. Immigration Regulations.)

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**

Students who are returning to Glen Oaks after a three-year absence must reapply for admission in order to update student and program information. Former students should see 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 and 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/Dual Enrollment**

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 High School Guest/Dual Enrollment Application.
2. Take the Course Placement Evaluation.
3. Meet with a Glen Oaks advisor who will:
   a. Review the results of the Course Placement Evaluation.
   b. Determine whether course prerequisite requirements are met.

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

**Admission of International Students**

Applicants from foreign countries must submit a completed application for admission in addition to the following:

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.

A complete set of requirements and standards are available from the Student Services 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 Federal Institutional Student 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 advisor 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 U.S. 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:** Glen Oaks Community College provides for a specific Senior Citizen tuition benefit. This
benefit provides residents of St. Joseph County who are sixty-two (62) years of age or older at the time of registration, waived tuition for a maximum of eighteen (18) credit hours per year. Beyond the eighteen (18) credit hours per year, regular tuition rates apply. This benefit is subject to the following conditions:

• The minimum class size (which determines whether a given course has sufficient enrollment to be offered) must be attained without considering the senior citizen enrollment.

• Maximum class size shall not be exceeded by the enrollment of senior citizens.

• The course enrollment will be as an Audit with no college credit granted.

• Senior citizens must pay for any specific course and/or laboratory fees associated with the class.

• The senior citizen tuition waiver may not be used for tuition costs for limited and competitive enrollment academic programs, including Nursing, Allied Health, CAN, and other career development programs.

NON-CREDIT COURSES & PROGRAMS:

• The senior citizen tuition policy and benefit does not apply to continuing education, customized business training, or other courses, seminars and workshops that may be offered at the college.

Admission of Nursing Students

Glen Oaks Community College has a Laddered Associate of Applied Science in Nursing Degree Program. The laddered program consists of Level I (practical nurse program) and Level II (registered nurse program). In addition to meeting the general requirements of the college for admission, there are requirements pertinent to each level. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the duration of the program.

Glen Oaks Community College admits to both levels concurrently. Qualified applicants may enter either of these levels as a means for meeting their educational goal. Graduates of Level I may progress directly to Level II if requirements are met. It offers those students, as well as current Licensed Practical Nurses, the opportunity to continue with their education at Level II to meet the requirements for RN licensure.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

Admission Requirements for Nursing Students

1. Complete the admission process for Glen Oaks Community College.
   • Complete college admission application
   • Complete the Course Placement Evaluation, given free of charge and administered by the Tutoring and Testing Center
   • Meet with the Director of Nursing (DON)

2. Submit a transcript verifying high school completion or scores of the General Education Development (GED) examination to the DON.

3. Submit a transcript from all other institutions of higher education that were attended to the DON.

4. Complete the required prerequisite courses prior to entering the Nursing Program. Each of the following must be completed with a grade of 2.5 (C+) or better each semester:
   • High school algebra (2 semesters) or its equivalent; for example MTH 100 and placement into MTH 104 Intermediate Algebra or higher on the Course Placement Evaluation.
   • High school chemistry (2 semesters) or its equivalent; for example CHEM 130 at Glen Oaks Community College (within 5 years)
   • BIO 210 Human Anatomy & Physiology I
   • BIO 211 Human Anatomy & Physiology II
   • PSY 210 Human Growth & Development
   • BIO 121 General Biology I
   • ALH 218 Medical Terminology

5. Submit to the DON a Nursing Application by 4:00 p.m. on December 1st or the closest business day before December 1st, of the year prior to the planned entrance to the program.

6. Take the pre-admission examination administered by the Nursing Division of Glen Oaks Community College and achieve the required minimum score.

7. Applicants are ranked to determine selection. Ranking is determined by the numerical total of the pre-admission score and the GPA of prerequisite courses for Level I or GPA of LPN program and score on the pre-admission exam for Level II. Entrance ranking formula consists of the following: TEST score percentage = 75%, GPA of the pre-requisites = 25%.
8. Priority for admission will be given to highest ranked applicants.

9. When equally ranked applicants exceed available seats, the following criteria in descending order will be used to determine admission:
   a. in-district applicant
   b. date nursing application was received
   c. date Glen Oaks admission application was received

10. Acceptance into Level I or II is conditional until documentation supports the student has met the following health guidelines:
   a. Passing a physical examination
   b. A record of current immunizations per the immunization policy
   c. A current CPR for the health care provider card from the American Heart Association ONLY.
   d. Both the CPR card and the immunizations must be kept current for the duration of the program.
   e. All of the above must be submitted prior to start of classes

11. Also, acceptance into Level I or II is conditional on a negative criminal background investigation and a negative drug plus alcohol screen.

12. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.

13. Seats are limited and set by the Michigan Board of Nursing. Enrollment in Level I is limited to 40 students. Level II is limited to 30 students at this time. Priority for admission will be given to the highest ranked applicant.

14. Additional requirements for present Level I nursing students seeking admission to Level II:
   Submit a formal typed letter indicating a desire to advance into the Level II program after successful completion of the 2nd semester of the Level I program. This should be submitted no later than January 15th or the closest business day previous to 1/15 to the DON.
   Pass the NCLEX-PN examination upon completion of Level I and submit a copy of license when received. This must be completed immediately after graduation and before the start of 2nd semester of Level II.

15. Additional requirements for advanced standing nursing students (present LPN):
   • Submit a formal typed letter indicating a desire to advance into the Level II program with a copy of a current LPN license to the Director of Nursing.
   • Have employer send confirmation of 540 hours of employment within the last year as an LPN (acute care, medical/surgical clinical experience is strongly recommended). Individuals who do not meet the employment requirements may be evaluated by the Director of Nursing and Faculty for admission.
   • Have completed a nursing pharmacology course with a 2.5 or 80% or higher. Graduates from a program with integrated pharmacology course may take a standardized comprehensive examination and pass with a 80%. This test can be taken one time. The student is responsible for the cost of the exam. Tuition must be paid if the student is to receive GOCC credit toward a degree if the exam is passed.
   • Meet prerequisites for non-nursing courses required for Level II prior to semester in which that course is required in nursing curriculum sequence, i.e. BIO 121 Biology is a prerequisite to BIO 230 Microbiology. BIO 210 Anatomy & Physiology I, and BIO 211 Anatomy & Physiology II are pre-requisites to BIO 212 Pathophysiology. BIO 212 Pathophysiology is required before entrance into Level II.
   • Complete PSY 210 Human Growth and Development or its equivalent, if not part of the original program.

Readmission to the Nursing Program
Nursing students who have withdrawn from either level of the nursing program, for any reason, are not guaranteed readmission. It is in the best interest of the student to reapply for admission to the next admitted class. A student who exits the nursing curriculum and seeks readmission must submit a formal typed letter requesting readmission to the Nursing Readmission Committee in care of the Director of Nursing. Included in the letter should be a statement identifying:
   a. The nature of the circumstances leading to exit from the program
   b. Interventions that have led to resolution of circumstances that led to exit from the program.

Conditions for readmission include resolution of the initial problem that led to withdrawal or dismissal, clinical space
available, and sequence on a waiting list based on date of completion of the readmission requirements.

If accepted in the next immediately occurring class the student will be:

a. Required to repeat any courses in the nursing curriculum for which he/she received a grade of less than 2.5, WP, or 0.0

b. Advised to repeat any nursing courses for which he/she received a grade of less than 3.0

c. Allowed the choice of auditing, repeating*, or not repeating any course of 3.0 or higher.

*If a course is repeated, it is possible to replace a lower grade with one that is higher and improve one’s GPA. The cost of auditing and retaking a course is the same.

If the application for readmission occurs beyond the next class admission date, the student will not receive advanced placement. Admission procedures must be followed and requirements must be met. All previously completed nursing courses that include a clinical component must be repeated.

Students who drop out from the program for more than one year will be under the new catalog when returning.

If a student is denied readmission by the Nursing Readmission Committee, the student may appeal that denial pursuant to the College’s Due Process Procedure. If as a result of any such appeal a student is readmitted, the Nursing Department reserves the right to require the student to repeat any nursing course in which the student received a grade below 3.0.

Appeals to the decision for readmission must be made in writing and sent to the Dean of Academics & Extended Learning.

The Oaks Store carries more than just textbooks!

Forget to bring a pen to class? Or maybe you’d like to send a GOCC sweatshirt to your Dad for his birthday… No problem. The Oaks Store carries more than just your course materials!

The Oaks Store is located in the main hall just before you reach the Student Services Department and proudly serves students, faculty and staff by providing essential course materials, textbooks, school supplies, candy and snacks. The Oaks Store also carries a wide variety of GOCC apparel and gifts for the entire college community.

Buy your books with confidence from The Oaks Store!

When you get your books from The Oaks Store, you can be sure you are getting exactly what you need to be prepared for class. The Oaks Store staff works closely with your faculty members to ensure you obtain the right books for all of your courses. The online bookstore offers you the option of ordering your books and having them ready for pickup at the bookstore or having them shipped to you. All book information is available on-line: http://bookstore.glenoaks.edu/home.aspx at the beginning of each term.

The Oaks Store accepts cash, check, MasterCard, VISA, Discover and American Express.

The Cashier/Business Office is also located inside The Oaks Store where you can pay your tuition and fees.

Right to Know

Information about completion rates of certificate or degree-seeking students is available in the Registrar’s Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 8/13/14.
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 and receiving the scores, the student meets with an advisor to discuss the results and plan classes accordingly. Students may be required to makeup 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. The test is not timed so students can do their very best. Prospective students should contact Student Services or the Testing Center to make an appointment. Review packets are available in both places.

Students often gather on the concourse at Glen Oaks for socializing or for study.

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**COURSE PLACEMENT EVALUATION**

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 advising and course placement decisions. Glen Oaks Community College 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.)

   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

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, reviewed 8/13/14.
Academic Advising
Policy 3.03

Academic Advisors 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 Student Services 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.
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
   - Single Parents/Displaced Homemakers/Sex Equity Participants
   - Special populations (i.e., as defined by Perkins Grant Legislation)

Curriculum guides for degrees and certificates are available in the Student Services Office. 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, 8/13/14.

The Alpha Delta Omega Chapter of Phi Theta Kappa International Honor Society was established to recognize and encourage leadership and scholarship among students who have achieved academic excellence at Glen Oaks Community College. The chapter and society seek to provide an opportunity for the development of leadership and service intellectual climate for exchange of ideas, and stimulation for continuing academic excellence.
Residency and Tuition/Fees
Policy 3.10

State of Michigan
This category includes students who live outside both the Glen Oaks District and its service area.

Out-of-State and International
This category includes students who live outside the State of Michigan, outside the Indiana service area and international students. It includes students who are not United States citizens. An international student attending Glen Oaks is considered out-of-state 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 above 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 rent receipt (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 prove residency through the Registrar’s Office and get refund through the Cashier’s Office within the 10% period.

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.

A foreign student in this country on a student visa is considered to be out-of-state.

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 IRS) are eligible for In-District tuition rates (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 residents include Cass County residents in the following School Districts: White Pigeon, Three Rivers, or Constantine and Branch County, MI, and residents in Elkhart, LaGrange and Steuben Counties in Indiana.

Students have WiFi availability in numerous locations around the campus, including the Concourse, E. J. Shaheen Library, Business Development Center, Student Services, Tutoring and Testing Center and most classrooms and laboratories.
<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>In-District Tuition</th>
<th>Service Area Tuition</th>
<th>State of Michigan</th>
<th>Out-of-State &amp; International Tuition</th>
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TUITION AND FEES POLICY

Students will be assessed on a per semester contact hour basis, effective Fall Semester 2014:

<table>
<thead>
<tr>
<th>Per semester contact hour*</th>
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</thead>
<tbody>
<tr>
<td>Resident, in-district</td>
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<tr>
<td>Service area</td>
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<td>In-State</td>
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<tr>
<td>Out-of-State and International</td>
<td>$191</td>
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</table>

This cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

*NOTE: A contact hour is equivalent to the time the instructor spends in the classroom.

General Fee
A general fee will be assessed at $25 per contact hour per semester.

Student Activities Fee
A student activity fee will be assessed at $22 per semester for students taking 1-4 contact hours and assessed at $42 per semester for students taking 5 or more contact hours.

Distance Learning Fee
Most courses now being offered in the Distance Learning area use a combination of both video and the Internet to deliver instruction. A fee of $25 per course is assessed for all distance learning classes.

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 student. Where the individual student is paying tuition, residency will be that of the student.

Reduced Tuition for Senior Citizens
CREDIT COURSES: Glen Oaks Community College provides for a specific Senior Citizen tuition benefit. This benefit provides residents of IN DISTRICT who are sixty-two (62) years of age or older at the time of registration, waived tuition, technology fees, general fees, and activity fees for a maximum of eighteen (18) credit hours per year. Beyond the eighteen (18) credit hours per year, regular tuition and fee rates apply. This benefit is subject to the following conditions:

- The citizen is to enroll in the course during the one week ahead of the beginning of the course.
- Maximum class size shall not be exceeded by the enrollment of senior citizens.
- The course enrollment will be as an Audit with no college credit granted.
- Senior citizens must pay for any specific course/laboratory fees and Distance Learning fees associated with the class.
- The senior citizen tuition waiver may not be used for tuition costs for limited and competitive enrollment academic programs, including Nursing, Allied Health, CNA, and other career development programs.
- This course enrollment does not permit open use of the college Wellness/Fitness Center.

NON-CREDIT COURSES & PROGRAMS:
- The senior citizen tuition policy and benefit does not apply to continuing education, customized business training, or other courses, seminars and workshops that may be offered at the college.

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

Student ID Card Fee: First card is free
There is a $5 replacement ID charge.

Test fee for Credit by Examination: $50

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 Dean of Academics & Extended Learning.

Registration / Payment
New 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. Returning students have the option to register online. Payment in full for tuition & fees or enrollment in a payment plan must be completed within 48 hours of registration. ALL FEE CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
Refunds

Glen Oaks believes that students should be allowed to attend at least one class meeting without penalty. During that class meeting, students can review the detailed requirements of course syllabus and estimate the work load required. This should enable students to make an informed judgment about the course and increase their probability of success. In light of this principle, the following refund policy has been adopted.

Any student who officially drops a course or courses during the registration period and during the first 10% of the academic period may, upon submission of a drop form, receive a full refund of 100% for the tuition and fees.

No refunds of tuition & fees will be made for withdrawals after the first 10% of the academic period.

Students attending GOCC who are 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.

Students who registered for a course that is cancelled by the college will be refunded all tuition and fees relative to the cancelled course.

If a student does not officially drop the class(es) by the refund deadline, the charges will remain on his/her account and the student is responsible for payment and any collection costs. Not attending or not paying does not constitute an official drop.

Refunds - Special Circumstances

A written request for refund needs to be submitted to the Assistant Dean of Enrollment Services/Registrar requesting a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Assistant Dean of Enrollment Services/Registrar, Dean of Finance & Administrative Services, Controller 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.

Adopted by Board of Trustees 1/13/93, tuition rates revised 4/14/93, 3/9/94, 3/8/95, 4/7/95, 4/10/96, 8/14/96, 10/8/97, 3/9/99, 3/20/00, 4/11/01, 9/12/01, 2/13/02, 12/11/02 and 4/13/05. Graduation fee revised 8/9/00. (Position titles updated 07/02.) Parking fee added 09/11/02. Tuition, parking and student support fee updated 5/12/04 as approved by the Board of Trustees. Waiver of Tuition for Senior Citizens revised and WMU Career Guidance Test Fee revised 11/10/04, Entire policy reviewed & revisions made 9/14/05; Nursing Fee Admission Fee deleted 4/12/06, Updated Tuition & added Student Activity Fee 2/29/08, Senior Citizen Tuition update approved June 8, 2011. Entire Policy reviewed/updated 8/13/14)

Student 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, reviewed 8/13/14.
<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
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<tbody>
<tr>
<td>ALH 103 Nutrition</td>
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<tr>
<td>ALH 205 Pharmacology for Health Occupations</td>
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<tr>
<td>ALH 218 Medical Terminology</td>
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<tr>
<td>ALH 219 Disease Conditions</td>
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<td>ALH 230 Medical Office Laboratory Procedures</td>
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<td>ALH 235 Medical Assistant Clinical I</td>
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<tr>
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<tr>
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<td>ART 108 Three-Dimensional Design</td>
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<tr>
<td>ART 160 Basic Photography Digital &amp; Darkroom</td>
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<tr>
<td>ART 260 Advanced Photograph Commercial &amp; Fine Art</td>
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<td>ART 280 Web Design w/Adobe Dreamweaver</td>
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<td>ACCT 13 Quick Books for Accounting</td>
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<td>AUTO 226</td>
<td>Automotive Heating &amp; Air Conditioning</td>
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<td>Emission Control Systems</td>
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<td>Automotive Valve Train &amp; Head Rebuilding</td>
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<td>Automotive Cylinder Block Rebuilding</td>
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<td>WELD 272</td>
<td>Gas Tungsten Arc Welding</td>
</tr>
<tr>
<td></td>
<td>Pipe &amp; Tubing</td>
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Adopted by Board of Trustees September 12, 2001; revised 02/13/02, 09/11/02, 11/05/02, 12/11/02, 3/5/03, 9/14/05, 4/8/09, 8/2013, 5/2014 prefixes updated 6/2014.
Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a spring/summer session. Courses can be offered 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 may register on campus by completing the necessary registration forms or online.

**Registration for Academic Courses**
To register means to complete the registration form and pay tuition and fees. 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.

Note: Students are not officially admitted to a class unless they are properly registered. Full tuition payment is due at the time of registration, unless prior arrangement to a commitment to pay plan is approved by the Business Office. Student must also complete an Application for Admission and participate in the placement evaluation (exception may be granted) before their first registration will be processed. The registration period for all courses shall be determined by the Registrar.

**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.

July 1992, revised 9/14/05, reviewed 8/13/14.

**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 Academics & Extended Learning 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.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 8/13/14.

**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 of credit.
Withdrawal Policy
A student finding it necessary to withdraw from the college 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 from the college, 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, reviewed 8/13/14.

Student Death During Semester
Policy 3.20

1. Delete address of deceased student from Student Information Screen and type “DECEASED” in the city field of the permanent address.
2. Fill out Withdrawal Forms for all classes deceased student is currently enrolled. Registrar will sign the Withdrawal Form and indicate deceased. The transcript will be posted with the “W” grade.
3. Current instructors of the deceased student will be notified with the “instructor copy” of Withdrawal Form and/or via e-mail.
4. Note on deceased Student File the “Deceased” status. File is put on “inactive” status and microfilmed.

July 1992, revised 9/14/05, reviewed 8/13/14.

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.

We encourage all students to carefully read this information about financial aid at GOCC, and also to read the Consumer Information Guide on the GOCC Financial Aid Office website:

http://www.glenoaks.edu/financial aid/
ConsumerInformationGuide

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 is made available to students through three basic types of programs:

1. Grants and Scholarships - which do not have to be repaid.
2. Work Study Employment - which provides paid work experience on and off campus.
3. Loans - which MUST be repaid.

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:

1. Students, and parents of dependent students, obtain a PIN to sign the FAFSA electronically. (www.pin.ed.gov).

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.

Students must complete the FAFSA to reapply for financial aid each academic year. The FAFSA should be completed as soon as possible after January 1. If actual tax information is not available, the student (and parents) should complete the FAFSA using estimated tax information.

3. 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.

Once all documentation has been received, the Financial Aid Office will notify students by mail of their financial aid package through an award letter.

Preferred Deadlines for Submitting the FAFSA
Students should submit their FAFSA as soon as possible, recognizing that some aid is awarded on a first come, first serve basis. The FAFSA process should be completed at least two months prior to the start of the semester for which aid is needed. Students are encouraged to complete the application process by these deadlines:

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

Students can submit their FAFSA after these dates, but there may be a delay in processing the student’s award in time for registration. Students who do 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 Oaks Store or go to www.glenoaks.edu/cashier.
Special Reminders:

- Submit your FAFSA as early as possible after Jan. 1 for each year you intend to enroll.
- Pay close attention to what documentation is being requested and respond immediately.
- Filing taxes as early as possible can expedite the financial aid process. Students and parents can file the FAFSA using estimated tax information.
- Develop a file for your financial aid information and always keep a copy of all forms submitted.
- Contact the Financial Aid Office with questions at 269-294-4260 and/or financialaid@glenoaks.edu.
- 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.

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 degree or certificate.
3. Have a high school diploma or GED certificate.
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. Have a valid social security number.
7. Registered with the Selective Service. This applies to all males who are at least 18 years of age. (You may register online at http://www.sss.gov.)
8. Making satisfactory academic progress as defined by federal regulations and pursuant to Glen Oaks’ policy. See the SAP policy on page 23.

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 and SEOG are applied to your student account if determined to be eligible from FAFSA. Donor scholarships, student loan funds, and other types of aid have a separate application process and are applied to your account once the funds have been received.

Financial aid that is dependant on level of enrollment will be adjusted after the first two weeks of each semester. Pell Grants are awarded based on full-time enrollment and are 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, such as tuition, fees, books, supplies and transportation. 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. 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 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.

2. **Completion Percentage:** Students must complete at least 67 percent of all credits attempted on a semester and cumulative basis. Attempted credits include registered credits and transferred credits from other institutions. Completed credits include transfer credits, grades of CR, and 1.0 or higher. Incomplete credits include NC, W, 0.0 and I.

3. **Maximum Time Frame:** The number of **attempted credits** in which a student is expected to finish a program cannot exceed 150 percent 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 maximum timeframe. Students exceeding these attempted credit hour maximums will be on financial aid denial and will not be eligible for additional semesters of financial aid.

**SAP Warning And Denial**

Students who fail to meet the GPA and completion criteria are placed on Warning for their following semester of enrollment. When on Warning, students may be eligible for grants, scholarships and loan funds. After the warning semester, the student’s progress is again measured. If the student’s cumulative progress meets or exceeds the GPA and completion 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 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 completion rate requirement of 67 percent; and 3) Make a request, in writing, for a re-evaluation of his or her SAP status.

A student may appeal financial aid SAP Denial, in writing, to the SAP Appeal Committee. Appeals may be granted if the student’s failure to make progress is shown by documentation to have been a result of illness or other extenuating circumstances. SAP Appeal forms are available in the GOCC Financial Aid Office.

**How is Your Financial Aid Award Determined?**

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

Cost of Attendance - Expected Family Contribution = Financial Need

Cost of Attendance (COA) refers to tuition, fees, living and personal expenses, books, supplies and transportation. 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**

Students who receive federal (Title IV) aid, (i.e. Pell, SEOG and student loans) will be subject to the Federal Return of Title IV Funds Policy.

This policy applies to students who completely withdraw or stop attending all of their classes prior to 60% of a semester. Any student who wishes to withdraw must contact the Registration desk to begin the withdrawal process.

Students who receive financial assistance from a non-federal source (i.e. private scholarship, Glen Oaks scholarship, etc.) may be required to return a portion of the funds to the source, depending on the terms of the scholarship.

A detailed explanation of this policy is available on the Glen Oaks Financial Aid website in the Consumer Information Guide.

**Special Needs Students**

Students with physical or learning disabilities may receive services which aid in their success at Glen Oaks, including special needs, advising, tutoring, time management and study skills assistance, and referral to other appropriate departments or agencies. For details, call Student Services at (269) 294-4242.
Repeat Course Policy
The Financial Aid Office is required to monitor and adjust a student’s enrollment level for Title IV aid if a course is repeated a third time for credit that has already been earned.

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 the student 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.

Please note that the repeat course policy for federal financial aid is separate from the College academic policy regarding repeat courses.

Types of Student Financial 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 and in the Consumer Information Guide.

Additional Financial Aid 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.
Housing
Policy 3.39
The College does not maintain residence or dining halls. Students living beyond commuting distance must assume the responsibility for obtaining suitable housing accommodations. Although Glen Oaks Community College does not attempt to regulate or approve off-campus housing, it does provide a list of available housing to interested students through the Student Services Office.

The College does not accept responsibility for the student or property owner in housing transactions.

In compliance with Title VI and VII of the Civil Rights Act of 1964 all housing listed at Glen Oaks Community College is available to students and others without discrimination on the basis of religion, race, color, sex, or national origin. Students desiring assistance in housing are encouraged to contact the Student Services Office.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 8/13/14.

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 (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 Community College, in compliance with Section 504 of the 1973 Vocational Rehabilitation Act, the 1990 Americans with Disabilities Act and the 2009 Americans with Disabilities Act as Amended, is committed to making all of its programs and activities accessible to individuals with disabilities. Students with documented disabilities may receive advocacy services, coordination with other agencies, the use of auxiliary aids, and reasonable accommodations through the Disability Support Services office at Glen Oaks. Contact Student Services if you have any questions or wish to discuss receiving services.

**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 am to 8 pm, Friday 8 am to 4 pm. Interested persons are invited to stop in and complete a tutor request sheet.

**TRIO Student Support Services Program**

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 services to first generation college students, income-eligible, and/or disabled students who are working toward graduating from Glen Oaks Community College or transferring to a four-year institution.

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

So far, SSS has provided several fun, unique opportunities for the program students including a trip to the Henry Ford Museum in Dearborn, Mich., Shedd Aquarium in Chicago, Cirque Musica show at Miller Auditorium in Kalamazoo, MI-CAPP Student Leadership Summit, and a Women’s Conference. Every semester SSS takes students on campus tours of four-year colleges including Western Michigan University, Michigan State University, Grand Valley State University, and Indiana University South Bend. SSS also holds workshops each month on a variety of topics including study skills, transferring, financial literacy, parenting, and stress management that are open to all GOCC students.

Below is a list of services available to SSS students:

- Priority registration
- Individualized academic advising & planning
- Financial aid assistance (help with FAFSA, appeals, etc.)
- Transfer advising
- Personal counseling
- Computer instruction (Basic skills in Word, Excel, PowerPoint, saving files, using a mouse, etc.)
- Career & personality assessment
- Volunteer opportunities
- 4-year college visits
- TRIO SSS Scholarships
- Cultural enrichment activities - plays, museums, art events, etc.
- Educational workshops and one-on-one help in test taking, note taking, financial literacy/budgeting, resume writing, scholarship essay writing, interviewing skills, career exploration, and more!

For more information about the program, or to fill out an application, stop by Student Services, call, e-mail, or visit our website.

**Contact Information**

Phone: (269) 294-4324
E-mail: sssprogram@glenoaks.edu
Website: http://www.glenoaks.edu/connect/trio
Find us on Facebook: TRIO Student Support Services at GOCC
Follow us on Twitter: @TRIOSSSGOCC

TRIO Student Support Services is federally funded at 83% by the U.S. Dept. of Education in the amount of $212,888 and 17% funded by Glen Oaks Community College for the 2014-2015 year.

**Occupational Student Success Program (OSSP)**

The Occupational Student Success Program offers financial and supportive services to specific categories of students who are enrolled in approved occupational degree or certificate programs. The initiative helps students achieve
academic success by providing services designed to assist in the removal of barriers to the student’s academic goals. The Occupational Student Success Program is open to all Special Population Students. A Special Population Student is a person who, through a formal assessment, has been deemed as being one of the following:

- **Single Parent, Including Single Pregnant Woman** – An individual who is unmarried or separated from a spouse, and has a minor child or children for which the parent has either custody or joint custody.

- **Is unmarried or separated from a spouse and is pregnant.**

- **Displaced Homemaker** – An individual who is under-employed or unemployed and is experiencing difficulty in obtaining employment or upgrading employment AND:
  
  - Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or
  
  - Has been dependent upon the income of another family member but is no longer supported by that income; or

- **Is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of the Title IV of the Social Security Act (42 U.S.C 601 et seq.) not later than two (2) years after the date on which the parent applies for assistance under this Title.**

- **Economically Disadvantaged** – An individual from an economically disadvantaged family, including foster children. This individual must be one or more of the following:
  
  - Pell grant recipient or recipient of some other form of financial assistance,
  
  - A migrant, and/or referred by faculty or staff as requiring support services to succeed.

- **Non-Traditional Training and Employment Participate** – An individual enrolled in an occupational program that is considered non-traditional for his/her gender as determined by National Labor Statistics and State Year-End Program enrollment data. These occupations or fields of work generally include careers in computer science, technology, and other emerging high skill occupations for which individuals from one gender comprise less than twenty five (25)% percent of the individuals employed in each occupation or field of work.

- **Individual with a Disability** – A person having any of the disabilities as in Section 3 of the Americans with Disabilities Act of 1990.

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**OSSP Services:** Examples of available services include in-depth academic/personal assessment, degree selection and academic advising, academic and personal counseling, referral services, registration assistance, financial aid application assistance, tutoring and career exploration.

Students participating in OSSP may also be eligible for financial assistance to help pay for tuition, fees, books, childcare and emergency transportation needs such as gas vouchers or bus passes.

**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. Appointments to discuss eligibility may 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.

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**Students with Children Support Network**

All Glen Oaks’ students who have children are eligible to attend the Students with Children Support Network (SCSN). SCSN hosts presentations, social gatherings, and other events as selected by participants. Events and activities are designed to support social interaction between parenting students and opportunities for learning about areas or topics of interest to parents.

The Students with Children Support Network is open to any student that is a parent with children while attending classes at Glen Oaks Community College. Students interested in participating or wanting additional information may do so by contacting the Occupational Student Success Program at 269-294-4241.

*Meetings, activities and events vary. Dates and times are determined at the beginning of each semester.*

Funding for Students with Children Support Network and 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.
Veterans Benefits

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 advisor 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. 39).
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
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 advisor. 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 for which they are applying. 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 percent 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 percent 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 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.

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 veterans and international students; hobbies such as skiing, art, photography, or music; 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.

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. Since 2000, the College has been accredited through the Academic Quality Improvement Program (AQIP) accreditation process through the Higher Learning Commission.

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.

Glen Oaks cooperates with this program in that if the placement examination taken by the student is passed with a score of 3.0 or higher, a review will be made of a student’s course of study. Advanced placement will be

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**Accreditation**

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 course work. At the completion of this course work, an Advanced Placement Examination is administered. The results of this test are reported to the student, the secondary school, and to the college. The program expects that participating colleges will normally grant advanced placement or degree credit or both to candidates who have grades of 3.0 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

Glen Oaks cooperates with this program in that if the placement examination taken by the student is passed with a score of 3.0 or higher, a review will be made of a student’s course of study. Advanced placement will be
Students may receive credit for a course offered by Glen Oaks Community College 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 Academics & Extended Learning and the faculty who teach the course. The following steps must be taken: 1) Get a copy of the Credit by Exam Form (Form 3.08A) from the Registrar’s Office, 2) Obtain signatures from the full-time Instructor/Professor, Dean of Academics & Extended Learning and Registrar, 3) pay the Credit by Exam fee in the 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 the 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 towards the tuition charge.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 8/13/14.

**Advanced Standing**

Enrollment in a program of studies with advanced standing permits the student to select advanced courses only and does not grant college credit for those basic courses which may be bypassed. In all cases, the degree requirements regarding total credit hours remains as stated in the catalog.

All requests for advanced standing should be made to the Dean of Academics & Extended Learning prior to the period of enrollment in the advanced class.

Criteria for eligibility for advanced standing are:

1. Extensive training or experience in industry or business in a particular field. A portfolio of work experience will be evaluated upon request.

2. Completion of a specialized high school program in the specific area advanced standing is requested.

3. Completion of an approved training course or program in a branch of the military service, which is the same or equivalent to a basic course offered at Glen Oaks Community College.

The Dean of Academics & Extended Learning may require examples of work and/or a proficiency test in the subject matter area that advanced standing is requested. In all cases, the Dean of Academics & Extended Learning will advise the Registrar of his/her decision and copies of the request and decision will be placed in the student’s personal file.

July 1992, revised 9/14/05, 8/13/14.

(Position titles updated 07/02 & 8/13/14.)

**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 several general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. At Glen Oaks Community College, a maximum of forty-seven (47) semester hours of credit may be applied toward an associate degree through the CLEP program. Transfer of CLEP credits is dependent on the policy in effect at the transferring college or university. Evaluation of credits will be based on CLEP recommendations, transfer college, and appropriate to degree.

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

July 1992, revised 3/9/05, revised 9/14/05, 8/13/14
Attendance
Policy 3.21

Regular attendance is encouraged in each course for which a student is enrolled.

Suggested procedure:

1. Faculty keep records of student’s class attendance.

2. When a student’s absence record equals that of the number of hours in a course, the faculty member should request that a formal notice be sent from the Dean of Academics & Extended Learning advising the student about this matter.

3. If there is no change in the student’s behavior, and if the individual misses 15 percent or more of the class time in any given course, the faculty member teaching that course has the option of dropping the student from the class.

Note: See 3.21A for Nursing Student Attendance Policy

July 1992, revised 9/14/05, 8/13/14.

Classroom Attendance Policy: Nursing Students

Glen Oaks Community College class attendance policy shall be followed for all nursing theory courses with this exception: the academic penalty will be imposed. If the student misses 15% of the class hours in a given course, the faculty will assign one whole number grade drop in the final course grade. This policy is published in the College Catalog.

Tardiness time will be recorded. All accumulated tardy time will be added to the classroom absence time. The student will notify the faculty when absent or tardy.

Regular and punctual attendance is a requirement for all students. Students will notify the agency at least one hour before scheduled clinical time if the student will be absent or tardy. In an emergency, the student will notify the faculty member as soon as possible.

In clinical classes with 135 nursing practical contact hours, a student missing more than 18 of their clinical hours will automatically have their final grade dropped one whole number on the grading scale. Absences totaling more than 27 of the clinical hours will result in course failure.

In clinical classes with 90 nursing practical contact hours, a student missing more than 12 of their clinical hours will automatically have their final grade dropped one whole number on the grading scale. Absences totaling more than 18 of the clinical hours will result in a course failure.

In clinical classes with 45 practice contact hours, a student missing more than 6 of their clinical hours will automatically have their final grade dropped one whole number on the grading scale. Absences totaling more than 9 of the clinical hours will result in a course failure.

Tardiness time will be recorded. A written warning will be issued after the occurrence of a second tardiness. All accumulated tardy time will be added to the clinical/lab absence time.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, reviewed 8/13/14.

Grievance Procedure: Nursing Students

Students must try to resolve clinical instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (3.65A) and submit it to the Dean of Academics & Extended Learning.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 8/13/14.

Nursing and Allied Health Policy

Substance Abuse Policy

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission/readmission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says “it is now a misdemeanor punishable by up to 180 days
in jail and/or a maximum fine of up to $1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher”. Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

*Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

Adopted 4/12/06, reviewed 8/13/14.

**Nursing & Allied Health Policy**

**Fit Mask Testing**

To be in compliance with healthcare agency contracts and to protect the students from tuberculosis, all nursing and any allied health student who spends 20% or more of clinical or externship time in direct contact with patients must have fit mask testing annually. The student will incur the cost of the testing.

This testing is to determine the size mask needed to protect the student from a patient with active tuberculosis or other airborne respiratory diseases requiring a mask.

Testing is to be done yearly or with weight gain or loss of 10 pounds and growth of facial hair more than 3 days. It is the responsibility of the student to inform the Director of Nursing that such condition(s) have occurred as soon as possible after the incident.

Adopted 4/12/06, revised 4/18/2013, 8/13/14.

**Nursing & Allied Health Policy**

**Criminal Background Check Policies**

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of patients/client within their agencies who are receiving care.

In September 2004 The Joint Commission (TJC), which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, “This legislation is to protect our state’s most vulnerable citizens”. Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with The Joint Commission (TJC) requirements, the above law and the Michigan Compiled Laws Section 333.20173, students in nursing and allied health programs, must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation. The nursing and allied health department contracts with an outside agency to conduct these services.

Admission or readmission to any healthcare program will be denied for the following:

CERTAIN felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission SUCH AS CRIMINAL SEXUAL CONDUCT, ABUSE OR NEGLECT, HEALTH CARE FRAUD, INVOLVING A FIREARM, PRESCRIPTION DRUGS, OR SIMILAR FELONIES. FOR A FULL LIST OF FELONIES, SEE MCL 333.20173 AT http://www.legislature.mi.gov

OR any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.


Once admitted to a nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Nursing Program or Nurse Aide Course. It is the student’s responsibility to report changes in the status of his/her criminal background to the Director of Nursing no later than 3 days after the occurrence.

Adopted 4/12/06, revised 2/25/10, revised 2/13, revised 8/13/14.
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:

- 4.0  Outstanding; work is clearly at a mastery level
- 3.5  Much better than average
- 3.0  Better than average; work exceeds standards
- 2.5  Slightly better than average
- 2.0  Average; work meets standards acceptably
- 1.5  Less than average
- 1.0  Poor; work barely meets minimum standards
- 0.0  Failing; work does not meet course standards
- I  Incomplete (see policy 3.23 for description of when to use)
- W  Withdrawal
- V  Visitor (Audit)
- IP  In progress; no credit (see policy 3.23 for description of when to use)
- CR  Credit granted
- NC  No credit

July 1992, revised 2/20/03, revised 9/14/05, reviewed 8/13/14.

Grades: Nursing Program Requirements
Students in the nursing program must earn a grade of 2.5 or higher in each required nursing courses in the nursing curriculum and maintain an overall GPA of 2.5. Students who receive final grades of less than 2.5 in a required course will not be allowed to progress. Students who receive final grades of less than 2.5 will be dismissed from the program. If reaccepted to a future class, the student will be requested to repeat any courses in the nursing curriculum for which a grade of less than 2.5 was received.

In addition, students must achieve a satisfactory lab/clinical performance evaluation. Students will meet with their clinical instructor at mid-point and again at the end of their clinical rotation for an evaluation conference to participate in self-evaluation of their clinical performance. The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths, and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance document is to be completed and signed by both student and faculty member at both mid-point and final evaluations. Students who receive an unsatisfactory lab/clinical performance evaluation will receive a maximum final grade of 1.5 in the clinical course regardless of their grade point in the theory portion of the course.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab, based on the number of credits attributed to each of those components). For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using 1/4 for clinical and 3/4 for theory. For nursing classes having laboratories, the laboratory performance component will be evaluated according to laboratory evaluation guides.

Written Warning Notice
The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program’s student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 8/13/14.

Nursing Course Progression
Grading Policy Within The Nursing Division
The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

- 4.0  = 95-100%
- 3.5  = 90-94%
- 3.0  = 85-89%
- 2.5  = 80-84%
- 2.0  = 75-79%
- 1.5  = 70-74%
- 1.0  = 65-69%
- 0.0  = 64% and below

Note: If a student fails the same course twice (receives a final grade of less than 2.5), they are dismissed from the program and shall not be readmitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 8/13/14.
Incomplete And In-Progress Coursework
Policy 3.23

Incomplete Work
A student may receive an Incomplete (I) 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 entry of 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 grey area and submit to the Dean of Academics & Extended Learning. After the request has been approved or denied, by the instructor, and the Dean of Academics & Extended Learning has signed acknowledgement, the form will be distributed to student, instructor, student file and Academic Coordinator. The form is available in Student Services.

In-Progress Work
A student enrolled in courses below 100 Level 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, 8/13/14.

Appeal of Grades
Policy 3.24

1. Within a month of receipt of the grade, the student will 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.

2. If the grade appeal is not satisfactorily resolved, the student may send a letter of appeal to the Dean of Academics & Extended Learning. The Dean of the College 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 inconsistent 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 Academics & Extended Learning, 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 2b, the Dean of Academics & Extended Learning will have the authority to change the grade without the instructor’s support. The decision of the Appeal Committee is final.

Effective: Fall 2001

July 1992, revised October 2001, reviewed 9/14/05, revised 8/13/14.

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 towards graduation and will be utilized 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, revised 9/14/05, reviewed 8/13/14.

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 credit 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.

Credit for courses previously audited may be earned by registering for credit and completing the course with a satisfactory grade.

July 1992, reviewed 9/14/05, reviewed 8/13/14.
Persistence and Retention Initiative Policy
Policy 3.27

The Glen Oaks Community College Academic Standing Policy is intended to assist Glen Oaks Community College students to succeed in their studies, to assure that they are realistically able to meet the minimum 2.0 grade point average required for graduation, and to maintain the academic integrity of Glen Oaks Community College. Toward this end Glen Oaks has adopted the following Academic Standing Policy:

Academic Good Standing: Students with a cumulative GPA of 2.0 or above will be considered in Good Standing.

Academic Caution: Students with 15 or fewer attempted credit hours and a cumulative grade point average below 2.0 will be placed on Academic Caution. Students on Academic Caution will be sent a letter notifying them of their academic standing and strongly encouraging them to meet with an academic advisor/counselor to address the situation. During this meeting the academic advisor/counselor will explain the Glen Oaks Community Academic Standing Policy, offer support to help the student address the issues that are negatively impacting their academic performance, and clarify for the students the consequences of failing to improve their academic standing.

Academic Intervention: Students with 16-45 attempted credit hours and a cumulative grade point average below 2.0 will be placed on Academic Intervention. Students on Academic Intervention will be sent a letter notifying them of their academic standing, requiring them to meet with an academic advisor/counselor to address the situation, and informing them that if they fail to meet with an academic advisor/counselor, they will not be allowed to enroll in classes. This letter shall also state that if the student is already enrolled in classes, they shall be automatically dropped from their classes 30 days from the date of the letter if they do not contact an academic advisor/counselor to arrange a meeting before the 30 day deadline. During this meeting the academic advisor/counselor will explain the Glen Oaks Community College Academic Standing Policy, brainstorm with the student on ways to assist them to become academically successful, design a specific and detailed contract which addresses the unique issues which are playing a role in diminishing the student’s academic performance, and clarify for the student the consequences of failing to improve their academic performance. All students on Academic Intervention shall be required to meet with an academic advisor/counselor for a minimum of three times and fulfill all of the stipulations of their contract during their intervention semester as a condition of continuing enrollment in or returning to Glen Oaks Community College.

Academic Suspension: Students with more than 45 attempted credit hours and a cumulative grade point average below 2.0 will be placed on Academic Suspension. Students on Academic Suspension will be sent a letter notifying them of their academic standing, and the requirement to sit out a minimum of one semester before returning to Glen Oaks Community College. This letter shall also state that if the student is already enrolled in classes, they shall be automatically dropped from their classes unless they file and are granted an appeal within 30 days from the date of the Suspension letter. Students on Academic Suspension will not be allowed to return to Glen Oaks Community College until they have sat out at least one semester, met with a Glen Oaks academic advisor/counselor to develop a contract to enable them to return to Glen Oaks, and completed all of the stipulations of their contract. Students on Academic Suspension shall not be allowed to return to Glen Oaks Community College under any circumstances if it is not mathematically possible for them to meet the minimum cumulative grade point average required for graduation from their program.

Academic Probation: Students who return to Glen Oaks Community College after successfully completing a minimum of one semester on Academic Suspension or students who successfully appeal their Academic Suspension will be placed on Academic Probation. Students who maintain a minimum cumulative grade point average of 2.0 will be removed from Academic Probation. Students who do not achieve a cumulative grade point average of 2.0 will be returned to Suspension status. A grade point average of 2.0 is necessary for students to graduate from their programs.

Appeal

Dismissal due to failure to meet the terms of Academic Intervention or Academic Suspension may be appealed to the Dean of Students who will form a Committee to determine if the appeal will be granted. All appeals must be made in writing no later than 30 days from the date of the Suspension letter. Appeals made later than 30 days from the date of the Suspension letter shall not be considered.

Allied Health exception: This Persistence and Retention Initiative Policy does not apply to certain Allied Health programs since they have their own academic standards for admissions to, continuing in, and being dismissed from their programs.

Prepared by Dean of Students and reviewed & approved by Leadership 8/13 to put in Policy & Procedures.

Adopted by Board of Trustees 8/13/14.
Grade Point Re-Evaluation
(Excluding Nursing Program)

Policy 3.28

This policy is meant for those 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 will not be counted toward graduation and will not 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 Academics & Extended Learning.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 8/13/14.)

Independent Investigation
(Independent Study) Requests

Policy 3.29

1. Student requests credit through Independent study by submitting a written proposal to the instructor and/or discussion with the instructor.

2. After the instructor approves the proposal, student and/or instructor completes the Independent Investigation form (see 3.29A). This form is to be submitted to the Dean of Academics & Extended Learning and approval granted before the student may register for the course. This form will contain the following information in sufficient detail to clearly describe each procedure:
   a. Course number
   b. Description of project
   c. Objectives
   d. Description of procedures for meeting objectives
   e. Description of method of evaluation (by instructor)
   f. Schedule of conferences

3. After approval, copies will be forwarded to the student, instructor, and Registrar by Dean of Academics & Extended Learning.

4. The following regulations apply:
   a. A student may carry one course per semester for 2 semester hours of credit.
   b. Any student is limited to one Independent Investigation course per semester and may take no more than 6 credit hours during his/her enrollment at Glen Oaks.
   c. A minimum of 2.5 GPA in the field of investigation will be a prerequisite for enrolling. Students applying for Independent Investigations credit must have accumulated 15 semester hours of college credit. If only one course has been taken in the field of investigation, the grade of 3.0 will be a prerequisite for Independent Investigations privileges. In instances where more than one course has been taken in the subject, the 2.5 GPA will apply. Any exceptions to item “c” shall be submitted to the Dean of the College for consideration.
   d. The normal number grading system will apply.
   e. Independent Investigation will not be approved for a course offered on the regular schedule.

July 1992. (Position titles updated 07/02.) revised 9/14/05, 8/13/14.

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 semester. 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 computed in arriving at a grade point average (GPA). (See Incomplete Work for additional information on p. 27). A “W” (Withdrawal), “V” (Visitor Audit), “CR” (CRedit granted), “IP” (In Progress; no credit) and NC (No Credit) are also not computed in student’s GPA.

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.

Certificate/Degree Requirements
Policy 3.31
Current requirements for graduation with an associate degree are as follows:

Degree Requirements
1. A cumulative grade point average of at least 2.0 (C); specific programs require a higher GPA
2. A minimum of 62 credits for an associate degree in the required areas.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Certificate Requirements
1. A cumulative grade point average of at least 2.0.
2. Satisfy the credit requirements of the certificate.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Dean of Academics & Extended Learning.

Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, revised 8/13/14.

(Position titles updated 07/02, 8/13/14.)

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.

Second Degrees
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 grade point average for the additional credits. It is required that these additional credits be planned and approved in writing through a counselor. The 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 Certificates
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, reviewed 8/13/14.

Physical Education Waiver
Students who present a statement from a medical doctor may request the Dean of Academics & Extended Learning to waive the physical education requirement for graduation. Students exempted from the physical education requirement must complete 62 semester hours for all associate degrees.

Adopted by Board of Trustees 3/14/90, revised 9/14/05, 8/13/14.

(Position titles updated 07/02, 8/13/14.)
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. Recognition is given as 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 Board of Trustees 1/13/93, reviewed 9/14/05, 8/13/14.

Honors - President’s And Dean’s Lists

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 g.p.a. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the g.p.a. 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 g.p.a. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the g.p.a. are not used to determine full or part-time status.

Adopted by Board of Trustees 2/13/91, revised 5/12/93, revised 9/14/05, reviewed 8/13/14.

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.

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, and General. You can learn more about these scholarships by visiting the Glen Oaks website at [www.glenoaks.edu](http://www.glenoaks.edu) and reviewing the scholarships under the Foundation heading.
Graduation

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) 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 Registration/Records Office in Student Services.

3. Complete the Application for Graduation form.

4. Submit completed form to the Registration/Records Office.

5. 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.

6. 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.

7. 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 Registration/Records Office again at the beginning of the semester you intend to complete to re-activate your application.

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

9. 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 are as follows:

Degree Requirements

1. A cumulative grade point average of at least 2.0. (C); specific programs require a higher GPA

2. A minimum of 62 credits for an associate degree in the required areas.

3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Certificate Requirements

1. A cumulative grade point average of at least 2.0.

2. Satisfy the credit requirements of the certificate.

3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Dean of Academics & Extended Learning.

Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, revised 8/13/14.

(Position titles updated 07/02, 8/13/14.)

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]

Transcript Fees
Policy 3.35

Students must complete a transcript request form available from the Registrar. The first three official transcripts will be free. Each additional official transcript will be $3.00 (effective 5/8/13). 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 bookstore, 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, revised 5/8/13, reviewed 8/13/14.

Guarantee: Business and Technology Training
Policy 3.38

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 designation 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, reviewed 8/13/14.
The Michigan Transfer Agreement replaces the MACRAO Transfer Agreement and takes effect for students entering Fall 2014 or later. Students starting prior to Fall 2014 will be able to complete the existing MACRAO Transfer Agreement through Summer 2019, or they may complete the MTA requirements.

The Michigan Transfer Agreement is designed to facilitate transfer from one institution to another. One of the guiding principles of the agreement is to promote transparency among institutions and ensure accurate transfer information for students. The thirty credit hours of lower-level general education from the sending institution will be accepted as a block of 30 credit hours by the receiving institution. Students may complete the Michigan Transfer Agreement as part of an associate degree or as a stand-alone package.

**MTA Requirements**

To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits, with at least a 2.0 in each course. These credits, which will be certified by a Michigan community college, should be met according to the following distributions (see the MTA Articulation Handbook for more details):

- 1 course in English Composition
- A second course in English Composition or 1 course in Communications
- 1 course in Mathematics from one of three pathways: College Algebra, Statistics or Quantitative Reasoning
- 2 courses in Social Sciences (from two disciplines)
- 2 courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
- 2 courses in Natural Sciences including one with laboratory experience (from two disciplines)

For further information on the MTA, visit: www.macrao.org/Publications/MTA.asp

Please see the MTA/MACRAO Crosswalk table later in this section to see how courses at Glen Oaks meet the requirements for both agreements.

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

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**Michigan Transfer Agreement (MTA)**

*Policy 3.36*

The Michigan 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 two-year requirements of the four-year college.

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

- One course in English Composition
- A second Course in English Composition or one course in Communications
- Two courses in Social Sciences (from two disciplines)
- Two courses in Natural Sciences including one with laboratory experience (from two disciplines)
- Two courses in Humanities/Fine Arts (from two disciplines excluding studio and performance classes)
- One math course in College Algebra, Statistics or Quantitative Reasoning, or an advanced level course in any of these areas will also be accepted

Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, 8/13/14.
Please refer to the following table to see how Glen Oaks courses fit into the requirements for both MTA and MACRAO agreements.

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* Denotes new course number
Revised 7/8/14

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**Glossary of Academic Terms**

For course descriptions, degrees and certificates the follow.

**Catalog in Effect** - Requirements for all Glen Oaks degrees will be evaluated from this catalog or the catalog in effect when you first enrolled, provided the entry catalog is no more than four years earlier, and there are no extended interruptions (one academic year or three sequential semesters) in completing the degree.

**Contact Hours** - A contact hour is equal to the time instructors spend in classroom, the basis of calculating tuition and fees.

**Course Prefix** - The three letters preceding the course number (i.e.: for ENG 121 English Composition, the course prefix would be COM).

**Credits, Semester Hour, or Credit Hours** - One semester hour is equal to approximately one hour/week in class over a 15-week semester.

**Curriculum Guide** - A detailed checklist of course requirements for either a degree or certificate.

**Degree Requirements** - Courses from each of five curricular areas, plus electives, are required for each associate degree (communications, humanities, social science, natural science, and physical education).

**Electives** - Courses that can be chosen to meet requirements.

**Prerequisite** - Class or classes needed before taking course.

**Target College** - College to which a student plans to transfer.

**Transfer Guide** - A detailed listing of Glen Oaks courses which will transfer to a specific college in a particular major. Transfer Guides may be customized for special colleges or majors.
Transfer of Credits From Other Institutions

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 that has been received directly from the issuing institution. It must bear the college seal, date, and an appropriate signature or appropriate electronic-transfer. 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 forty-seven (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 or higher may be transferred.

Credits over 10 years old may not be accepted. The Registrar may request the student to take course placement evaluation exam to find how much knowledge the student has retained.

The student has the responsibility to have an official copy of his/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 of credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Postsecondary 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 shall have 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 Board of Trustees July 1992, 1/13/93, revised 9/14/05, 8/13/14.

Transfer of Credits / Evaluating Transcripts From Other Institutions

The transferability of credits earned at other institutions may be determined by requesting that the Registrar evaluate official transcripts of credit. An official transcript is one received directly from the issuing institution bearing the college seal, date, and an appropriate signature or appropriate electronic-transfer. 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.

If the credits are over 10 years old, the student will be asked to do a placement evaluation to determine course transfer.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a 2.0 (C) or higher may be transferred to Glen Oaks.

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 from the college(s) the student attended (or course descriptions) covering the period of study.

Glen Oaks will transfer credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Post-Secondary Education.

Students with international transcripts will be asked to obtain evaluation of credits from an evaluation service to determine possible transfer of credits.

When students 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, a natural science with or without lab, humanities, social science, business, technology, math or elective credit.

Students are encouraged to see the Registrar about any questions concerning the evaluation.

July 1992, revised 9/14/05, 8/13/14.
**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

**Reverse Transfer**

*(Credit When It’s Due)*

Reverse Transfer is a process where academic credits for course work completed at a four-year university are transferred back to your community college to satisfy associate degree requirements.

Some students transfer prior to completing an associate degree at a community college, with a percentage of this group gaining a bachelor’s degree eventually through a combination of credits from both institutions.

Through Reverse Transfer, a student’s academic achievements are recognized with an associate degree after they have transferred to a four-year school and have accumulated credits needed to fulfill the two-year degree program requirements.

Glen Oaks Community College currently has Reverse Transfer Agreements with:

- Ferris State University
- Grand Valley State University
- Western Michigan University

Contact the Registration and Records Office at Glen Oaks to learn more. (888-994-7818)

**Transfer Advising**

Glen Oaks Community College offers courses that are helpful toward the achievement of many four-year programs of study. Frequently students can secure a two-year associate degree on the way to a four-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 Advising 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.

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**Transcript Requests**

**Policy 3.35**

Students must complete a Transcript Request Form available from the Registration/Records Office and on the Glen Oaks website. The first three official transcripts will be free. Each additional official transcript will be $3 (effective 2013). 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, revised 5/8/13]
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
Family Life Education
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, advisors 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 an advisor 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 advisor will develop a draft outline as soon as possible, and contact you for a follow-up appointment.
3. Review the draft outline with the advisor 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 advisor 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 advisor 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 an advisor 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.”

Transfer Advising

Glen Oaks urges you to visit the advisors in Student Services to coordinate your joint transfer plans with the latest information from your transfer institution. Working together, Glen Oaks advisors 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 advising 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 advisors 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 advisors 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 advisors are aware of Transfer Program information which can impact GOCC students.

Spring Arbor University

Spring Arbor University offers a Bachelor of Science in Organizational Management on the Glen Oaks campus. The degree completion program is accelerated, convenient and manageable for the full-time working student. The degree is business oriented and is a perfect stepping stone to a graduate degree in a similar field. The class sessions are offered in a one-night-a-week format. For more information contact Spring Arbor’s Karen Rice, admissions and corporate relations representative, at 269-372-9754 or email her at: Karen.Rice@arbor.edu.

Trine University

Trine University is partnering with Glen Oaks Community College to offer adult and traditional learners a new path to earning a bachelor or master degree from Trine. The partnership creates a pathway from an associate degree to a bachelor or master degree. Trine, whose main campus is in Angola, Indiana, has agreed to jointly develop programs to be offered on the Glen Oaks campus.

The 2+2 Pathway allows students to take their first two years at Glen Oaks and their second two years at Trine. The route students take depends largely on the academic program in which they are interested. Trine grants bachelor and master degrees in more than 35 areas of study.
Since 2008, Glen Oaks graduates have successfully transferred to over 54 colleges and universities.

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</table>
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 advisor and map out your future.

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* Fully online program

**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 advisors can develop a “program specific” transfer guide for any major at any college you choose in the United States.
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 150 Public Speaking* ...................................3 Credits
ENG 121 English Composition I* ..........................3 Credits
ENG 122 English Composition II* .........................3 Credits

Humanities (8 required credit hours)
One (1) literature course from the following 3 courses must be taken:
ENG 201 Women and Literature*........................... 4 Credits
ENG 212 Contemporary Literature* ...................... 4 Credits
HUM/ENG 235 World Mythologies* .....................4 Credits
AND
The following course must be taken:
HUM 101 Modern Culture and the Arts* ............... 4 Credits

Social Science (16 required credit hours)
The following courses must be taken:
ANTH 201 Introduction to Cultural
Anthropology*.................................................. 4 Credits
HIST 201 U.S. History I: European
Colonization to 1877*....................................... 4 Credits
HIST 202 U.S. History II: Reconstruction
to the Present* ............................................. 4 Credits
AND
PSY 101 Psychology* or
SOC 120 Principles of Sociology* ....................... 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:
BIO 121 General Biology I* and
BIO 122 General Biology II* ................................. 8 Credits
OR
CHEM 133 General Chemistry I* and
CHEM 134 General Chemistry II* ......................... 8 Credits
OR
PHYS 155 General Physics I*
PHYS 153 General Physics II* and
PHYS 154 General Physics II Lab*.......................... 10 Credits

One (1) Mathematics course from the following 9 courses must be taken:
MATH 105 Mathematical Concepts
   for Elementary Teachers*.............................. 4 Credits
MATH 117 Finite Mathematics* .......................... 4 Credits
MATH 151 College Algebra* .............................. 4 Credits
MATH 153 College Trigonometry* ....................... 4 Credits
MATH 161 Calculus I and Analytic Geometry* ....... 4 Credits
MATH 162 Calculus II and Analytic Geometry* ...... 4 Credits
MATH 201 Introduction to Statistics* ................... 3 Credits
MATH 261 Calculus III and Analytic Geometry* .... 4 Credits
MATH 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* ....................... 3 Credits
   Note specific course prerequisites for studio courses selected
ART 100 Art Appreciation* .............................. 4 Credits
ART 160, 260 Photography courses* .................. 3 Credits
ART 220 History of Art I* ............................... 4 Credits
ART 221 History of Art II* .............................. 4 Credits
BIO 120 Biology* .......................... 4 Credits
BIO 125 Environment and Society* ................... 3 Credits
BIO 201 Ecology* ...................................... 3 Credits
BIO 210 Anatomy & Physiology I* .................... 4 Credits
BIO 211 Anatomy & Physiology II* .................... 4 Credits
BIO 212 Pathophysiology* ................................ 4 Credits
BIO 230 Microbiology* .................................. 4 Credits
CHEM 130 Chemistry* .................................. 4 Credits
CIS 101 Introduction to Computers & Software* .. 4 Credits
CIS 117 Visual Basic Programming for
   Microcomputers* ..................................... 3 Credits
COM 110 Interpersonal Communications* .......... 3 Credits
COM 140 General Communications: Speech* .......... 3 Credits
ECON 203 Principles of Economics (Micro)* ....... 4 Credits
ECON 204 Principles of Economics (Macro) .......... 4 Credits
ENG 107-234 any Literature class* ..................... 4 Credits
ENG 126 Introduction to Creative Writing* .......... 3 Credits
ENG 252 Traditional Grammar* ........................ 3 Credits
Associate of Arts Degree (Continued)

GEOG 142 Physical Geography* ......................... 4 Credits
GEOL 145 Physical Geology* ................................ 4 Credits
HIST 101 Western Civilization I:
    Ancient World to 1715* .................................. 4 Credits
HIST 102 Western Civilization II:
    Europe c. 1700 to Present* .............................. 4 Credits
LNG 110-261 any Foreign Language course* .......... 4 Credits
MUS 150 Music Appreciation* .............................. 4 Credits
PHED 106 Wellness and Life Style* .................... 2 Credits
PHIL 210 Ethics* .................................................... 4 Credits
PHIL 230 Introduction to Philosophy* ................... 3 Credits
PHYS 144 Astronomy* .......................................... 4 Credits
PSI 110 American Government and
    Political Science* ........................................ 4 Credits
PSY 201 Psychology and Personality* ................. 3 Credits
PSY 210 Human Growth & Development* ............. 4 Credits
REL 231-233 any Religion Course* ....................... 4 Credits
SOC 121 Modern Social Problems* ...................... 4 Credits
SOC 220 Marriage and Family* ............................. 4 Credits

*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 MACRAO requirements in order to qualify for the degree.

Effective: Fall 2011
Current as: 07/16/14

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 their 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 140 General Communications: Speech* ......... 3 Credits
OR
COM 150 Public Speaking* ................................. 3 Credits
ENG 121 English Composition I* .......................... 3 Credits
ENG 122 English Composition II* ........................ 3 Credits

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

Humanities (choose 8 credit hours from 2 different prefixes)
ALH 250 Medical Law & Bioethics .......................... 3 Credits
ART 100 Art Appreciation* .................................. 4 Credits
ART 220 History of Art I* ..................................... 4 Credits
ART 221 History of Art II* .................................... 4 Credits
ENG 107-234 Literature Classes* ......................... 4 Credits
HIST 101 Western Civilization I:
    Ancient World to 1715* .................................. 4 Credits
HIST 102 Western Civilization II:
    Europe c. 1700 to Present* ................................ 4 Credits
LNG 100-261 any Foreign Language course* ......... 4 Credits
MUS 150 Music Appreciation* .............................. 4 Credits
PHIL 210 Ethics* ...................................................... 4 Credits
PHIL 230 Introduction to Philosophy* .................. 3 Credits
PHYS 144 Astronomy* .......................................... 4 Credits
PSI 110 American Government and
    Political Science* ........................................ 4 Credits
PSY 201 Psychology and Personality* ................. 3 Credits
PSY 210 Human Growth & Development* ............. 4 Credits

Mathematics (choose 4 credit hours)
MATH 104 Intermediate Algebra* .......................... 4 Credits
MATH 105 Mathematical Concepts
    for Elementary Teachers* ............................... 4 Credits
MATH 117 Finite Mathematics* ................................ 4 Credits
MATH 151 College Algebra* ................................. 4 Credits
MATH 153 College Trigonometry* .......................... 4 Credits
MATH 161 Calculus I and Analytic Geometry* ....... 4 Credits
MATH 162 Calculus II and Analytic Geometry* ....... 4 Credits
MATH 201 Introduction to Statistics* .................... 4 Credits

Continued on next page...
Associate of General Studies Degree  
(Continued)  

MATH 261 Calculus III and Analytic Geometry*………….4 Credits  
MATH 262 Linear Algebra & Differential Equations*…………………………………….4 Credits  

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

Natural Science (choose 4 credit hours with lab)  
BIO 120 Biology*……………………………………….4 Credits  
BIO 121 General Biology I*………………………………4 Credits  
BIO 122 General Biology II*………………………………4 Credits  
BIO 125 Environment and Society*……………………3 Credits  
BIO 201 Ecology*……………………………………….4 Credits  
BIO 210 Human Anatomy & Physiology I*………………4 Credits  
BIO 211 Human Anatomy & Physiology II*………………4 Credits  
BIO 212 Pathophysiology*………………………………4 Credits  
BIO 230 Microbiology*……………………………………4 Credits  
CHEM 130 Chemistry*……………………………………4 Credits  
CHEM 133 General Chemistry I*……………………………4 Credits  
CHEM 134 General Chemistry II*……………………………4 Credits  
GEOG 142 Physical Geography*……………………………4 Credits  
GEOL 145 Physical Geology*……………………………….4 Credits  
PHYS 144 Astronomy*……………………………………4 Credits  
PHYS 153 General Physics II* and  
PHYS 154 General Physics II Lab*…………………………1 Credit  
PHYS 155 General Physics I*……………………………4 Credits  
PHYS 251 Physics I* and  
PHYS 252 Physics I Lab*……………………………………1 Credit  
PHYS 253 Physics II* and  
PHYS 254 Physics II Lab*……………………………………1 Credit  

Elective courses (25 credit hours required)  

Total ………………………….62 Credits  

*Course has a prerequisite  

Effective: Fall 2011  
Current as: 7/16/14
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)**
- ENG 121 English Composition I* ........................................ 3 Credits
- ENG 122 English Composition II* ...................................... 3 Credits

**Humanities (choose 8 credit hours from 2 different prefixes)**
- ALH 250 Medical Law & Bioethics ..................................... 3 Credits
- ART 100 Art Appreciation* ............................................. 4 Credits
- ART 220 History of Art I* .................................................. 4 Credits
- ART 221 History of Art II* .................................................. 4 Credits
- ENG 107-234 Literature Classes* ...................................... 4 Credits
- HIST 101 Western Civilization I: Europe c. 1700 to Present* .......... 4 Credits
- HIST 102 Western Civilization II: Europe c. 1700 to Present* .......... 4 Credits
- HUM 101 Modern Culture and the Arts* .................................. 4 Credits
- LNG 161 Spanish I ............................................................ 4 Credits
- LNG 162 Spanish II* .......................................................... 4 Credits
- LNG 163 Spanish III* ......................................................... 4 Credits
- LNG 261 Spanish IV* .......................................................... 4 Credits
- MUS 150 Music Appreciation* ............................................. 4 Credits
- MUS 151 Music Appreciation: Jazz & Pop* .............................. 4 Credits
- PHIL 210 Ethics* ............................................................... 4 Credits
- PHIL 230 Introduction to Philosophy* .................................... 3 Credits
- REL 231 Comparative Religions* ......................................... 4 Credits
- REL 232 Old Testament* .................................................... 4 Credits
- REL 233 New Testament* .................................................... 4 Credits

**Social Science (choose 8 credit hours from 2 different prefixes)**
- ANTH 201 Introduction to Cultural Anthropology* ..................... 4 Credits
- ECON 203 Principles of Economics (Micro)* ........................... 4 Credits
- ECON 204 Principles of Economics (Macro)* ........................... 4 Credits
- HIST 101 Western Civilization I: Ancient World to 1715* ............ 4 Credits
- HIST 102 Western Civilization II: Europe c. 1700 to Present* .......... 4 Credits
- HIST 201 U.S. History I: European Colonization to 1877* ............ 4 Credits
- HIST 202 U.S. History II: Reconstruction to the Present* .............. 4 Credits
- HIST 204 History of Michigan* ............................................. 4 Credits
- PSI 110 American Government & Political Science* .................... 4 Credits
- PSI 111 State and Local Government* .................................... 3 Credits
- PSY 101 Psychology* ...................................................... 4 Credits
- PSY 201 Psychology & Personality* ..................................... 3 Credits
- PSY 210 Human Growth & Development* ................................ 4 Credits
- PSY 220 Abnormal Psychology* ......................................... 4 Credits
- PSY 250 Human Sexuality* ............................................... 4 Credits
- PSY 260 Social Psychology* .............................................. 4 Credits
- SOC 120 Principles of Sociology* ....................................... 4 Credits
- SOC 121 Modern Social Problems* ...................................... 4 Credits
- SOC 220 Marriage & Family* .............................................. 4 Credits
- TOTAL............................................................ 62-63 Credits

**Natural Science Core (required courses – 21 credits)**
- BIO 121 General Biology I* ............................................... 4 Credits
- CHEM 133 General Chemistry I* and CHEM 134 General Chemistry II* ........ 4 Credits
- MATH 161 Calculus I & Analytic Geometry* ............................ 4 Credits
- PHYS 155 General Physics I* ............................................. 5 Credits
- OR
- PHYS 251 Physics I* ...................................................... 4 Credits
- PHYS 252 Physics I Lab* .................................................. 1 Credit

**Life Science Emphasis**
Students planning on further study in the life sciences should complete the following additional coursework:
- BIO 122 General Biology II* ............................................... 4 Credits
- BIO 275 Biology Research Project* .................................... 2 Credits
- Plus 13 hours of additional coursework from the life sciences prefixes: BIO or Mathematics: MATH 162 Calculus II or higher

**Physical Science Emphasis**
Students planning on further study in the physical sciences should complete the following additional coursework:
- PHYS 253 Physics II* ...................................................... 4 Credits
- PHYS 254 Physics II Lab* .................................................. 1 Credit
- PHYS 275 Physical Science Research Project* .......................... 2 Credits
- Plus 12 hours of electives in the following prefixes: GEOG, GEOL, PHYS, or Mathematics at MATH 162 Calculus II or higher

**Total..........................62-63 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

Current as: 7/16/14
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)**
- ENG 121 English Composition I* ............................ 3 Credits
- ENG 122 English Composition II* ........................... 3 Credits

**Social Science (20 hours required – 12 specific courses)**
The following must be taken:
- ANTH 201 Introduction to Cultural Anthropology .......................... 4 Credits
- PSI 110 American Government and Political Science* ...................... 4 Credits
**AND**
- HIST 202 U.S History II* ........................................... 4 Credits
**OR**
- HIST 102 Western Civilization II* .................................. 4 Credits

**Choose 8 hours from two different prefixes**
- ECON 203 Principles of Economics-Micro* ................. 4 Credits
- ECON 204 Principles of Economics-Macro* .................. 4 Credits

**AND**
- HIST 101 Western Civilization I* .................................. 4 Credits
**OR**
- HIST 102 Western Civilization II* .................................. 4 Credits

**Humanities (choose 8 hours from two different prefixes)**
- ALH 250 Medical Law & Bioethics .............................. 3 Credits
- ART 100 Art Appreciation ........................................ 4 Credits
- ART 220 Art History I ............................................. 4 Credits
- ART 221 Art History II ............................................. 4 Credits
- ENG 212 Contemporary Literature* ........................... 4 Credits
- HUM 101 Modern Culture and the Arts .......................... 4 Credits
- HUM 234 World Mythologies* ................................. 4 Credits
- MUS 150 Music Appreciation ................................... 4 Credits
- PHIL 210 Ethics* .................................................... 4 Credits
- PHIL 230 Introduction to Philosophy ........................... 3 Credits
- REL 231 Comparative Religions .................................. 4 Credits

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

**Foreign Language (8 hours required – may be waived for student with demonstrated fluency in a foreign language)**
- LNG 161 Spanish I ................................................... 4 Credits
- LNG 162 Spanish II* ................................................. 4 Credits
- LNG 163 Spanish III* ................................................. 4 Credits
- LNG 261 Spanish IV* ................................................. 4 Credits

**Electives** ............................................................... 2 Credits

**Natural Science (8 hours required)**
- PHYS 144 Astronomy* ............................................. 4 Credits
**AND**
- BIO 121 General Biology I* ....................................... OR 4 Credits
- BIO 122 General Biology II* ..................................... OR 4 Credits
- CHEM 133 General Chemistry I* .............................. OR 4 Credits
- CHEM 134 General Chemistry II* ............................ OR 4 Credits
- PHYS 155 General Physics I* .................................. OR 5 Credits

**AND**
- PHYS 251 Physics I* And ........................................ 4 Credits
**OR**
- PHYS 252 Physics I Lab* ....................................... 1 Credit
- PHYS 253 Physics II* And ....................................... 4 Credits
- PHYS 254 Physics II Lab* ....................................... 1 Credit

**Total Hours Required...64 Credits**

*Course has a prerequisite

Effective: Fall 2011
Current as 7/16/14
The Associate of Arts in Visual Arts Degree with emphasis in Commercial Photography enables students to pursue a career or interest in Photography. The degree provides knowledge of the photographic process from creation to the output of the image. The degree provides practical experience in product, portrait, and location photography. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university, art school or to begin work in the field of commercial photography.

**Art Studio Requirements (12 credit hours)**
ART 107 Two-Dimensional Design ...................... 3 Credits
ART 160 Basic Photography ................................ 3 Credits
ART 170 Image Manipulation: Photoshop .............. 3 Credits
ART 260 Advanced Photography* ...................... 3 Credits

**Art Studio Electives (Choose 9 credit hours)**
ART 104 Object Drawing ................................ 3 Credits
ART 105 Drawing and Creativity ........................ 3 Credits
ART 108 Three-Dimensional Design ..................... 3 Credits
ART 115 Introduction to Graphic Design .............. 3 Credits
ART 116 Color for Graphic Design ..................... 3 Credits
ART 172 Digital Illustration* ............................ 3 Credits
ART 210 Life Drawing* .................................... 3 Credits
ART 231 Sculpture* ......................................... 3 Credits
ART 232 Metal Sculpture I* ................................ 3 Credits
ART 233 Metal Sculpture II* ............................... 3 Credits
ART 240 Painting* ........................................... 3 Credits
ART 241 Printmaking: Intaglio and Relief .............. 3 Credits
ART 242 Watercolor I ...................................... 3 Credits
ART 243 Watercolor II* .................................... 3 Credits
ART 244 Oil Painting I* ................................... 3 Credits
ART 245 Oil Painting II* ................................... 3 Credits
ART 246 Printmaking: Silk Screen ....................... 3 Credits
ART 250 Tempera Painting I ............................... 3 Credits
ART 251 Tempera Painting II* ............................ 3 Credits
ART 252 Pastel I* ........................................... 3 Credits
ART 253 Pastel II* .......................................... 3 Credits

**Capstone Course (2 required credit hours)**
ART 290 Portfolio* .......................................... 2 Credits

**History of Art (8 required credit hours)**
ART 220 History of Art I* .................................. 4 Credits
ART 221 History of Art II* .................................. 4 Credits

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

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

**Humanities (choose 4 credit hours)**
ALH 250 Medical Law & Bioethics ....................... 3 Credits
ENG 107-234 Literature Classes* ....................... 4 Credits
HIST 101 Western Civilization I: European c. 1700 to Present* .................................... 4 Credits
HIST 102 Western Civilization II: Ancient World to 1715* .................................... 4 Credits
HUM 101 Modern Culture and the Arts* ................ 4 Credits
LNG 161 Spanish I .......................................... 4 Credits
LNG 162 Spanish II* ....................................... 4 Credits
LNG 163 Spanish III* ..................................... 4 Credits
LNG 261 Spanish IV* ...................................... 4 Credits
MUS 150 Music Appreciation* ............................. 4 Credits
MUS 151 Music Appreciation: Jazz & Pop* .......... 4 Credits
PHIL 210 Ethics* ........................................... 4 Credits
PHIL 230 Introduction to Philosophy* .................. 3 Credits
REL 231 Comparative Religions* ........................ 4 Credits
REL 232 Old Testament* .................................. 4 Credits
REL 233 New Testament* .................................. 4 Credits

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

**Social Science (choose 8 credit hours from 2 different prefixes)**
ANTH 201 Introduction to Cultural Anthropology* ........................................... 4 Credits
ECON 203 Principles of Economics (Micro)* ........ 4 Credits

Continued on next page...
Associate of Arts Degree: Emphasis In Commercial Photography (Continued)

ECON 204 Principles of Economics (Macro)* ............................. 4 Credits
HIST 101 Western Civilization I: Ancient World to 1715* .................. 4 Credits
HIST 102 Western Civilization II: Europe c. 1700 to Present* ............. 4 Credits
HIST 201 U.S. History I: European Colonization to 1877* ............... 4 Credits
HIST 202 U.S. History II: Reconstruction to the Present* .................. 4 Credits
HIST 204 History of Michigan* ............................................ 4 Credits
PSI 110 American Government & Political Science* .......................... 4 Credits
PSI 111 State and Local Government* ..................................... 3 Credits
PSY 101 Psychology* ....................................................... 4 Credits
PSY 201 Psychology & Personality* ........................................... 3 Credits
PSY 210 Human Growth & Development* ..................................... 4 Credits
PSY 220 Abnormal Psychology* ............................................. 4 Credits
PSY 250 Human Sexuality* ................................................... 4 Credits
PSY 260 Social Psychology* .................................................... 4 Credits
SOC 120 Principles of Sociology* ............................................. 4 Credits
SOC 121 Modern Social Problems* ............................................. 4 Credits
SOC 220 Marriage & Family* ................................................... 4 Credits

Natural Science (choose 4 credit hours with labs)
BIO 120 Biology* ............................................................... 4 Credits
BIO 121 General Biology I* .................................................... 4 Credits
BIO 122 General Biology II* ................................................... 4 Credits
BIO 125 Environment and Society* ............................................. 3 Credits
BIO 201 Ecology* .............................................................. 4 Credits
BIO 210 Anatomy & Physiology I* ......................................... 4 Credits
BIO 211 Anatomy & Physiology II* .......................................... 4 Credits
BIO 212 Pathophysiology* ..................................................... 4 Credits
BIO 230 Microbiology* ........................................................ 4 Credits
CHEM 130 Chemistry* .......................................................... 4 Credits
CHEM 133 General Chemistry I* ............................................... 4 Credits
CHEM 134 General Chemistry II* .............................................. 4 Credits
GEOG 142 Physical Geography* ................................................ 4 Credits
GEOL 145 Physical Geology* .................................................. 4 Credits
PHYS 153 General Physics II* and PHYS 251 Physics I* ........................ 4 Credits
PHYS 155 General Physics I* ..................................................... 5 Credits
PHYS 252 Physics I Lab* .......................................................... 1 Credit
PHYS 253 Physics II* and PHYS 254 Physics II Lab* ........................... 4 Credits
PHYS 144 Astronomy* ............................................................ 4 Credits

Total........................................64-65 Credits

*Course has a prerequisite

Effective: Fall 2013
Current as: 7/16/14
## Associate of Arts in Visual Arts Degree:
### Emphasis in Fine Art

The Associate of Arts in Visual Arts Degree with emphasis in Fine Art enables students to pursue a career or interest in Fine Art. The degree provides grounding in art fundamentals and allows specialization in areas of particular interest. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

### Art Studio Requirements (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 Drawing and Creativity</td>
<td>3</td>
</tr>
<tr>
<td>ART 104 Object Drawing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Art Studio Requirements (12 credit hours)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Art Studio Electives (Choose 9 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 107 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 108 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 274 Typography*</td>
<td>3</td>
</tr>
<tr>
<td>ART 276 Advertising Design*</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 242 Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>ART 243 Watercolor II*</td>
<td>3</td>
</tr>
<tr>
<td>ART 244 Oil Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 245 Oil Painting II*</td>
<td>3</td>
</tr>
<tr>
<td>ART 246 Printmaking: Silk Screen</td>
<td>3</td>
</tr>
<tr>
<td>ART 250 Tempera Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251 Tempera Painting II*</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Pastel I</td>
<td>3</td>
</tr>
<tr>
<td>ART 253 Pastel II*</td>
<td>3</td>
</tr>
<tr>
<td>ART 260 Advanced Photography*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Capstone Course (2 required credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 290 Portfolio*</td>
<td>2</td>
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**History of Art (8 required credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 220 History of Art I*</td>
<td>4</td>
</tr>
<tr>
<td>ART 221 History of Art II*</td>
<td>4</td>
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</tbody>
</table>

**Communications (9 required credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM 140 General Communications: Speech</td>
<td>3</td>
</tr>
<tr>
<td>OR COM 150 Public Speaking</td>
<td>3</td>
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**Computer Literacy (4 required credits hours)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 101 Introduction to Computers &amp; Software*</td>
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**Humanities (choose 4 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALH 250 Medical Law &amp; Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101 Western Civilization I:</td>
<td></td>
</tr>
<tr>
<td>Ancient World to 1715*</td>
<td>4</td>
</tr>
<tr>
<td>HIST 102 Western Civilization II:</td>
<td>4</td>
</tr>
<tr>
<td>Europe c. 1700 to Present*</td>
<td>4</td>
</tr>
<tr>
<td>HUM 101 Modern Culture and the Arts*</td>
<td>4</td>
</tr>
<tr>
<td>HUM 102 Modern Culture and the Arts*</td>
<td>4</td>
</tr>
<tr>
<td>MUS 150 Music Appreciation*</td>
<td>4</td>
</tr>
<tr>
<td>MUS 151 Music Appreciation: Jazz &amp; Pop*</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 210 Ethics*</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 230 Intro to Philosophy*</td>
<td>3</td>
</tr>
<tr>
<td>REL 231 Comparative Religions*</td>
<td>4</td>
</tr>
<tr>
<td>REL 232 Old Testament*</td>
<td>4</td>
</tr>
<tr>
<td>REL 233 New Testament*</td>
<td>4</td>
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</table>

**Mathematics (choose 4 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 101 Intermediate Algebra*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 105 Mathematical Concepts</td>
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</tr>
<tr>
<td>MATH 104 Intermediate Algebra*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 117 Finite Mathematics*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 151 College Algebra*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 153 College Trigonometry*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 161 Calculus I and Analytic Geometry*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 162 Calculus II and Analytic Geometry*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 201 Introduction to Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MATH 261 Calculus III and Analytic Geometry*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 262 Linear Algebra &amp;</td>
<td>4</td>
</tr>
<tr>
<td>Differential Equations*</td>
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</tbody>
</table>

**Social Science (choose 8 credit hours from 2 different prefixes)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANCON 201 Introduction to Cultural Anthropology*</td>
<td>4</td>
</tr>
<tr>
<td>ECON 203 Principles of Economics (Micro)*</td>
<td>4</td>
</tr>
<tr>
<td>ECON 204 Principles of Economics (Macro)*</td>
<td>4</td>
</tr>
<tr>
<td>HIST 101 Western Civilization I:</td>
<td></td>
</tr>
<tr>
<td>Ancient World to 1715*</td>
<td>4</td>
</tr>
<tr>
<td>HIST 102 Western Civilization II:</td>
<td>4</td>
</tr>
<tr>
<td>Europe c. 1700 to Present*</td>
<td>4</td>
</tr>
</tbody>
</table>

Continued on next page...
**Associate of Arts Degree: Emphasis In Fine Art (Continued)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 201</td>
<td>U.S. History I: European Colonization to 1877</td>
<td>4</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History II: Reconstruction to the Present</td>
<td>4</td>
</tr>
<tr>
<td>HIST 204</td>
<td>History of Michigan</td>
<td>4</td>
</tr>
<tr>
<td>PSI 110</td>
<td>American Government &amp; Political Science</td>
<td>4</td>
</tr>
<tr>
<td>PSI 111</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Psychology &amp; Personality</td>
<td>4</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Human Growth &amp; Development</td>
<td>4</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Human Sexuality</td>
<td>4</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Social Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Principles of Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 121</td>
<td>Modern Social Problems</td>
<td>4</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Marriage &amp; Family</td>
<td>4</td>
</tr>
</tbody>
</table>

**Art Studio Requirements (18 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 115</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 116</td>
<td>Color for Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 170</td>
<td>Image Manipulation: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>ART 172</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ART 274</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 276</td>
<td>Advertising Design</td>
<td>3</td>
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</tbody>
</table>

**Art Studio Electives (Choose 9 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 104</td>
<td>Object Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>Drawing and Creativity</td>
<td>3</td>
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<tr>
<td>ART 107</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Printmaking: Intaglio and Relief</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>ART 243</td>
<td>Watercolor II</td>
<td>3</td>
</tr>
<tr>
<td>ART 244</td>
<td>Oil Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 245</td>
<td>Oil Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 246</td>
<td>Printmaking: Silk Screen</td>
<td>3</td>
</tr>
<tr>
<td>ART 250</td>
<td>Tempera Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 251</td>
<td>Tempera Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 252</td>
<td>Pastel I</td>
<td>3</td>
</tr>
<tr>
<td>ART 253</td>
<td>Pastel II</td>
<td>3</td>
</tr>
<tr>
<td>ART 260</td>
<td>Advanced Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Capstone Course (2 required credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 290</td>
<td>Course</td>
<td>2</td>
</tr>
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</table>

**Business (6 required credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 153</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Web Page Design with Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 64-65

*Course has a prerequisite

Effective: Fall 2013

Current as: 7/16/14

**Associate of Arts in Visual Arts Degree: Emphasis in Graphic Design**

The Associate of Arts degree with emphasis in Graphic Design is appropriate for students who want to pursue a career or further study in the fields of Advertising Design, Graphic Design or Digital Design. The degree provides grounding in design fundamentals, the use of design software and hardware, web design, and advertising principles. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

**Art Studio Requirements (18 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 160</td>
<td>Basic Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 210</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Metal Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 233</td>
<td>Metal Sculpture II</td>
<td>3</td>
</tr>
<tr>
<td>ART 240</td>
<td>Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Printmaking: Intaglio and Relief</td>
<td>3</td>
</tr>
<tr>
<td>ART 242</td>
<td>Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>ART 243</td>
<td>Watercolor II</td>
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</tr>
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<td>ART 244</td>
<td>Oil Painting I</td>
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<tr>
<td>ART 245</td>
<td>Oil Painting II</td>
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<td>ART 246</td>
<td>Printmaking: Silk Screen</td>
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<td>ART 250</td>
<td>Tempera Painting I</td>
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<td>ART 251</td>
<td>Tempera Painting II</td>
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**Capstone Course (2 required credit hours)**

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<tr>
<th>Course Code</th>
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<tbody>
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**Business (6 required credit hours)**

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<tbody>
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<tr>
<td>CIS 252</td>
<td>Web Page Design with Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

Continued on next page...
Associate of Arts Degree: Emphasis In Graphic Design (Continued)

**History of Art (Choose 4 credit hours)**
ART 220 History of Art I* ........................................... 4 Credits
ART 221 History of Art II* ........................................... 4 Credits

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

**Computer Literacy (4 required credits hours)**
CIS 101 Introduction to Computers & Software* ................. 4 Credits

**Humanities (choose 4 credit hours)**
ALH 250 Medical Law & Bioethics ................................ 3 Credits
HIST 101 Western Civilization I: Ancient World to 1715* .... 4 Credits
HIST 102 Western Civilization II: Europe c. 1700 to Present* .. 4 Credits
HUM 101 Modern Culture and the Arts* ............................ 4 Credits
HUM 107-234 Literature Classes* ................................... 4 Credits
LNG 161 Spanish I .................................................... 4 Credits
LNG 162 Spanish II* .................................................. 4 Credits
LNG 163 Spanish III* .................................................. 4 Credits
LNG 261 Spanish IV* .................................................. 4 Credits
MUS 150 Music Appreciation* ....................................... 4 Credits
MUS 151 Music Appreciation: Jazz & Pop* ......................... 4 Credits
PHL 210 Ethics* ........................................................ 4 Credits
PHIL 230 Introduction to Philosophy* .............................. 4 Credits
REL 231 Comparative Religions* .................................... 4 Credits
REL 232 Old Testament* ............................................... 4 Credits
REL 233 New Testament* ............................................. 4 Credits

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

**Social Science (choose 8 credit hours from 2 different prefixes)**
ANTH 201 Introduction to Cultural Anthropology* ................ 4 Credits

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ECON 203 Principles of Economics (Micro)* ....................... 4 Credits
ECON 204 Principles of Economics (Macro)* ....................... 4 Credits
HIST 101 Western Civilization I: Ancient World to 1715* ....... 4 Credits
HIST 102 Western Civilization II: Europe c. 1700 to Present* ... 4 Credits
HIST 201 U.S. History I: European Colonization to 1877* ....... 4 Credits
HIST 202 U.S. History II: Reconstruction to the Present* ....... 4 Credits
HIST 204 History of Michigan* .................................... 4 Credits
PSI 110 American Government & Political Science* ............. 4 Credits
PSI 111 State and Local Government* ............................. 3 Credits
PSY 101 Psychology* .................................................. 4 Credits
PSY 201 Psychology & Personality* ................................ 3 Credits
PSY 210 Human Growth & Development* ......................... 4 Credits
PSY 220 Abnormal Psychology* ..................................... 4 Credits
PSY 250 Human Sexuality* .......................................... 4 Credits
PSY 260 Social Psychology* ......................................... 4 Credits
SOC 120 Principles of Sociology* .................................. 4 Credits
SOC 121 Modern Social Problems* .................................. 4 Credits
SOC 220 Marriage & Family* ........................................ 4 Credits

**Natural Science (choose 4 credit hours with lab)**
BIO 120 Biology* ..................................................... 4 Credits
BIO 121 General Biology I* .......................................... 4 Credits
BIO 122 General Biology II* ......................................... 4 Credits
BIO 125 Environment and Society* ................................ 3 Credits
BIO 201 Ecology* ..................................................... 4 Credits
BIO 205 Human Physiology* ......................................... 4 Credits
BIO 210 Anatomy & Physiology I* .................................. 4 Credits
BIO 211 Anatomy & Physiology II* ................................ 4 Credits
BIO 212 Pathophysiology* .......................................... 4 Credits
BIO 230 Microbiology* .............................................. 4 Credits
CHEM 130 Chemistry* ................................................ 4 Credits
CHEM 133 General Chemistry I* .................................... 4 Credits
CHEM 134 General Chemistry II* .................................. 4 Credits
GEOL 145 Physical Geology* ........................................ 4 Credits
PHYS 144 Astronomy* ................................................ 4 Credits
PHYS 153 General Physics II* and .................................. 4 Credits
PHYS 154 General Physics II Lab* .................................. 1 Credit
PHYS 155 General Physics I* ........................................ 5 Credits
PHYS 251 Physics I and ............................................. 4 Credits
PHYS 252 Physics I Lab .............................................. 1 Credit
PHYS 253 Physics II* and .......................................... 4 Credits
PHYS 254 Physics I Lab* ............................................ 1 Credit

**Total..........................72-73 Credits**

*Course has a prerequisite

Effective: Fall 2013
Current as: 7/16/14
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.

**Orientation and College Success (3 credit hours required)**
BUS 101/GEN 102 Student Success and College Skills .................................................. 3 Credits
**Program Introduction/Entrepreneurship (6 credit hours required)**
BUS 104 Introduction to Business* ................. 3 Credits
BUS 200 Principles of Entrepreneurship*........... 3 Credits

**Communications (10 credit hours required)**
BUS 111 Contemporary Business and Technical Communications* ........................................... 4 Credits
COM 140 General Communications: Speech* ........ 3 Credits
COM 150 Public Speaking* ................................. 3 Credits
ENG 121 English Composition I* ........................... 3 Credits

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

**Humanities (choose two courses from 2 different prefixes)**
ALH 250 Medical Law & Bioethics ...................... 3 Credits
ART 100 Art Appreciation* ................................. 4 Credits
ART 220 History of Art I* ..................................... 4 Credits
ART 221 History of Art II* ..................................... 4 Credits
ENG Literature course – 110, 201, 212, 233, or 234* .... 4 Credits
HIST 101 Western Civilization I* .......................... 4 Credits
HIST 102 Western Civilization II* ......................... 4 Credits
HUM 101 Modern Culture and the Arts* ............. 4 Credits
LNG 161 Spanish I ................................................. 4 Credits
LNG 162 Spanish II* ............................................. 4 Credits
LNG 163 Spanish III* ........................................... 4 Credits
LNG 261 Spanish IV* ........................................... 4 Credits
MUS 150 Music Appreciation* ............................. 4 Credits
MUS 151 Music Appreciation: Jazz & Pop* .......... 4 Credits
PHIL 210 Ethics* .................................................... 4 Credits
PHIL 230 Introduction to Philosophy* ................. 4 Credits
REL 231 Comparative Religions* ......................... 4 Credits
REL 232 Old Testament* ....................................... 4 Credits
REL 233 New Testament* ...................................... 4 Credits

**Social Science (choose two courses from 2 different prefixes)**
ANTH 201 Introduction to Cultural Anthropology* ......................................................... 4 Credits
ECON 203 Principles of Economics (Micro)* .......... 4 Credits
ECON 204 Principles of Economics (Macro)* ....... 4 Credits
HIST 101 Western Civilization I* ......................... 4 Credits
HIST 102 Western Civilization II* ......................... 4 Credits
HIST 201 U.S. History I* ....................................... 4 Credits
HIST 202 U.S. History II* ..................................... 4 Credits
HIST 204 History of Michigan* ............................ 4 Credits
PSI 110 American Government and Political Science* .......................................................... 4 Credits
PSY 101 Psychology* ............................................. 4 Credits
PSY 201 Psychology & Personality* ..................... 3 Credits
PSY 210 Human Growth & Development* .......... 4 Credits
PSY 220 Abnormal Psychology* ........................... 4 Credits
PSY 250 Human Sexuality* .................................... 4 Credits
PSY 260 Social Psychology* ................................... 4 Credits
SOC 120 Principles of Sociology* .......................... 4 Credits
SOC 121 Modern Social Problems* ...................... 4 Credits
SOC 220 Marriage & Family* ............................... 4 Credits

**Math (choose one course from the following list)**
MATH 104 Intermediate Algebra* ....................... 4 Credits
MATH 117 Finite Mathematics* ............................. 4 Credits
MATH 151 College Algebra* .................................. 4 Credits
MATH 161 Calculus I & Analytic Geometry* ......... 4 Credits
MATH 162 Calculus II & Analytic Geometry* ......... 4 Credits
MATH 261 Calculus III & Analytic Geometry* ....... 4 Credits
MATH 262 Linear Algebra & Or Differential Equations* ....................................................... 4 Credits

**Statistics (3 credit hours required)**
BUS 205 Business Statistics* .............................. 3 Credits
MATH 201 Introduction to Statistics* ................... 3 Credits

**Natural Science (choose two courses from 2 different prefixes. One must be with lab.)**
BIO 120 Biology* ................................................. 4 Credits
BIO 121 General Biology I* ................................. 4 Credits
BIO 122 General Biology II* ............................... 4 Credits
**BIO 125 Environment and Society* .................. 3 Credits
**BIO 201 Ecology* .............................................. 3 Credits
BIO 210 Anatomy & Physiology I* ...................... 4 Credits
BIO 211 Anatomy & Physiology II* ..................... 4 Credits
**BIO 212 Pathophysiology* .................................. 4 Credits
BIO 230 Microbiology* ....................................... 4 Credits

Continued on next page...
Associate of Business Degree (Continued)

CHEM 130 Chemistry* ............................................4 Credits
CHEM 133 General Chemistry I* ............................4 Credits
CHEM 134 General Chemistry II* ............................4 Credits
GEOG 142 Physical Geography*............................4 Credits
GEOL 145 Physical Geology*...............................4 Credits
PHYS 144 Astronomy*.............................................4 Credits
PHYS 155 General Physics I* ..............................5 Credits
** These courses do not have a lab

Business Courses (choose 12 credit hours from list below)
ACCT 111 Principles of Accounting I* ...............4 Credits
ACCT 112 Principles of Accounting II* ...............4 Credits
BUS 250 Principles of Marketing* .....................3 Credits
BUS 251 Organizational Behavior* .....................3 Credits
BUS 252 Introduction to Management* ..............3 Credits
BUS 255 Business Law* .......................................3 Credits
BUS 271 Internship I – Business* .....................3 Credits
BUS 260 Small Business Management* ............3 Credits
ECON 203 Principles of Economics (Micro) .... 4 Credits
ECON 204 Principles of Economics (Macro) ........4 Credits

* Course has prerequisite

Elective Courses as needed to meet requirements for degree.

Total ........................................63 credits

Effective: Fall 2014
Current as: 7/15/14

Selecting Transfer or Non-Transfer Degrees

The Associate of General Studies, Associate of Arts, Associate of Business, Associate of Science, Associate of Visual Arts and the Associate of Human Service and Education degrees are typically pursued when transfer to a 4-year institution is likely. The college recommends regular advising appointments to assure the best possible transfer to a 4-year school. Completion of general education courses at Glen Oaks in these five degrees may qualify the student for the Michigan Transfer Agreement (pg. 38).

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. Many classes taken in these programs will transfer and the MA agreement may be available. All associate degrees, except the AASN, are flexible and provide for a wide range of classroom experience. It is recommended that students meet with an advisor to schedule classes that will pertain to their chosen degree.
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 transcriptionist, 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)**

- ENG 121 English Composition I* or ENG 140 General Communications: Speech* or ENG 140 General Communications: Speech* or 3 Credits
- BUS 111 Contemporary Business & Technical Communications* or 3 Credits

And

- COM 140 General Communications: Speech* or 3 Credits
- COM 150 Public Speaking* or 3 Credits

**Humanities (choose 3-4 credit hours)**

- ALH 250 Medical Law & Bioethics 3 Credits
- ART 100 Art Appreciation* 4 Credits
- ART 220 History of Art I* 4 Credits
- ART 221 History of Art II* 4 Credits
- ENGL 107-234 Literature Classes* 4 Credits
- HIST 101 Western Civilization I: Europe c. 1700 to Present* 4 Credits
- HIST 102 Western Civilization II: European Colonization to 1877* 4 Credits
- HIST 201 U.S. History I: European Colonization to 1877* 4 Credits
- HIST 202 U.S. History II: Reconstruction to the Present* 4 Credits
- HIST 204 History of Michigan* 4 Credits
- PHI 210 Ethics* 4 Credits
- PHI 210 Ethics* 4 Credits
- PHI 230 Introduction to Philosophy* 3 Credits
- REL 231 Comparative Religions* 4 Credits
- REL 232 Old Testament* 4 Credits
- REL 233 New Testament* 4 Credits
- REL 233 New Testament* 4 Credits

**Mathematics (choose 3-4 credit hours)**

- BUS 103 Business Math* 3 Credits
- MATH 111 Introductory Trigonometry* 4 Credits
- MATH 117 Finite Mathematics* 4 Credits
- MATH 151 College Algebra* 4 Credits
- MATH 153 College Trigonometry* 4 Credits
- MATH 161 Calculus I and Analytic Geometry* 4 Credits
- MATH 162 Calculus II and Analytic Geometry* 4 Credits
- MATH 261 Calculus III and Analytic Geometry* 4 Credits
- MATH 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
- Mobile Applications Development Certificate
- Web Page Design

Total .......................... 62 Credits

*Course has a prerequisite

Effective: Fall 2012

Current as 07/16/14
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 toward the Associate of Applied Science in Business Degree.

**Required Coursework (30 hours)**
- ACCT 109 Payroll Accounting* ...............................2 Credits
- ACCT 111 Principles of Accounting I* .....................4 Credits
- ACCT 112 Principles of Accounting II* ....................4 Credits
- ACCT 113 Quick Books for Accounting* ..................2 Credits
- ACCT 204 Small Business Tax Accounting ..............2 Credits
- ACCT 213 Cost Accounting* ..................................3 Credits
- BUS 100 Keyboarding-Introduction/Refresher ..........2 Credits
- BUS 103 Business Math* .......................................3 Credits
- BUS 111 Contemporary Business & Technical Communications* .............................................4 Credits
- CIS 101 Introduction to Computers & Software* ......4 Credits

**Electives (6 hours required)**
- ACCT 202 Personal Income Tax Accounting ..........2 Credits
- ACCT 207 Analyzing Financial Statements* ..........3 Credits
- ACCT 211 Intermediate Accounting* ....................4 Credits
- BUS 101 College Skills & Portfolio Writing ..........3 Credits
- BUS 260 Small Business Management* .................3 Credits
- BUS 271 Internship I* .........................................3 Credits
- CIS 227 Spreadsheet Applications (Excel) ..........2 Credits

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

*Course has a prerequisite

Effective: Fall 2012
Current as: 7/16/14

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 toward the Associate of Applied Science in Business or the Associate of Applied Science in Technology.

**Required Coursework (27 credit hours)**
- BUS 101 College Skills & Portfolio Writing..........3 Credits
- BUS 103 Business Math* ......................................3 Credits
- BUS 111 Contemporary Business & Technical Communications* .............................................4 Credits
- BUS 121 Intermediate Keyboarding OR CIS 233 Concepts of Word Processing (WORD) Level II* ..............................3 Credits
- CIS 101 Introduction to Computers and Software .............................4 Credits
- CIS 171 Windows Operating Systems Utilities ......2 Credits
- CIS 214 Presentation Graphics & Publishing (PowerPoint/Publisher)* .............................................3 Credits
- CIS 227 Concepts of Spreadsheets (EXCEL) Level I* ..................2 Credits
- CIS 234 Database Applications (ACCESS)* .........3 Credits

**Electives (8/9 credit hours)**
- BUS 251 Organizational Behavior* .......................3 Credits
- CIS 100 Using the Internet ..................................1 Credit
- CIS 117 Visual Basic Programming* .................3 Credits
- CIS 230 Concepts of Spreadsheets Level II (Excel)* .............................................3 Credits
- CIS 240 Introduction to Networking* .................3 Credits
- CIS 242 Managing & Maintaining a Network Server* .............................................3 Credits
- CIS 252 Web Page Design Level I* .......................3 Credits

**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 BUS 100 Keyboarding – Introduction/Refresher

Effective: Fall 2011
Current as: 7/16/14
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.

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

**Required Coursework (29 credit hours)**

- BUS 101 College Skills and Portfolio Writing .......................... 3 Credits
- BUS 111 Contemporary Business & Technical Communications* ............................................. 4 Credits
- CIS 101 Introduction to Computers & Software* ................. 4 Credits
- CIS 117 Visual Basic Programming for Microcomputers* .................. 3 Credits
- CIS 220 Computer Technician Essentials* .......................... 3 Credits
- CIS 224 Computer Repair Essentials* .......................... 3 Credits
- CIS 240 Introduction to Networking* .......................... 3 Credits
- CIS 245 Network Security* ........................................... 3 Credits
- CIS 270 PC Operating Systems* .......................... 3 Credits

**Electives (choose 3 credit hours)**

- CIS 219 Advanced Basic Programming* .......................... 3 Credits
- CIS 242 Managing and Maintaining a Network Server* .......................... 3 Credits
- CIS 252 Web Page Design I* ........................................... 3 Credits

**Minimum Hours Required** ........................................ 32 Credits

*Course has a prerequisite

Effective: Fall 2011
Current as: 7/16/14

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 toward the Associate of Applied Science in Business and the Associate of Applied Science in Technology.

**Required Coursework (26 credit hours)**

- BUS 101 College Skills & Portfolio Writing .................. 3 Credits
- CIS 101 Introduction to Computers & Software* .................. 4 Credits
- CIS 117 Visual Basic Programming* .......................... 3 Credits
- CIS 171 Windows Operating Systems Utilities* .................. 2 Credits
- CIS 219 Advanced Visual Basic Programming* ................. 3 Credits
- CIS 227 Concepts of Spreadsheets (EXCEL) Level I* .................. 3 Credits
- CIS 233 Concepts of Word Processing (WORD) Level I* .................. 3 Credits
- CIS 234 Database Applications (ACCESS)* .................. 3 Credits
- CIS 246 Advanced Database Applications (ACCESS)* .................. 3 Credits
- CIS 100 Using the Internet ........................................... 1 Credit
- CIS 230 Concepts of Spreadsheets (EXCEL) level II* ................. 3 Credits
- CIS 236 Concepts of Word Processing (WORD) level II* .................. 2 Credits
- CIS 240 Introduction to Networking* .................. 3 Credits
- CIS 242 Managing & Maintaining a Network Server* .................. 3 Credits
- CIS 252 Web Page Design Level I* ........................................... 3 Credits
- CIS 254 Web Design and Programming Level III* .................. 3 Credits

**Electives (9 credit hours)**

- CIS 230 Concepts of Spreadsheets (EXCEL) level II* ................. 3 Credits
- CIS 236 Concepts of Word Processing (WORD) level II* .................. 2 Credits
- CIS 240 Introduction to Networking* .................. 3 Credits
- CIS 242 Managing & Maintaining a Network Server* .................. 3 Credits
- CIS 252 Web Page Design Level I* ........................................... 3 Credits
- CIS 253 Web Page Design Level II* ........................................... 3 Credits
- CIS 254 Web Design and Programming Level III* .................. 3 Credits

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

*Course has a prerequisite

Effective: Fall 2006
Current as: 7/16/14

Accessible Facilities

Glen Oaks Community College facilities are designed and equipped to facilitate attendance by persons with limited mobility.
Management/Marketing Certificate

The 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. This certificate may be applied toward the Associate of Applied Science in Business.

Required Coursework (minimum 26 credit hours)
ACCT 111 Principles of Accounting I* ....................4 Credits
BUS 101 College Skills & Portfolio Writing ............3 Credits
BUS 103 Business Math* .................................3 Credits
OR
MATH 117 Finite Math* ....................................4 Credits
BUS 104 Introduction to Business* .....................3 Credits
BUS 111 Contemporary Business & Technical Communications* .........................4 Credits
BUS 250 Principles of Marketing* .......................3 Credits
CIS 101 Introduction to Computers & Software* ....4 Credits

Electives (6 hours required)
BUS 151 Fundamentals of Selling* .....................3 Credits
BUS 152 Principles of Retailing* .......................3 Credits
BUS 153 Advertising* ....................................3 Credits
BUS 205 Business Statistics* ..........................3 Credits
BUS 246 E-Commerce* ..................................3 Credits

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

*Course has a prerequisite

Effective: Fall 2011
Current as: 7/16/14

Management/Supervision Certificate

This certificate prepares students for entry-level management/supervisory 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. This certificate may be applied toward the Associate of Applied Science in Business.

Required Coursework (minimum 24 credit hours)
ACCT 111 Principles of Accounting I* ....................4 Credits
BUS 101 College Skills & Portfolio Writing ............3 Credits
BUS 103 Business Math* .................................3 Credits
OR
MATH 117 Finite Math* ....................................4 Credits
BUS 104 Introduction to Business* .....................3 Credits
BUS 111 Contemporary Business & Technical Communications* .........................4 Credits
BUS 252 Introduction to Management* ..................3 Credits
CIS 101 Introduction to Computers & Software* ....4 Credits

Electives (6 hours required)
BUS 205 Business Statistics* ..........................3 Credits
BUS 221 Business Law I* ...............................3 Credits
BUS 246 E-Commerce* ..................................3 Credits
BUS 251 Organizational Behavior* .....................3 Credits
BUS 253 Supervision* ....................................3 Credits
BUS 260 Small Business Management* .............3 Credits

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

*Course has a prerequisite

Effective: Fall 2011
Current as: 7/16/14
The Mobile Phone Applications Development program is designed to provide students with an introduction to the mobile phone applications market. The student will be trained in building, testing, and marketing his/her Android and iPhone applications.

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

Required Coursework
CIS 130 Introduction to HTML 5 ...................... 4 Credits
CIS 132 Programming in Java* ....................... 4 Credits
CIS 134 Introduction to XML* ......................... 4 Credits
CIS 262 Android Programming* ....................... 4 Credits
CIS 264 iPhone Programming* ......................... 4 Credits

Total: ......................... 20 Credits

*Course has a prerequisite

Effective: Spring/Summer 2013
Current as: 7/16/14

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 toward the Associate of Applied Science in Business or the Associate of Applied Science in Technology.

Required Coursework (21 credit hours)
CIS 100 Using the Internet ................................. 1 Credit
CIS 101 Introduction to Computers & Software* .... 4 Credits
CIS 171 Windows Operating Systems* ................. 2 Credits
CIS 214 Presentation Graphics & Publishing
(PowerPoint/Publisher)* .................................... 3 Credits
CIS 240 Introduction to Networking* .................... 3 Credits
CIS 252 Web Page Design Level I* ....................... 3 Credits
CIS 253 Web Page Design Level II* ...................... 3 Credits
CIS 254 Web Design and Programming
Level III* .................................................. 3 Credits

Electives (9 credit hours)
BUS 101 College Skills and Portfolio Writing ....... 3 Credits
BUS 110 Foundations of Entrepreneurship* ......... 2 Credits
BUS 111 Contemporary Business & Technical
  Communications* .......................................... 4 Credits
BUS 200 Principles of Entrepreneurship* .......... 3 Credits
BUS 250 Principles of Marketing* ..................... 3 Credits
CIS 117 Visual Basic Programming* .................... 3 Credits
CIS 242 Managing & Maintaining a
  Network Server* .......................................... 3 Credits

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

*Courses have a prerequisite

Effective: Fall 2011
Current as: 7/16/14

NOTE: Some courses may require placement beyond or satisfactory completion of foundational courses.
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 an advisor to schedule classes which pertain to their chosen degree.

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

**Computer Science (4 credit hours required)**
- CIS 101 Introduction to Computers & Software* .......4 Credits

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

**Industrial Studies (3 credit hours required)**
- INDS 151 Manufacturing Processes .........................3 Credits

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

**Natural Science (4 credit hours + 1 credit hour Lab)**
- PHYS 153 General Physics II* ..................................5 Credits
- OR
- PHYS 155 General Physics I* ............................... 5 Credits

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

**Technology Courses (choose a minimum of 30 credit 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
- Mobile Phone Applications Development Certificate
- Web Page Design Certificate

**Total Hours Required ..........................62 Credits**

*Course has a prerequisite

Effective: Fall 2012
Current as: 7/16/14
Automotive Service Certificate

This instructional program is 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)**
AUTO 100 Introduction to Automotive Technology ........................................................................ 3 Credits
AUTO 141 Engine Diagnosis and Ignition Systems* ............................................................... 5 Credits
AUTO 146 Automotive Brake Systems* ............................................................. 4 Credits

**Electives (7 hours required)**
Any selected automotive courses from the following certification areas totaling 7 credits or more.
AUTO 142 Fuel and Exhaust Systems* ............... 5 Credits
AUTO 221 Automotive Steering and Suspension* ............................................................. 4 Credits
AUTO 225 Automotive Electrical Systems I* .... 4 Credits
AUTO 228 Emissions Control Systems* .............. 5 Credits
AUTO 245 Automotive Valve Train & Head Rebuilding* ..................................................... 4 Credits
AUTO 246 Automotive Cylinder Block Rebuilding* ............................................................. 4 Credits
AUTO 250 Introduction to Automotive Transmissions* ...................................................... 3 Credits
AUTO 251 Manual Transmissions and Transaxles* ........................................................... 4 Credits
AUTO 252 Automatic Transmissions & Transaxles* ......................................................... 5 Credits
AUTO 255 Automotive Electrical Systems II* ...... 4 Credits
TECH 271 Internship I* (by special arrangement) .......................................................... 3 Credits

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

*Course has a prerequisite

Effective: Fall 2005
Current as: 7/16/14

Automotive Technician Certificate

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

This certificate can be applied toward the Associate of Applied Science in Technology Degree.

**Required Coursework (20 hours)**
AUTO 100 Introduction to Automotive Technology ........................................................................ 3 Credits
AUTO 141 Engine Diagnosis and Ignition Systems* ............................................................... 5 Credits
AUTO 146 Automotive Brake Systems* ............................................................. 4 Credits
AUTO 221 Automotive Steering & Suspension* ............................................................. 4 Credits
AUTO 225 Automotive Electrical Systems I* ......................................................... 4 Credits
AUTO 245 Automotive Valve Train & Head Rebuilding* ..................................................... 4 Credits
AUTO 246 Automotive Cylinder Block Rebuilding* ............................................................. 4 Credits
AUTO 250 Introduction to Automotive Transmissions* ...................................................... 3 Credits
AUTO 251 Manual Transmissions and Transaxles* ........................................................... 4 Credits
AUTO 252 Automatic Transmissions and Transaxles* ......................................................... 5 Credits
AUTO 255 Automotive Electrical Systems II* ...... 4 Credits
TECH 271 Internship I* (by special arrangement) .......................................................... 3 Credits

**Electives (21 hours required)**
AUTO 142 Fuel and Exhaust Systems* ............... 5 Credits
AUTO 226 Automotive Heating & Air Conditioning* .......................................................... 4 Credits
AUTO 228 Emissions and Engine Controls* ............. 4 Credits
AUTO 245 Automotive Valve Train & Head Rebuilding* ..................................................... 4 Credits
AUTO 246 Automotive Cylinder Block Rebuilding* ............................................................. 4 Credits
AUTO 250 Introduction to Automotive Transmissions* ...................................................... 3 Credits
AUTO 251 Manual Transmissions and Transaxles* ........................................................... 4 Credits
AUTO 252 Automatic Transmissions and Transaxles* ......................................................... 5 Credits
AUTO 255 Automotive Electrical Systems II* ...... 4 Credits
TECH 271 Internship I* (by special arrangement) .......................................................... 3 Credits

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

*Course has a prerequisite

**ASE Certification**

Upon successful completion of the required coursework, 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
Current as: 7/16/14
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.

This certificate can be applied toward the Associate of Applied Science in Technology Degree.

**Required coursework**

- BUS 101 College Skills & Portfolio Writing ............3 Credits
- CIS 101 Introduction to Computers and Software* .........................................................4 Credits
- ELEC 110 Basic Electricity .................................................4 Credits
- ELEC 111 Introduction to AC/DC Circuits ..............4 Credits
- ELEC 119 Introduction to the National Electrical Code .................................................4 Credits
- ELEC 120 Electrical Motor Controls I .....................4 Credits
- IND 106 Industrial Communications ......................2 Credits
- MATH 119 Mathematics for Technicians II* ..........3 Credits
  OR
- MATH 151 College Algebra* .............................................4 Credits

**Minimum Hours Required**..............28/29 Credits

*Course has prerequisite

Effective: Fall 2012
Current as: 7/16/14
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 go on to universities and colleges to earn a bachelor of science in nursing degree (BSN) and master of science in nursing degree (MSN) or nurse practitioner (NP).

English Composition ................................................. 3 Credits
Natural Science ......................................................... 8 Credits
Nursing .................................................................... 49 Credits
Allied Health ............................................................. 3 Credits
Total ................................................................. 63 Credits

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 nursing (NUR) courses be taken during the semester they are listed under.
- 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 prerequisites and non-nursing curriculum course grades must be a 2.5 or above.

Course Sequence Level I Practical Nurse Certificate
Spring Semester
BIO 212 Pathophysiology* ........................................4 Credits
NUR 104 Fundamentals of Nursing* ........................5 Credits
NUR 109 Pharmacology I* ........................................2 Credits

Fall Semester
ALH 103 Nutrition* ..................................................3 Credits
NUR 111 Medical/Surgical Nursing I* .......................6 Credits
NUR 119 Pharmacology II* ....................................2 Credits
NUR 131 Pediatric Nursing* ......................................3 Credits

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

Total .............................................. 37 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, CHEM 130 within the last 5 years.
   - high school algebra (1 credit) or its equivalent; for example MATH 100 at Glen Oaks Community College. Placement into MATH 104 Intermediate Algebra or higher on the Compass evaluation is needed for both high school algebra and college algebra that is older than 5 years. Algebra, MATH 100/104 must be taken prior to taking chemistry.
   - ALH 218 Medical Terminology*
   - BIO 121 General Biology I*
   - BIO 210 Anatomy and Physiology I*
   - BIO 211 Human Anatomy and Physiology II*
   - ENG 121 English Composition I*
   - PSY 210 Human Growth & Development*
2. Minimal score of achievement at the 40th percentile on the pre-entrance examination

Course Sequence Level II Associate Degree in Applied Science in Nursing

Spring Semester
NUR 220 Nursing Role Transition* ..............................2 Credits

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

Continued on next page...
Associate of Applied Science in Nursing Degree (Continued)

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

\textbf{Total} .............................................. 26 credits

*Course has a prerequisite

\textbf{All courses must be completed during the semester listed or earlier}

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, CHEM 130 within last 5 years.
   - high school algebra (1 credit) or its equivalent; for example, MATH 100 at Glen Oaks Community College. Placement into MATH 104 Intermediate Algebra or higher on the Compass evaluation is needed for both high school algebra and college algebra that is older than 5 years. Algebra, MATH 100/104 must be taken prior to taking chemistry.

2. Glen Oaks Community College Courses or equivalents:
   - ALH 103 Nutrition*
   - ALH 218 Medical Terminology*
   - BIO 210 Anatomy and Physiology I*
   - BIO 211 Human Anatomy and Physiology II*
   - BIO 212 Pathophysiology*
   - BIO 121 General Biology I* (Prerequisite to NSB 230 Microbiology)
   - ENG 121 English Composition I*
   - PSY 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 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.

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

\textbf{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 past 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

Effective: Spring 2006; revised 10/31/05; revised 3/14/11; revised 4/19/12; revised 6/3/14
Current as: 7/16/14

Practical Nursing Certificate

\textbf{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 Licensing Examination in Nursing at the PN level. When the graduate successfully passes the examination, the nursing graduate can be licensed as a Licensed Practical Nursing (LPN). There are no electives in the program. See the prerequisites for admission to Level I.

\textbf{Required Coursework (38 hours)}
ALH 103 Nutrition* ........................................... 3 Credits
BIO 212 Pathophysiology* ................................... 4 Credits
NUR 104 Fundamentals of Nursing* ....................... 5 Credits
NUR 109 Pharmacology I* .................................. 2 Credits
NUR 111 Medical/Surgical Nursing I* .................... 6 Credits
NUR 112 Medical/Surgical Nursing II* ................... 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

\textbf{Minimum Hours Required.................. 37 Credits}

*Course has a prerequisite

\textbf{NOTE:} New students must meet the prerequisites required prior to admission to Level I

Effective: Fall 2012
Current as: 7/16/14
Associate of Applied Science in Allied Health Degree

The purpose of this degree is to prepare 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)
- BUS 111 Contemporary Business & Technical Communications* .....................................................4 Credits
- COM 110 Interpersonal Communications* ..............3 Credits
- COM 140 General Communication: Speech* ..........3 Credits
- ENG 121 English Composition I* ............................3 Credits

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

Humanities (choose 3-4 credit hours)
- ALH 250 Medical Law & Bioethics .........................3 Credits
- ART 100 Art Appreciation* ......................................4 Credits
- ART 220 History of Art I* .........................................4 Credits
- ART 221 History of Art II* .........................................4 Credits
- ENG 107-234 Literature Classes* ............................4 Credits
- HIST 101 Western Civilization I: Ancient World to 1715* .........................................................4 Credits
- HIST 102 Western Civilization II: European c. 1700 to Present* .......................................................4 Credits
- HUM 101 Modern Culture and the Arts* ...............4 Credits
- LNG 161 Spanish I .....................................................4 Credits
- LNG 162 Spanish II* ....................................................4 Credits
- LNG 163 Spanish III* ..................................................4 Credits
- LNG 261 Spanish IV* ...................................................4 Credits
- MUS 150 Music Appreciation* ................................4 Credits
- PHIL 210 Ethics* ......................................................4 Credits
- PHIL 230 Introduction to Philosophy* .....................3 Credits
- REL 231 Comparative Religions* ............................4 Credits
- REL 232 Old Testament* ............................................4 Credits
- REL 233 New Testament* ..........................................4 Credits

Social Science (8 credit hours required)
- PSY 101 Psychology* .................................................4 Credits
- PSY 210 Human Growth & Development* ..............4 Credits
- SOC 120 Principles of Sociology* ............................4 Credits

Business (5 credit hours required)
- ACCT 109 Payroll Accounting* ...............................2 Credits
- BUS 260 Small Business Management* ..................3 Credits

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

Electives ...........................................................................2 Credits

Minimum Hours Required..............34-35 Credits

*Course has a prerequisite

PREREQUISITES:
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
- Medical Coding/Physician-based
- Phlebotomy Technician**
- Practical Nursing

Total Hours Required ..................... 64+ Credits

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

Effective: Fall 2011
Current as: 7/16/14
CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider’s business operations for data submitted to insurance companies or the government for expense reimbursement. The new concepts in the ICD-10-CM system will be included.

This program offers the knowledge and skills to sit for both the Certified Coding Specialist-Physician Office – CCS-P (AHIMA) and/or the Certified Coding Specialist- CCS (AHIMA) American Health Information Management Association and meets the education eligibility requirements as outlined by that association.

**Required Coursework**

- ALH 111 Diagnostic Coding*...........................3 Credits
- ALH 205 Pharmacology* .................................3 Credits
- ALH 210 Procedural Coding *.............................3 Credits
- ALH 218 Medical Terminology*........................3 Credits
- ALH 222 Disease Conditions*............................3 Credits
- ALH 240 Insurance Claims Processing*.............3 Credits
- ALH 250 Medical Law & Bioethics*.................3 Credits
- ALH 280 Coding Specialist Externship*............3 Credits
- ALH 100 Introduction to Health Careers ...........3 Credits
- BUS 101 College Skills Portfolio .......................3 Credits
- BUS 111 Business/Technical Communications* ......4 Credits

**Minimum Hours Required...........32/36 Credits**

*All courses have a prerequisite

1) The student must achieve a “C” or 2.0 GPA in all curriculum courses.
2) Qualifications for the externship require that students have all coursework 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.

Winter 2014
Current as: 7/16/14

This certificate combines the clinical skills of the Nurse Aide with those of the Phlebotomy Technician. In addition the student will have further career choice direction given in 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. This certificate will apply toward the Associate of Applied Science in Allied Health Degree.

**Required Coursework**

- ALH 218 Medical Terminology*........................3 Credits
- ALH 222 Disease Conditions*............................3 Credits
- ALH 230 Medical Office Lab*...........................4 Credits
- ALH 250 Medical Law & Bioethics*....................3 Credits
- ALH 285 Phlebotomy Externship*.....................3 Credits
- BIO 101 Introduction to Anatomy & Physiology*........4 Credits

**Phlebotomy Certificate (24 credits)**

- BIO 210 Human Anatomy & Physiology I*..............4 Credits
- BIO 211 Human Anatomy & Physiology II*.............4 Credits
- BUS 111 Contemporary Business & Technical Communications*........................................4 Credits

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

*All courses have a prerequisite

1) The student must achieve a minimum grade of 2.0 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 coursework 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
Current as: 7/16/14
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 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. 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 222 Disease Conditions*.................................3 Credits
ALH 230 Medical Office Lab*.................................4 Credits
ALH 250 Medical Law & Bioethics*............................3 Credits
ALH 285 Phlebotomy Externship*............................3 Credits
BIO 101 Introduction to Anatomy & Physiology*..............4 Credits

OR
BIO 210 Human Anatomy & Physiology I*.................4 Credits

AND
BIO 211 Human Anatomy & Physiology II*...............4 Credits
BUS 111 Contemporary Business & Technical
  Communications*..................................................4 Credits

*All courses have a prerequisite

Minimum Hours Required...............24/28 Credits

1) The student must achieve a minimum grade of 2.0 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 coursework 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
Current as 7/16/14

Medical Administrative Specialist Certificate

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*..........................................................3 Credits
ALH 233 Administrative II - Advanced
  Med Office Procedures*.........................................4 Credits
ALH 250 Medical Law and Bioethics*......................3 Credits
ALH 281 Medical Administrative Specialist
  Externship*..........................................................3 Credits
BIO 101 Introduction to Anatomy & Physiology*...........4 Credits

OR BIO 210 Human Anatomy & Physiology I* &
BIO 211 Human Anatomy & Physiology II*..............4 Credits

BUS 111 Contemporary Business & Technical
  Communications*..................................................4 Credits
BUS 222 Medical Keyboarding/Word Processing*........3 Credits
COM 110 Interpersonal Communications*...............3 Credits
CIS 101 Introduction to Computers and Software....4 Credits

Business Focus – Add these courses:
ACCT 109 Payroll Accounting*..............................2 Credits
BUS 103 Business Math*..........................................3 Credits
BUS 260 Small Business Management*.....................3 Credits

Coding Focus – Add these courses:
ALH 111 Diagnostic Coding*.................................3 Credits
ALH 210 Procedural Coding*...................................3 Credits
ALH 240 Insurance Claims Processing*.....................3 Credits

Minimum Hours Required...............46/51 Credits

*Course has prerequisite(s)

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.
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 Programs is located at 1361 Park Street, 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:

- ENG 063 Reading for College or placement in BUS 111 Contemporary Business & Technical Communications or higher on placement test.
- ENG 073 Essentials of College Writing or placement in BUS 111 Contemporary Business & Technical Communications or higher on placement test.
- Placement in MATH 055 Applied Basic Mathematics or higher on placement test 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>
</thead>
<tbody>
<tr>
<td>ALH 205</td>
<td>Pharmacology for Health Occupations*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 218</td>
<td>Medical Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 222</td>
<td>Disease Conditions*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 230</td>
<td>Medical Office Laboratory*</td>
<td>4</td>
</tr>
<tr>
<td>ALH 232</td>
<td>Administrative I – Medical Office Procedures*</td>
<td>4</td>
</tr>
<tr>
<td>ALH 233</td>
<td>Administrative II – Advanced Medical Office Procedures*</td>
<td>4</td>
</tr>
<tr>
<td>ALH 235</td>
<td>Medical Assistant Clinical I*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 236</td>
<td>Medical Assistant Clinical II*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 238</td>
<td>Medical Assistant Practicum*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 250</td>
<td>Medical Law &amp; Bioethics*</td>
<td>3</td>
</tr>
<tr>
<td>ALH 290</td>
<td>CMA Exam Review*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Anatomy &amp; Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Human Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Human Anatomy &amp; Physiology II*</td>
<td>4</td>
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<tr>
<td>BUS 111</td>
<td>Contemporary Business &amp; Technical Communications*</td>
<td>4</td>
</tr>
<tr>
<td>BUS 222</td>
<td>Advanced Keyboarding – Medical*</td>
<td>3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Interpersonal Communications*</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 GPA of 2.5 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
Current as: 7/16/14

**Medical Assistant Accreditation**

The Glen Oaks Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Commission on Accreditation of Allied Health Education Programs is located at 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350. www.caahep.org

The goal of the Glen Oaks Community College Medical Assistant Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
Criminal Justice/Law Enforcement Administration is a program that prepares individuals to apply theories and practices of criminal justice to structuring, managing, directing and controlling criminal justice agencies, including police departments, sheriff’s departments, law enforcement divisions and units, and private protective services.

Goals of the program are to provide knowledge and skills necessary for students interested in careers in criminal justice including: Police – State, County and Local Agencies; Criminal Investigator; Corrections Officer; Probation Officer; Parole Officer; Juvenile System; Private Security Officer. Program Level Assessment will include the following: Explore the causes of crime and options for controlling it; examine fundamental concepts underlying the practice of justice; document the results of an investigation in an acceptable manner; analyze the impact of crime on our society; and evaluate situations and determine sound moral, ethical and legal implications.

**Required Coursework (55 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 201</td>
<td>Intro to Cultural Anthropology</td>
<td>4</td>
</tr>
<tr>
<td>CRJU 110</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 111</td>
<td>Police Administration</td>
<td>3</td>
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<tr>
<td>CRJU 120</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 211</td>
<td>Prevention of Crime &amp; Juvenile Delinquency*</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 114</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 113</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 212</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 214</td>
<td>Public Service Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 216</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 218</td>
<td>Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>ENG 121</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 122</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Ethics*</td>
<td>4</td>
</tr>
<tr>
<td>PSI 111</td>
<td>State &amp; Local Government*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology*</td>
<td>4</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Principles of Sociology*</td>
<td>4</td>
</tr>
</tbody>
</table>

Communications (3 required credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 140</td>
<td>Gen Communications: Speech*</td>
<td>3</td>
</tr>
<tr>
<td>COM 150</td>
<td>Public Speaking*</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics (4 required credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 201</td>
<td>Intro to Statistics*</td>
<td>4</td>
</tr>
<tr>
<td>MATH 117</td>
<td>Finite Math*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total .................................. 62 Credits

*Course has a prerequisite

Effective: Fall 2014
Current as: 7/16/2014
## Associate of Arts in Education and Human Services:
### Early Childhood Education Emphasis

### Education & Human Services Core (15 credits required)
- EDU 115 Positive Child Guidance* .......... 3 Credits
- EDU 120 Intro. to Early Childhood Education* ........ 3 Credits
- EDU 235 Child, Family, School, Community Relationships* .......... 3 Credits
- EDU 270 Diverse Populations* .......... 3 Credits
- EDU 271 Internship in Early Childhood Education* .......... 3 Credits

### Early Childhood Ed. Focus (12 credits required)
- EDU 101 Early Childhood Development I* .......... 3 Credits
- EDU 102 Early Childhood Development II* .......... 3 Credits
- EDU 202 Early Childhood Curriculum* .......... 3 Credits
- EDU 203 Admin. Of Early Childhood Programs* .......... 3 Credits

### Education Electives – 2 - 3 credits
- BUS 110 Foundations of Entrepreneurship* .......... 2 Credits
- BUS 260 Small Business Management* .......... 3 Credits
- EDU 104 Topics in Early Childhood Education* .......... 1 to 3 Credits
- EDU 170 Art for the Elementary Teacher* .......... 3 Credits
- EDU 190 Music for the Classroom Teacher* .......... 3 Credits
- EDU 214 Early Childhood Assessment* .......... 3 Credits
- EDU 240 Emergent Literacy* .......... 3 Credits
- EDU 255 Classroom Technology for Teachers* .......... 3 Credits
- LNG 112 Spanish for Teachers* .......... 3 Credits
- PHED 250 Physical Educ. for the Class. Teacher* .......... 2 Credits

### Communications (9 credits required)
- COM 140 General Communications: Speech* .......... 3 Credits
- OR
- COM 150 Public Speaking* .......... 3 Credits
- ENG 121 English Composition I* .......... 3 Credits
- ENG 122 English Composition II* .......... 3 Credits

### Humanities (8 credits required)
- ALH 250 Medical Law & Bioethics .......... 3 Credits
- ENG 233 – Children’s Literature* .......... 4 Credits
- And one from below
- ART 100 Art Appreciation* .......... 4 Credits
- ART 220 History of Art I* .......... 4 Credits
- ART 221 History of Art II* .......... 4 Credits
- HIST 101 Western Civilization I* .......... 4 Credits
- HIST 102 Western Civilization II* .......... 4 Credits
- HUM 101 Modern Culture & the Arts* .......... 4 Credits
- LNG 161 Spanish I* .......... 4 Credits
- LNG 162 Spanish II* .......... 4 Credits
- LNG 163 Spanish III* .......... 4 Credits
- LNG 261 Spanish IV* .......... 4 Credits
- MUS 150 Music Appreciation* .......... 4 Credits
- MUS 151 Music Appreciation: Pop & Jazz* .......... 4 Credits
- PHIL 210 Ethics* .......... 4 Credits
- PHIL 230 Introduction to Philosophy* .......... 3 Credits
- REL 231 Comparative Religions* .......... 4 Credits
- REL 232 Old Testament* .......... 4 Credits
- REL 233 New Testament* .......... 4 Credits

### Social Sciences – 8 credits
- PSY 210 Human Growth & Development* .......... 4 Credits
- And one from below
- HIST 202 U.S. History II* .......... 4 Credits
- PSI 110 American Government* .......... 4 Credits
- PSY 250 Human Sexuality* .......... 4 Credits
- PSY 260 Social Psychology* .......... 4 Credits
- SOC 120 Principles of Sociology* .......... 4 Credits
- SOC 121 Modern Social Problems* .......... 4 Credits
- SOC 220 Marriage & Family* .......... 4 Credits

### Natural Science – 8 credits
- MATH 105 Math. Concepts for Elem. Teachers* .......... 4 Credits
- And one from below
- BIO 120 Biology* .......... 4 Credits
- BIO 121 General Biology I* .......... 4 Credits
- BIO 122 General Biology II* .......... 4 Credits
- BIO 210 Anatomy & Physiology I* .......... 4 Credits
- CHEM 130 Chemistry* .......... 4 Credits
- GEOG 142 Physical Geography* .......... 4 Credits

### Minimum Hours Required............62-63 Credits

*Course has a prerequisite

Effective: April, 2014
Current as: 7/16/14
# Associate of Arts in Education and Human Services: Elementary Education Emphasis

(With an option to work toward a Z.S. Endorsement Emphasis**)

<table>
<thead>
<tr>
<th>Education &amp; Human Services Core (15 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 110 Introduction to Education*  ......................3 Credits</td>
</tr>
<tr>
<td>EDU 115 Positive Child Guidance*  ........................3 Credits</td>
</tr>
<tr>
<td>EDU 235 Child, Family, School, Community Relationships*  .................................................3 Credits</td>
</tr>
<tr>
<td>EDU 270 Diverse Populations*  .............................3 Credits</td>
</tr>
<tr>
<td>EDU 271 Internship in Education*  ........................3 Credits</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary Education Focus (12 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 102 Early Childhood Development II*  ..........3 Credits</td>
</tr>
<tr>
<td>EDU 231 Educational Psychology*  .........................3 Credits</td>
</tr>
<tr>
<td>EDU 240 Emergent Literacy* ..................................3 Credits</td>
</tr>
<tr>
<td>EDU 255 Technology for Class. Teachers*  ..............3 Credits</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Education Electives (2-3 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101 Early Childhood Development I*  ............3 Credits</td>
</tr>
<tr>
<td>EDU 105 Topics in Education*  .........................1 to 3 Credits</td>
</tr>
<tr>
<td>EDU 170 Art for the Elementary Teacher*  .............3 Credits</td>
</tr>
<tr>
<td>EDU 190 Music for the Classroom Teacher*  ..............3 Credits</td>
</tr>
<tr>
<td>EDU 260 Assessment for Teachers *  ......................3 Credits</td>
</tr>
<tr>
<td>LNG 112 Spanish for Teachers  .........................3 Credits</td>
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<tr>
<td>PHED 250 Physical Educ. for the Class. Teacher*  ..................2 Credits</td>
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<tr>
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<td>ART 220 History of Art I*  .................4 Credits</td>
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<tr>
<td>HIST 101 Western Civilization I*  ...............4 Credits</td>
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<tr>
<td>HIST 102 Western Civilization II*  ...............4 Credits</td>
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<td>HUM 101 Modern Culture &amp; the Arts*  .............4 Credits</td>
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<td>LNG 161 Spanish I  .........................4 Credits</td>
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<td>LNG 162 Spanish II*  .......................4 Credits</td>
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<td>LNG 163 Spanish III*  .......................4 Credits</td>
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<td>LNG 261 Spanish IV*  .........................4 Credits</td>
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<td>MUS 150 Music Appreciation*  .....................4 Credits</td>
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<td>MUS 151 Music Appreciation: Pop &amp; Jazz*  ..........4 Credits</td>
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<td>PHIL 210 Ethics*  ...............................4 Credits</td>
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<td>PHIL 230 Introduction to Philosophy*  .............3 Credits</td>
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<td>HIST 202 U.S. History II*  ...............4 Credits</td>
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<tr>
<td>PSY 210 Human Growth &amp; Development*  ..........4 Credits</td>
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<td>PSI 110 American Government*  ...............4 Credits</td>
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<td>PSY 250 Human Sexuality*  ....................4 Credits</td>
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<td>PSY 260 Social Psychology*  ....................4 Credits</td>
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<tr>
<td>MATH 105 Math Concepts for Elementary Teachers*  ..................4 Credits</td>
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<td>And one from below with lab</td>
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<tr>
<td>BIO 120 Biology*  .........................4 Credits</td>
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<tr>
<td>BIO 121 General Biology I*  .................4 Credits</td>
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<tr>
<td>BIO 122 General Biology II*  ...............4 Credits</td>
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<tr>
<td>BIO 210 Anatomy &amp; Physiology I*  ..........4 Credits</td>
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<td>CHEM 130 Chemistry*  .......................4 Credits</td>
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<tr>
<td>GEOG 142 Physical Geography*  ..........4 Credits</td>
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**Minimum Hours Required.............62-63 Credits**

*Course has a prerequisite

Effective: April, 2014
Current as: 7/16/14

**To add an Early Childhood Endorsement to an existing elementary certificate, the program must be at least 26 semester credit hours with 14 of those semester credit hours addressing learning related to birth through age eight.
Associate of Arts in Education and Human Services: Secondary Education Emphasis

Education & Human Services Core (15 credit hours required)
- EDU 110 Introduction to Education* ........................... 3 Credits
- EDU 115 Positive Child Guidance* ............................ 3 Credits
- EDU 235 Child, Family, School, Community Relationships* ................................................. 3 Credits
- EDU 270 Diverse Populations* ........................................... 3 Credits
- EDU 271 Internship in Education* ............................... 3 Credits

Secondary Education Focus (9 credit hours required)
- EDU 215 Adolescent Development* ............................... 3 Credits
- EDU 231 Educational Psychology* .............................. 3 Credits
- EDU 255 Classroom Technology for Teachers* .......................... 3 Credits

Electives (2 - 4 credit hours required)
- EDU 105 Topics in Education* ........................................ 1 to 3 Credits
- EDU 260 Assessment for Teachers* ............................... 3 Credits
- LNG 112 Spanish for Teachers ................................. 3 Credits

Communications – 9 credits
- COM 140 General Communications: Speech* ................. 3 Credits
- OR
- COM 150 Public Speaking* ........................................... 3 Credits
- ENG 121 English Composition I* ........................................ 3 Credits
- ENG 122 English Composition II* .................................... 3 Credits

Humanities – 8 credits
- ALH 250 Medical Law & Bioethics ................................ 3 Credits
- ART 100 Art Appreciation* ............................................ 4 Credits
- ART 220 History of Art I* .............................................. 4 Credits
- ART 221 History of Art II* ............................................. 4 Credits
- ENG 233 Children’s Literature* ...................................... 4 Credits
- HIST 101 Western Civilization I* .................................... 4 Credits
- HIST 102 Western Civilization II* ................................... 4 Credits
- HUM 101 Modern Culture & the Arts* ........................... 4 Credits
- LNG 161 Spanish I ....................................................... 4 Credits
- LNG 162 Spanish II* .................................................... 4 Credits
- LNG 163 Spanish III* .................................................... 4 Credits
- LNG 261 Spanish IV* .................................................... 4 Credits
- MUS 150 Music Appreciation* ....................................... 4 Credits
- MUS 151 Music Appreciation: Pop & Jazz* .................. 4 Credits
- PHIL 210 Ethics* ......................................................... 4 Credits
- PHIL 230 Introduction to Philosophy* .......................... 3 Credits
- REL 231 Comparative Religions* ............................... 4 Credits
- REL 232 Old Testament* ............................................. 4 Credits
- REL 233 New Testament* ............................................. 4 Credits

Social Sciences – 8 credits
- HIST 202 U.S. History II* ............................................ 4 Credits
- PSI 210 Human Growth & Development* ................... 4 Credits
- And one from below
- PSI 110 American Government* .............................. 4 Credits
- PSY 250 Human Sexuality* ........................................ 4 Credits
- PSY 260 Social Psychology* ........................................ 4 Credits
- SOC 120 Principles of Sociology* .............................. 4 Credits
- SOC 121 Modern Social Problems* ............................ 4 Credits
- SOC 220 Marriage & Family* ...................................... 4 Credits

Natural Science – 8 credits
- One from below
- MATH 109 Math for Technicians I* ............................. 3 Credits
- MATH 111 Introductory Trigonometry* ......................... 4 Credits
- MATH 117 Finite Mathematics* .................................... 4 Credits
- MATH 151 College Algebra* ................................. 4 Credits
- And one from below with lab
- BIO 120 Biology ......................................................... 4 Credits
- BIO 121 General Biology I* ....................................... 4 Credits
- BIO 122 General Biology II* ..................................... 4 Credits
- BIO 210 Anatomy & Physiology I* ............................ 4 Credits
- CHEM 130 Chemistry* ............................................. 4 Credits
- GEOG 142 Physical Geography* ................................ 4 Credits

Minimum Hours Required.............62-63 Credits

*Course has a prerequisite

Effective: April, 2014
Current as: 7/16/14
Associate of Arts in Education and Human Services: 
Special Education Emphasis 
(With an option to work toward a Z.S. Endorsement Emphasis**)

**To add an Early Childhood Endorsement to an existing special education certificate, the program must be at least 26 semester credit hours with 14 of those semester credit hours addressing learning related to birth through age eight.

**Course has a prerequisite

Effective: April, 2014 
Current as: 7/16/14
### Associate of Arts in Education and Human Services: Family Life Education Emphasis

#### Education & Human Services Core (12 credit hours required)
- EDU 115 Positive Child Guidance* ................. 3 Credits
- EDU 201 Introduction to Special Ed* ................. 3 Credits
- SWK 268 Introduction to Human Services* ......... 3 Credits
- SWK 271 Internship in Human Services* ............ 3 Credits

#### Family Life Ed. Focus (Family & Child) (12 credit hours required)
- CRJU 211 Prevention of Crime & Juvenile Delinquency* .................. 3 Credits
- EDU 101 Early Childhood Development I* .......... 3 Credits
- EDU 102 Early Childhood Development II* .......... 3 Credits
- EDU 215 Adolescent Development* ................... 3 Credits

#### Family Life Ed. Focus (Ind. & Group) (12 credit hours required)
- CRJU 114 Introduction to Corrections ................ 3 Credits
- SWK 252 Social Welfare* ................................. 3 Credits
- SWK 254 Communication Skills in the Helping Profession* .................. 3 Credits
- SWK 255 Culturally Sensitive Practices .............. 3 Credits

#### Electives (3-4 credit hours required)
- LNG 112 Spanish for Teachers ....................... 3 Credits
- PSY 220 Abnormal Psychology* ...................... 4 Credits

#### Communications (9 credit hours required)
- COM 140 General Communications: Speech* ........ 3 Credits
- COM 150 Public Speaking* ............................... 3 Credits

#### Humanities (8 credit hours required)
- ALH 250 Medical Law & Bioethics .................... 3 Credits
- ART 220 History of Art I* ................................. 4 Credits
- ART 221 History of Art II* ............................... 4 Credits
- ART 100 Art Appreciation* .............................. 4 Credits
- ENG 233 Children’s Literature* ......................... 4 Credits

#### Family & Child or Individual & Group

#### Social Sciences (12 credit hours required)
- PSI 110 American Government* ..................... 4 Credits
- SOC 220 Marriage & Family* ............................ 4 Credits

#### Natural Science (8 credit hours required)
- MATH 104 Intermediate Algebra* .................... 4 Credits
- MATH 109 Math for Technicians I ..................... 3 Credits
- MATH 117 Finite Mathematics* ......................... 4 Credits
- MATH 151 College Algebra* ............................. 4 Credits
- MATH 201 Introduction to Statistics* ................ 4 Credits

#### Minimum Hours Required ............... 64 Credits

*Course has a prerequisite

Effective: April, 2014
Current as: 7/16/14
Early Childhood Education Certificate

The Early Childhood Education Certificate is designed to prepare students in obtaining the skills necessary for positions such as daycare provider, early educational assistant teacher, and nanny. This certificate stresses the importance of understanding children and family diversity, special needs populations, developmentally appropriate environments, and positive child interactions. By completing this certificate, a student can supplement an Associate of Arts or Applied Arts degree, apply for a CDA National Credential, or use it to directly gain employment.

**Required Coursework (31 Credit Hours)**

- EDU 101 Early Childhood Development I* .......... 3 Credits
- EDU 102 Early Childhood Development II* .......... 3 Credits
- EDU 115 Positive Child Guidance* ................. 3 Credits
- EDU 120 Introduction to Early Childhood Education* ....................................................... 3 Credits
- EDU 202 Early Childhood Curriculum* .......... 3 Credits
- EDU 203 Administration of Early Childhood Programs* ..................................................... 3 Credits
- EDU 240 Emergent Literacy* ............................. 3 Credits
- EDU 270 Diverse Populations* ......................... 3 Credits
- ENG 121 English Composition I* .................... 3 Credits
- ENG 233 Children’s Literature* ...................... 4 Credits
- EDU 104 Topics in Early Childhood Education* ................................................................. 3 Credits
- EDU 201 Introduction to Special Education* ......... 3 Credits
- EDU 202 Early Childhood Curriculum* .......... 3 Credits
- EDU 203 Administration of Early Childhood Programs* ..................................................... 3 Credits
- EDU 240 Emergent Literacy* ............................. 3 Credits
- EDU 270 Diverse Populations* ......................... 3 Credits
- ENG 121 English Composition I* .................... 3 Credits
- ENG 233 Children’s Literature* ...................... 4 Credits
- EDU 105 Topics in Education* .......................... 1 to 3 Credits
- EDU 235 Child, Family, School, & Community Relationships* ................................. 3 Credits
- LNG 112 Spanish for Teachers ......................... 3 Credits

**Total Credits ......................... 34 Credits**

Course has a prerequisite

Effective: April, 2014

Current as: 7/16/14

Educational Paraprofessional Certificate

The Educational Paraprofessional Certificate is designed to assist students in obtaining the skills necessary to work as a paraprofessional in Pre-K and early elementary classrooms. This certificate stresses the importance of understanding children and family diversity, special needs populations, and developmentally appropriate discipline. By completing this certificate, a student can supplement an Associate of Arts or Applied Arts degree or use it to directly gain employment.

**Required Coursework (27 credit hours)**

- EDU 102 Early Childhood Development II* .......... 3 Credits
- EDU 110 Introduction to Education .................... 3 Credits
- EDU 115 Positive Child Guidance* .................... 3 Credits
- EDU 240 Emergent Literacy* ............................. 3 Credits
- ENG 122 English Composition I* .................... 3 Credits
- ENG 233 Children’s Literature* ...................... 4 Credits
- PSY 210 Human Growth & Development* .......... 4 Credits
- MATH 105 Math Concepts for Elementary Teachers* ......................................................... 4 Credits
- EDU 201 Introduction to Special Education* ......... 3 Credits
- EDU 202 Early Childhood Curriculum* .......... 3 Credits
- EDU 203 Administration of Early Childhood Programs* ..................................................... 3 Credits
- EDU 240 Emergent Literacy* ............................. 3 Credits
- EDU 270 Diverse Populations* ......................... 3 Credits
- ENG 121 English Composition I* .................... 3 Credits
- ENG 233 Children’s Literature* ...................... 4 Credits
- EDU 235 Child, Family, School, & Community Relationships* ................................. 3 Credits
- LNG 112 Spanish for Teachers ......................... 3 Credits
- PHED 250 P.E. for the Elementary Teacher* .......... 2 Credits

**Total Credits ......................... 35 Credits**

Course has a prerequisite

Effective: April, 2014

Current as: 7/16/14
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 or 4 letter prefix (i.e.: ACCT), plus a 3-4 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 41.
ACCOUNTING
(ACCT formerly BAA)

ACCT 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

ACCT 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: ACCT 100

ACCT 111 PRINCIPLES OF ACCOUNTING I,
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: ACCT 100 or high school bookkeeping

ACCT 112 PRINCIPLES OF ACCOUNTING II,
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: ACCT 111 or its equivalent

ACCT 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: ACCT 111

ACCT 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: ACCT 100

ACCT 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: ACCT 100

ACCT 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: ACCT 111

ACCT 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: ACCT 100

ACCT 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: ACCT 112 or its equivalent

ACCT 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: ACCT 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, lab 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: Test above ENG 063

ALH 103 NUTRITION, 3 Credits, 3 Contacts
This course is 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 to become a discriminating consumer.  
Prerequisite: None

ALH 111 DIAGNOSTIC CODING, 3 Credits, 3 Contacts
This course is designed to provide students with the necessary principles for properly coding diseases, conditions, and injuries. Students will learn and be expected to demonstrate the ability to translate written diagnoses into the appropriate ICD-9-CM numeric designations. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist – Physician Office) certification exam.  
Prerequisite: ALH 111 Diagnostic Coding

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. 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, and immunization schedules and administration. (This course is not intended for nursing students. Medical Assisting students should take in traditional classroom setting.)  
Prerequisite: ALH 218 and BIO 101 or BIO 105 or BIO 210 and BIO 211, and test into or higher than or completion of MATH 055

ALH 210 PROCEDURAL CODING, 3 Credits, 3 Contacts
This course is designed to provide students with the necessary principles for applying the CPT procedural code that most accurately identifies the service performed. Students will learn and be expected to demonstrate the ability to translate documentation into the appropriate procedural code. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist – Physician Office) certification exam.  
Prerequisite: ALH 111 Diagnostic Coding

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 ENG 063 and ENG 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 BIO 101 or BIO 105 or BIO 210 and BIO 211. Medical Assistant students should take this course in traditional classroom setting.

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, BIO 101 or BIO 105 or BIO 210 and BIO 211 and test into or higher than or completion of MATH 055
Co-requisite: ALH 235 (for Medical Assistants)

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: CIS 101

ALH 233 ADMINISTRATIVE II – ADVANCED MEDICAL OFFICE PROCEDURES, 4 Credits, 5 Contacts
This course follows an introduction to office management and business administration of a medical office in Administrative 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. Instruction will include documentation, patient education and safety measures. Cultural, life span and psychosocial differences will be addressed.
Prerequisite: BIO 101 or BIO 210 and BIO 211, and ALH 218. 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, calculate drug dosages, demonstrate skills in assisting with minor surgical procedures, and assisting with pediatric care in the office and understand basic life support and first aid.
Prerequisite: ALH 235, ALH 230 May take concurrently with ALH 205

ALH 240 INSURANCE CLAIMS PROCESSING, 3 Credits, 3 Contacts
This course is designed to provide students information necessary to accurately complete insurance claims for facilities and physicians. Students will demonstrate their ability to apply diagnostic and procedural codes to various forms of insurance. Emphasis will be placed on the ethical responsibilities of the Insurance Claims Specialist. Students will apply their learning to both paper claims and electronic billing. Current issues related to medical insurance will be discussed. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist-Physician Office) certification exam.
Prerequisite: ALH 111 Diagnostic Coding & ALH 210 Procedural Coding
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 ENG 063 and ENG 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 coursework 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: BIO 101 or BIO 211 and ALH 218 and test into or higher than MATH 055

ALH 280 CODING SPECIALIST – PHYSICIAN-BASED (CCS-P) EXTERNSHIP, 3 Credits, 3 Contacts
The Coding Specialist – Physician-based (CCS-P) serves a key role in the medical office, clinic or hospital setting. CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider’s business operations for data submitted to insurance companies or the government for expense reimbursement. The new concepts in the ICD-10-CM system will be included. Prerequisite: Student must have completed all of the curriculum in the Coding Specialist – Physician-based (CCS-P) program with a minimum of 2.0 in each theory class.

ALH 285 PHLEBOTOMY 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.

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
(ANTH formerly SSA)

ANTH 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: ENG 121

ART
(ART formerly HUA)

ART 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 ENG 063 and ENG 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 means of creative problem solving. Different types of image-making processes are studied and evaluated as a means of effective communication. Students learn to invent from observation and imagination.
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 115 INTRODUCTION TO GRAPHIC DESIGN, 3 Credits, 4 Contacts
This course will introduce the various aspects of the graphic design field. Topics include visual communication theory and practice, an overview of typography, spatial relationships and the potential areas of specialized and employment.
Prerequisite: None

ART 116 COLOR THEORY FOR GRAPHIC DESIGN, 3 Credits, 4 Contacts
This class will cover the theory of color with special emphasis on the unique color theories used in print and web application. The class will introduce the importance and use of color in all dimensions of commercial art and graphic design. The focus will be on practical assignments related to commercial projects.
Prerequisite: None
Co-Requisite: ART 115

ART 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

ART 117 COLORED PENCIL II, 3 Credits, 3 Contacts
This class will cover the theory of color with special emphasis on the unique color theories used in print and web application. The class will introduce the importance and use of color in all dimensions of commercial art and graphic design. The focus will be on practical assignments related to commercial projects.
Prerequisite: None

ART 119 DIGITAL ILLUSTRATION, 3 Credits, 4 Contacts
This course explores the basics of illustration using Adobe Illustrator and relevant computer hardware. Digital illustration will be used as a tool to create brochures, labels and packaging as well as fine art applications. Emphasis will be placed on creating audience appropriate illustrations.
Prerequisite: ART 104
Co-Requisite: ART 115

ART 120 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 ENG 063 and ENG 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 ENG 063 and ENG 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, 5 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 imprimatura, 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 imprimatura, 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 105 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 115 and BUS 153

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

ART 254 PASTEL III, 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

ART 255 PASTEL IV, 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

ART 256 PASTEL V, 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

ART 260 ADVANCED PHOTOGRAPHY: COMMERCIAL AND FINE ART, 3 Credits, 4 Contacts
This class will expand on the material covered in Beginning Photography and will give the student practical experience in portrait, product, and location photography with emphasis on professional photographic processes that are applicable to both the fine art and commercial photographer. Both the photographic studio and off site locations will be utilized for student work.
Prerequisite: ART 160 and ART 170

ART 264 TYPOGRAPHY, 3 Credits
This course is designed to introduce students to the basics of typography and the use of type in graphic design and visual communication. The class covers type and the letterforms as fundamental and aesthetic elements of visual design. This course uses traditional and digital media.
Prerequisite: ART 115

ART 270 ADVANCED PHOTOGRAPHY: COMMERCIAL AND FINE ART, 3 Credits, 4 Contacts
This course is designed to give practical insight into the discipline of marketing and how it applies to the creative process within advertising agencies to create effective, integrated advertising campaigns for diverse markets and media. Advertising strategy based on media and marketing realities will be investigated and applied. Students will learn about the basic role and responsibilities of the art director/designer and how they influence and guide how products and services are brought to market.
Prerequisite: ART 115 and BUS 153

ART 276 ADVERTISING DESIGN, 3 Credits, 3 Contacts
This course is designed to give practical insight into the discipline of marketing and how it applies to the creative process within advertising agencies to create effective, integrated advertising campaigns for diverse markets and media. Advertising strategy based on media and marketing realities will be investigated and applied. Students will learn about the basic role and responsibilities of the art director/designer and how they influence and guide how products and services are brought to market.
Prerequisite: ART 115 and BUS 153

ART 280 WEB DESIGN WITH ADOBE DREAMWEAVER, 3 Credits, 3 Contacts
This course will give the students a solid understanding of web design principles using Adobe Dreamweaver. Students will learn and configure the Dreamweaver environment, and use Dreamweaver to plan, create, and maintain website projects. Students will also learn how to format text, manage images, and use CSS for positioning objectives and controlling layout. Students will learn more advanced topics like rich media, spray elements, and database functionality. Throughout the course, students will be exposed to web design concepts including: Web Typography, color and graphic usage, page layout, navigation, usability, and designing webpages for various display media.
Prerequisite: CIS 100 and CIS 101

ART 290 ART PORTFOLIO, 2 Credits, 2 Contacts
This is a capstone course for the Associate of Arts in Visual Art degree. In this course the student will create a portfolio of their work in preparation for submission to potential employers, galleries, or schools. The student will work individually with the instructor to select representative pieces of their work, design the presentation and produce the final portfolio in both digital and traditional media. The successful completion of this course is necessary to receive the Associate of Arts in Visual Arts degree.
Prerequisite: Completion of all but the last semester of the appropriate emphasis with the Associate of Arts in Visual Art degree program

AUTOMOTIVE (AUTO formerly VTA)

AUTO 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY, 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 tool usage. Vehicle maintenance and inspection and minor repairs will be performed.
Prerequisite: None
AUTO 141 ENGINE DIAGNOSIS AND IGNITION SYSTEMS, 5 Credits, 6 Contacts
This course provides 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, testing and repair of ignition system components will be practiced. 
Prerequisite: AUTO 100

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

AUTO 146 AUTOMOTIVE BRAKING SYSTEMS, 4 Credits, 6 Contacts
This introductory course teaches theory, service and repair of automotive braking systems and their components. Emphasis is given to hydraulic theory, repair, and service of system components, including anti-lock and traction control systems. 
Prerequisite: AUTO 100

AUTO 221 AUTOMOTIVE STEERING AND SUSPENSION, 4 Credits, 6 Contacts
This course provides an in depth study of the various mechanical and electronic steering and suspension systems used on today’s vehicles. Focus will be placed on the theory and operation as well as the diagnosis and repair of steering and suspension system components including wheel alignment. This course will also cover tire diagnosis and repair and includes dynamic wheel balancing. The course will emphasize professional methods of diagnosis and repair for related components. 
Prerequisite: None

AUTO 225 AUTOMOTIVE ELECTRICAL SYSTEMS I, 4 Credits, 6 Contacts
The first of two electrical classes introduces the fundamentals of electricity and automotive electronics. Digital multimeters and circuit troubleshooting is covered. Emphasis is placed on understanding and utilizing electrical diagrams. Batteries, starting and charging systems are covered. 
Prerequisite: AUTO 100

AUTO 228 AUTOMOTIVE EMISSION SYSTEMS, 5 Credits, 5 Contacts
This course explains the operation of the emission control systems. Students will diagnose 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: AUTO 100, AUTO 141 and AUTO 142

AUTO 229 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: AUTO 100

AUTO 245 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: AUTO 100

AUTO 250 INTRODUCTION TO TRANSMISSIONS, 3 Credits, 3 Contacts
A study of drivelines, manual and automatic transmission theory of operation, diagnosis, testing, and repair procedures. Theory and diagnosis of computer-controlled transmissions will also be covered. 
Prerequisite: AUTO 100

AUTO 251 MANUAL TRANSMISSIONS AND TRANAXLES, 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: AUTO 100 and AUTO 250

AUTO 252 AUTOMATIC TRANSMISSIONS AND TRANAXLES, 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: AUTO 100 and AUTO 250
AUTO 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 electronic/electronic systems certification tests.
Prerequisite: AUTO 100 and AUTO 225

BIOLOGY
(BIO formerly NSA, NSB)

BIO 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

BIO 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 ENG 063 and ENG 073

BIO 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 ENG 063 and ENG 073 and BIO 120 or one year of high school biology and either MATH 100 concurrently or placement into MATH 104 or equivalent college course

BIO 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: BIO 120 or one year of high school biology: ENG 121 is highly recommended prior to or concurrently with this course

BIO 125 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 students 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 ENG 063 and ENG 073

BIO 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: BIO 121, BIO 122 or permission of the instructor/professor

BIO 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 toward 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 BIO 121 and high school chemistry or CHEM 130 and ENG 121
Co-requisite: ALH 218
BIO 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 toward 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 BIO 210

BIO 212 PATHOPHYSIOLOGY, 4 Credits, 4 Contacts
This is an intensive course geared toward present and future health care professionals intending to cover how human physiology is altered in various major disease states. 
Prerequisite: BIO 205 or BIO 211

BIO 230 MICROBIOLOGY, 4 Credits, 6 Contacts
This is an introduction to general microbiology. Topics include general properties of bacteria, viruses and eukaryotic parasites, disinfection, sterilization, sources and means of infection, infectious diseases and immunity. This is a lecture/laboratory combination course designed with a focus in nursing and health-related careers. In the laboratory, students will isolate, propagate and study morphological and physiological characteristics of both pathogenic and non-pathogenic microorganisms.
Prerequisite: Successful completion (grade of 2.0) of BIO 121, BIO 122 or CHEM 133

BIO 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 ENG 063 and ENG 073 and permission of the instructor/professor

BIO 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

BUSINESS
(BUS formerly BAC, BAD, BAM, BIP)

BUS 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 BUS 121 Intermediate Keyboarding)
Prerequisite: None

BUS 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

BUS 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: BUS 100 Keyboarding-Introduction or the ability to key 30 words per minute with 3 or fewer errors
BUS 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 BUS 103 placement test, ACT/SAT, or completion of MATH 055

BUS 104 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 ENG 063 and ENG 073

BUS 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 ENG 063 and ENG 073

BUS 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 ENG 063 and ENG 073

BUS 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: BUS 100 or BUS 102 or successful completion of one year of high school keyboarding or CIS 101

BUS 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: BUS 104

BUS 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: BUS 104

BUS 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: BUS 104

BUS 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: BUS 110

BUS 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: MATH 117 or MATH 151 and MATH 201

BUS 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 ENG 063 and ENG 073, CIS 101, BUS 121 or equivalent
BUS 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: BUS 121, CIS 101 or high school experience and CIS 233

BUS 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: BUS 121, CIS 101 or high school experience and CIS 233

BUS 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: BUS 121 and CIS 233

BUS 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: BUS 121 and CIS 101

BUS 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: BUS 121 and ALH 218

BUS 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 BUS 111, BIP 232, BUS 235, ALH 250, ALH 222 and ALH 105

BUS 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: BUS 121, COM 111 or BUS 111 and CIS 101

BUS 246 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: CIS 101 and BUS 104

BUS 250 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: BUS 104

BUS 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: BUS 104
BUS 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: BUS 104

BUS 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: BUS 104

BUS 255 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 ENG 063 and ENG 073

BUS 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: BUS 103

CHEMISTRY
(CHEM formerly NSC)

CHEM 130 CHEMISTRY, 4 Credits, 5 Contacts
This is an introductory course for those students who have little or no background in chemistry as well as for those students whose program requires a minimum of hours in a laboratory science. This is a general survey course dealing primarily with fundamental principles of chemistry including measurements, atomic structure, nomenclature, balancing equations, stoichiometry, bonding, gases, thermodynamics, acids and bases.
Prerequisite: High school algebra or MATH 100 with a grade of 2.0 or higher or placement into MATH 104 or 151 or equivalent college course

CHEM 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 CHEM 130 and either MATH 100 or placement into MATH 104 or equivalent college course

CHEM 134 GENERAL CHEMISTRY II, 4 Credits, 6 Contacts
A continuation of CHEM 133 General Chemistry I. 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: CHEM 133

CHEM 210 ORGANIC CHEMISTRY, 4 Credits, 6 Contacts
This is a general organic chemistry course covering nomenclature, physical properties, and reactions involving alkanes, alkenes, alkynes, cyclics, alkyl halides and dienes. Analysis will include an introduction to IR, NMR, and chromatography.
Prerequisite: CHEM 134 General Chemistry II

COMMUNICATIONS/ORAL

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: None
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: None

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 ENG 063 and ENG 073

COM 280 / PSY 280 PSYCHOLOGY OF SOCIAL MEDIA COMMUNICATIONS, 3 Credits, 3 Contacts
This course will explore the history, growth and behavioral issues within social media. Through this class, students will learn the psychology behind social media communications, its application toward personal and professional development as well as how to create and maintain a social media presence. Social media venues such as Facebook, Google+, Snapchat, LinkedIn, YouTube, Pinterest, Instagram along with others will be integrated throughout this course.
Prerequisite: ENG 073 or equivalent placement score.

COMPUTER-AIDED DRAFTING AND DESIGN (CADD)

CADD 101 BLUEPRINT READING, 3 Credits, 3 Contacts
The principles of reading and interpreting blueprints and sketching techniques of making sketches are applied to industrial parts. Dimensions and notes, sections, auxiliary views, distorted views, representation of common machining and manufacturing processes and other principles of drafting and design are discussed.
Prerequisite: None

CADD 102 ADVANCED BLUEPRINT READING, 3 Credits, 3 Contacts
The representation of complex parts and mechanisms and interpretation of prints for special features of design, fabrications, construction and assembly will be covered. Included will be preferred methods of projection; design, function and operation of jigs and fixtures; gearing and assembly drawings.
Prerequisite: CADD 101

CADD 215 COMPUTER AID DRAFTING AND DESIGN, 3 Credits, 3 Contacts
This is an entry-level course for students who have an understanding of basic drafting standards. AutoCAD software will be used throughout the course. Topics include terminology, techniques and applications of computer generated design as it relates to engineering tool design and product design. All drawings are generated in two dimensional designs.
Prerequisite: None

CADD 216 ADVANCED COMPUTER AIDED DRAFTING AND DESIGN, 3 Credits, 3 Contacts
This course is intended to introduce the aspects of computer three dimensional modeling. Students will study units from constructing 3D wireframe models, 3D surface models and 3D solid models for making multi-view drawings.
Prerequisite: CADD 215

CADD 217 3D MODELING (INVENTOR), 3 Credits, 3 Contacts
This course introduces the concepts and techniques of 3D modeling using Autodesk Inventor software. As an introductory class, it does not assume prior knowledge of any 3D modeling software. Some CADD background with orthographic projections, sections and exploded views is recommended. Some of the topics will include constraining and dimensioning sketches, generating 3D parts from sketches, editing 3D parts, placing parts in assemblies and creating drawing views.
Prerequisite: CADD 215 Computer Aided Drafting and Design

COMPUTERS (CIS formerly EDP)

CIS 100 USING THE INTERNET, 1 Credits, 1 Contacts
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

CIS 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: BUS 100 or test out and placement beyond or satisfactory completion of ENG 063
CIS 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: CIS 101

CIS 130 INTRODUCTION TO HTML5, 4 Credits, 4 Contacts
This course provides an introduction and overview of HTML5 syntax and applied to web and mobile applications. Students will learn the HTML5 tag and attributes for web and mobile devices, and how to use them with Cascading Style Sheets and JavaScript/JavaScript to build web applications. Students will also learn how to use HTML5 with other specifications like microformats, microdata, WebSockets, web storage or Geolocation.
Prerequisite: CIS 101 or permission of instructor/professor

CIS 132 INTRODUCTION TO JAVA, 4 Credits, 4 Contacts
This is an introductory programming course using the Java programming language. Students will learn programming logic and design using an object-oriented language, and the core syntax of the Java language. Concentrating on good programming practices and writing small computer programs, students will gain a solid foundation to apply to further Java studies.
Prerequisite: CIS 101 or permission of the instructor/professor

CIS 134 INTRODUCTION TO XML, 4 Credits, 4 Contacts
This course provides an introduction and overview of XML for use with XML-enabled applications or general web use. Students will learn to write well-formed and valid XML, the use of DTD’s, XML schema, CSS and XSL for formatting, and advanced topics of SML including XPath, XLink and Xpointer. Students will also learn how to use XML in communication and web services.
Prerequisite: CIS 130

CIS 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: CIS 101

CIS 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: CIS 101

CIS 219 ADVANCED BASIC PROGRAMMING, 3 Credits, 3 Contacts
This course is a continuation of CIS 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: CIS 117

CIS 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: CIS 101 or permission from the professor/instructor

CIS 224 COMPUTER REPAIR ESSENTIALS, 3 Credits, 3 Contacts
The course is a continuation of CIS 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: CIS 101 or permission from the professor/instructor
CIS 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 receive Core Certification in EXCEL.
Prerequisite: CIS 101

CIS 230 CONCEPTS OF SPREADSHEETS LEVEL II (EXCEL), 2 Credits, 2 Contacts
This course is a continuation of CIS 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: CIS 227

CIS 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: CIS 101

CIS 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: CIS 101

CIS 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: CIS 233

CIS 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: CIS 101

CIS 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: CIS 171 and CIS 240

CIS 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: CIS 240

CIS 246 ADVANCED DATABASE APPLICATIONS (ACCESS), 3 Credits, 3 Contacts
This course is a continuation of CIS 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 advance 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: CIS 234

CIS 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: CIS 100 and CIS 101
CIS 253 WEB PAGE DESIGN LEVEL II,  
3 Credits, 3 Contacts  
This course is a continuation of CIS 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: CIS 252 Web Page Design Level I

CIS 254 WEB DESIGN AND PROGRAMMING LEVEL III, 3 Credits, 3 Contacts  
This course is a continuation of CIS 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: CIS 253

CIS 262 ANDROID PROGRAMMING,  
4 Credits, 4 Contacts  
The Android platform is an open source mobile device software from Google. Students will learn the components that make up an android application, and how an android application interacts with the android operating system. Students will then learn how to plan, design and develop applications using development software—Android SKD and Eclipse. Also students will learn about the programming logic and code syntax use to create an android application, and how to publish an application to the android market.  
Prerequisite: CIS 132

CIS 264 IPHONE PROGRAMMING,  
4 Credits, 4 Contacts  
Students will learn the skills necessary to develop, test and debug iPhone and iPad applications. Using the Xcode development environment with Objective-C, students will learn how to layout iOS application, how use iOS user interface controls and how to set application preferences. Storing user data, integrating multimedia and developing universal applications will also be covered.  
Prerequisite: CIS 132 or permission of instructor/professor

CIS 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: CIS 101 or permission of the professor/instructor

CIS 280 WEB DESIGN WITH ADOBE DREAMWEAVER, 3 Credits, 3 Contacts  
This course will give the students a solid understanding of web design principles using Adobe Dreamweaver. Students will learn and configure the Dreamweaver environment, and use Dreamweaver to plan, create, and maintain website projects. Students will also learn how to format text, manage images, and use CSS for positioning objectives and controlling layout. Students will learn more advanced topics like rich media, spray elements, and database functionality. Throughout the course, students will be exposed to web design concepts including: Web Typography, color and graphic usage, page layout, navigation, usability, and designing web pages for various display media.  
Prerequisite: CIS 100 and CIS 101

ECONOMICS  
(ECON formerly BAE)

ECON 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 ENG 063 and ENG 073 and test into MATH 117

ECON 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: ECON 203
EDUCATION
(EDU formerly SSE)

EDU 101 EARLY CHILDHOOD DEVELOPMENT I:
AGES 0-3, 3 Credits, 3 Contacts
This course will focus on typical and atypical developmental milestones of physical, cognitive, language, and social/emotional development of infants and toddlers (age 0 to 3) from diverse backgrounds and observation of children in early care environments. Theories of child development and contributions of theorists are reviewed in the context of application to developmental milestones. Emphasis is placed on caregiving skills, curriculum planning, appropriate environments, and strategies to enhance development.
Prerequisite: ENG 063 and ENG 073

EDU 102 EARLY CHILDHOOD DEVELOPMENT II:
AGES 3 – 8, 3 Credits, 3 Contacts
This course will focus on typical and atypical developmental milestones of physical, cognitive, language, and social/emotional development of preschool and early elementary children (age 3 to 8) from diverse backgrounds and observation of children in early education settings. Theories of child development and contributions of theorists are reviewed in the context of application to developmental milestones. The effects that multiple interrelated environmental factors have on the growth and development of the child will be explored.
Prerequisite: ENG 063 and ENG 073

EDU 104 TOPICS IN EARLY CHILDHOOD EDUCATION, 1-3 Credits, 1-3 Contacts
This course broadens student knowledge through selected topics and issues pertaining to early childhood education and child care. Topics may include: issues with infants and toddlers, issues with preschoolers, learning activities and environments, child assessments, child care administration, legal and ethical issues, literacy and oral language development, physical, cognitive, social-emotional development, very young children with special needs, health and nutrition, trends and new practices in early childhood education.
Prerequisite: ENG 063 and ENG 073

EDU 105 TOPICS IN EDUCATION, 1-3 Credits, 1-3 Contacts
This course broadens student knowledge through selected topics and issues pertaining to K-12 education. Topics may include: learning strategies and environments, legal and ethical issues, literacy, special needs, trends in education, and new practices.
Prerequisite: ENG 063 and ENG 073

EDU 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, teacher’s 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 students make intelligent choices of areas of specialization within the profession.
Prerequisite: ENG 121 or placement

EDU 115 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 ENG 063 and ENG 073

EDU 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION, 3 Credits, 3 Contacts
This survey course introduces students to various theories and philosophies of child care, developmentally appropriate practice, and critical periods of development for children ages newborn to age 8, and CDA functional areas. Students will apply knowledge based on either an infant-toddler or preschool emphasis.
Prerequisite: ENG 063 and ENG 073

EDU 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

EDU 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, test 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: EDU 121
EDU 170 ART FOR THE ELEMENTARY TEACHER, 3 Credits, 3 Contacts
This course is designed to acquaint the prospective elementary teacher with art activities, materials, and methods at the elementary school level.
Prerequisite: ENG 063 and ENG 073 or placement

EDU 190 MUSIC FOR THE CLASSROOM TEACHER, 3 Credits, 3 Contacts
This course is designed to give the prospective elementary teacher basic music experience. Students are prepared to use music functionally and developmentally in the elementary classroom through singing, playing informal instruments, and responding to music rhythmically. Creative principles, methods, and materials for using music in the classroom are emphasized.
Prerequisite: ENG 063 and ENG 073

EDU 201 INTRODUCTION TO SPECIAL EDUCATION, 3 Credits, 3 Contacts
This course introduces students to the characteristics and needs of individuals with sensory, physical, mental, emotional, and intellectual disabilities. Students develop an understanding of the psychological, sociological, philosophical, legal, and educational aspects of each type of disability.
Prerequisite: PSY 101, PSY 210
Co-Requisite: May take PSY 210 concurrently

EDU 202 EARLY CHILDHOOD CURRICULUM, 3 Credits, 3 Contacts
This course focuses on developmentally appropriate curricula models that promote all domains of growth and development in young children. Topics include theoretical approaches, developmental sequence, strategic instructional methods, developmentally appropriate materials, and lesson/unit design.
Prerequisite: One of the following: EDU 101, EDU 102, or EDU 120
Co-Requisite: May take EDU 101, EDU 102 or EDU 120 concurrently

EDU 203 ADMINISTRATION EARLY CHILDHOOD PROGRAMS, 3 Credits, 3 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: one of the following: EDU 101, EDU 102 or EDU 120
Co-Requisite: May take EDU 101, EDU 102 or EDU 120 concurrently with EDU 203

EDU 214 EARLY CHILDHOOD ASSESSMENT, 3 Credits, 3 Contacts
This course focuses on how to design and implement developmentally appropriate assessments suitable for young children ages newborn to 8 years. Students will use formal and informal assessment information, child development theory and knowledge of children’s cultural and family backgrounds to develop individualized learning goals for diverse learners.
Prerequisite: EDU 101 and EDU 102
Co-Requisite: May take EDU 102 concurrently

EDU 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: ENG 063 & ENG 073 or placement, EDU 110 and PSY 210

EDU 231 EDUCATIONAL PSYCHOLOGY, 3 Credits, 3 Contacts
This course focuses on psychological principles applied to classroom instruction with an emphasis on best practices for effective teaching. Topics include: learning approaches and application, developmental learning trends, learner diversity, motivation, planning, instruction and technology, classroom management, standardized testing and grading.
Prerequisite: EDU 110, ENG 121, PSY 101, PSY 210
Co-Requisite: May take EDU 110 concurrently

EDU 235 CHILD, FAMILY, SCHOOL, AND COMMUNITY RELATIONSHIPS, 3 Credits, 3 Contacts
This course focuses on the effect of family, peer groups, schools, and society on the socialization of children. Emphasis will be placed on parenting and family interactions and their effects on learning and behavior. Other topics include: sensitivity to diversity issues, the impact of media and bullying, social networking, peer relationships, child/teacher rapport, and parent/teacher partnerships.
Prerequisite: EDU 110

EDU 240 EMERGENT LITERACY, 3 Credits, 3 Contacts
This course explores teaching strategies and techniques that support language and literacy development in young children. Topics of study include: language and literacy development, emergent literacy approaches, reading and writing instructional strategies, assessment tools and practices for effective language arts instruction, and the creation of an optimal literate environment. Field participation is required.
Prerequisite: EDU 102 and ENG 121 or placement
Co-Requisite: May take EDU 102 concurrently
EDU 255 CLASSROOM TECHNOLOGY FOR TEACHERS, 3 Credits, 3 Contacts
This course focuses on the theory and practice of integrating technology into PreK-12 teaching. Emphasis is placed on the operation of various technology-based equipment as well as the selection and assessment of instruction media materials, coursework, and software.
Prerequisite: ENG 121 or placement

EDU 260 ASSESSMENT FOR TEACHERS, 3 Credits, 3 Contacts
This is an introductory course for pre-service educators focusing on PreK-12 classroom assessments beliefs and practices. Emphasis is on methods and skills used in assessing children’s development and collaboration with parents and professionals.
Prerequisite: EDU 110 and ENG 121

EDU 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

EDU 270 DIVERSE POPULATIONS, 3 Credits, 3 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 experiences with diverse student populations.
Prerequisite: ENG 121 plus one of the following: EDU 101, EDU 102, EDU 215 or PSY 210.
Co-Requisite: May take EDU 101, EDU 102, EDU 215 or PSY 210 concurrently

EDU 271 INTERNSHIP I - EDUCATION, 3 Credits, 3 Contacts
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 extended over a 15-week period or for one semester after 75% of coursework is completed. Required are 160 to 240 hours of on-the-job experience in an early childhood setting, depending on the student’s previous experience, plus participation in a scheduled seminar.
Prerequisite: ENG 121 plus 75% of the Associate of Education & Human Services degree coursework completed.
Co-Requisite: If the student has no more than two core class to take and they can be done in the summer they can take them concurrently with EDU 271.

ELE 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 minimim 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

ELE 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, build, test and troubleshoot these circuits.
Prerequisite: None

ELE 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

ELE 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
ENGLISH
(ENG formerly COM & HUL)

ENG 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 core 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.

ENG 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 ENG 071 Fundamentals of College Writing I unless Placement score is higher than 4.
Prerequisite: Placement test

ENG 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 ENG 061 Foundations of College Reading I.
Prerequisite: Enrollment is limited to students who have received an “IP” grade in ENG 061

ENG 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: Placement into ENG 063

ENG 071 FUNDAMENTALS OF COLLEGE WRITING I,
3 Credits, 3 Contacts
This course is designed to improve writing skills by achieving greater competency in basic writing skills through the study of grammar, sentence structure, and paragraph development.
Prerequisite: Placement test and minimum of fifth grade reading level.
Co-requisite: Concurrent enrollment in ENG 061 Foundations of College Reading unless Placement score is higher than 43.

ENG 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 ENG 071 Fundamentals of Writing I.
Prerequisite: Enrollment is limited to students who have received an “IP” grade in ENG 071

ENG 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: Successful completion of ENG 071 Fundamentals of College Writing I/ENG 072 Fundamentals of College Writing II, or placement test

ENG 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 ENG 121 or BUS 111.
Prerequisite: Enrollment is limited to students who have received an “IP” grade in ENG 073

ENG 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: ENG 121

ENG 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: ENG 121

ENG 120 ENGLISH LAB,
1 Credit, 1 Contact
This lab is designed to provide additional academic support for students entering ENG 121 English Composition I.
Prerequisite: Placement
ENG 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: Appropriate placement based on assessment (ACT, SAT or placement) or successful completion of ENG 073 or ENG 074. For special sections which include a lab requirement, a writing sample is required.

ENG 122 ENGLISH COMPOSITION II, 3 Credits, 3 Contacts
This course extends the ENG 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: Successful completion of ENG 121 with a 2.0 or better

ENG 123 COMPOSITION PORTFOLIO, 1 Credit, 1 Contact
For those persons transferring quarter hours to Glen Oaks, ENG 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 ENG 121 (Note: Only available through recommendation of Registrar)

ENG 124 COMPOSITION PORTFOLIO: RESEARCH PAPER, 1 Credit, 1 Contact
For those persons transferring quarter credit hours to Glen Oaks, ENG 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 ENG 121 or its equivalent (Note: Only available through recommendations of Registrar)

ENG 126 CREATIVE WRITING I, 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: ENG 121

ENG 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: ENG 121

ENG 212 CONTEMPORARY LITERATURE, 4 Credits, 4 Contacts
This course covers a sampling of literature spanning the years from World War II to today.
Prerequisite: ENG 121

ENG 226 CREATIVE WRITING II, 3 Credits, 3 Contacts
A survey course in which students work to develop their command of language as a means of shaping and ordering their experience and ideas through creative writing focused on poetry and prose; to develop critical, yet creative, thinking skills, and to develop thought, organization, and clarity in written work.
Prerequisite: ENG 126 with a 2.0 or better

ENG 233 CHILDREN’S LITERATURE, 4 Credits, 4 Contacts
This course is an introduction to narrative, biographical, and nonfictional reading materials for children from preschool 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: ENG 121

ENG/HUM 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: ENG 121

ENG 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 ENG 122 or equivalent with a 3.0 or better
**EXTERNSHIP/PRACTICUM**

**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 coursework 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 PRACTICUM, 3 Credits, 3 Contacts**
The Medical Assistant practicum 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 practicum focuses on clinical aspects in the patient care area of the medical clinic. The practicum is 15 weeks and requires 200 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 Assisting (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 281 MEDICAL ADMINISTRATIVE SPECIALIST EXTERNSHIP, 3 Credits, 3 Contacts**
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 of 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).

**Prerequisite:** Student must have completed all of the curriculum in the Medical Administrative Specialist Certificate program with a minimum of 2.0 in each theory class and an overall GPA of 2.5
ALH 280 CODING SPECIALIST – PHYSICIAN-BASED (CCS-P) EXTERNSHIP, 3 Credits, 3 Contacts
The Coding Specialist – Physician-based (CCS-P) serves a key role in the medical office, clinic or hospital setting. CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider’s business operations for data submitted to insurance companies or the government for expense reimbursement. The new concepts in the ICD-10-CM system will be included. 
Prerequisite: Student must have completed all of the curriculum in the Coding Specialist – Physician-based (CCS-P) program with a minimum of 2.0 in each theory class.

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 coursework 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

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

GEOGRAPHY (GEOG formerly NSG)

GEOG 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 ENG 063 and ENG 073

GEOLOGY (GEOL formerly NSG)

GEOL 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 ENG 063 and ENG 073

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Visit The Oaks, Glen Oaks store, and pay for your purchases with either cash, check, MasterCard, Discover, VISA, or, if applicable, a Nelnet payment plan. The Bookstore carries all required and optional textbooks. Vital textbook information is available on the store’s shelf tags.

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.
GOVERNMENT
(PSI formerly SSG)

PSI 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: ENG 121 or concurrent enrollment in ENG 121

HIST 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 overarching themes of historical activity.
Prerequisite: ENG 121 or concurrent enrollment in ENG 121

HIST 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: ENG 121 or concurrent enrollment in ENG 121

HIST 203 INTERNATIONAL RELATIONS, 4 Credits, 4 Contacts
Review the evolution of significant traditional national/international developments. Relate these activities to current political, economic, military and social challenges facing the current global system.
Prerequisite: HIST 102 or HIST 202

HIST 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: ENG 121 or concurrent enrollment in ENG 121

HUMANITIES
(HUM formerly HUH)

HUM 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: ENG 121 or concurrently enrolled in ENG 121
HUM/ENG 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: ENG 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

INDUSTRIAL STUDIES (INDS formerly VTI)

INDS 105 HANDBOOK
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

INDS 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

INDS 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

INDS 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 Executive Assistant to the Dean of Academics and Extended Learning/Faculty 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 Executive Assistant to the Dean of Academics and Extended Learning/Faculty, 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 Executive Assistant to the Dean of Academics and Extended Learning/Faculty 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 Executive Assistant to the Dean of Academics and Extended Learning/Faculty and the agency involved and after returning to the Dean of Academics and Extended Learning/Faculty 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.
BUS 271 Internship I Business
BUS 272 Internship II Business
EDU 271 Internship I Education
SWK 271 Internship I Human Services
TECH 271 Internship I Tech
TECH 272 Internship II Tech

INTERNATIONAL STUDIES
(TRAV formerly SSF)

TRAV 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

LANGUAGES
(LNG formerly HUF)

LNG 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

LNG 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: LNG 110

LNG 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
LNG 125 SPANISH FOR HEALTH CARE WORKERS, 2 Credits, 2 Contacts
This is a Spanish course for the healthcare workers. LNG 125 is a course with a lot of memorization of words and learning basic expressions that are used in the medical field. The course will make less emphasis on Spanish grammar and verb conjugations and more emphasis on medical terms such as triage, lab work, daily care of patient, maternity and body parts etc… as well as medical expressions and cultural information.
Prerequisite: None

LNG 161 SPANISH I, 4 Credits, 4 Contacts
This class offers an introduction to the Spanish language and culture. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will be introduced to some cultural and historical information about the Hispanic World. LNG 161 is equivalent to two years of high school Spanish or the first semester of 100-level Spanish at a four-year institution. Students with more than two years of Spanish must take LNG 162.
Prerequisite: None

LNG 162 SPANISH II, 4 Credits, 4 Contacts
This class is a continuation of LNG161 Spanish I. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will continue to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third and fourth year of high school or the second semester of 100-level Spanish at a four-year university.
Prerequisite: That you have completed LNG 161 and passed the course and/or instructor approval.

LNG 163 SPANISH III, 4 Credits, 4 Contacts
This class is a continuation of LNG162 Spanish 2. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will develop conversation skills while continuing to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third semester of 100-200 level Spanish at a four-year university and/or you must have completed 4 years of high school Spanish.
Prerequisite: That you have completed LNG 161 and LNG 162 and you have passed the courses and/or instructor approval.

LNG 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: LNG 163 or permission of the instructor/professor

LAW ENFORCEMENT
(CRJU formerly VTL)

CRJU 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

CRJU 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: CRJU 110 or BUS 111 or ENG 121 concurrently

CRJU 113 CRIMINAL INVESTIGATION, 3 Credits, 3 Contacts
Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses and interrogating suspects.
Prerequisite: None

CRJU 114 INTRODUCTION TO CORRECTIONS, 3 Credits, 3 Contacts
Overview of the criminal justice system’s history, development, and evolution including subsystems of police, courts, and corrections.
Prerequisite: None

CRJU 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: CRJU 110
CRJU 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: CRJU 110

CRJU 212 COMMUNITY RELATIONS, 3 Credits, 3 Contacts
Principles of community policing including youth-focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.
Prerequisite: CRJU 110

CRJU 214 PUBLIC SERVICE ADMINISTRATION, 3 Credits, 3 Contacts
This course is designed to assist the learner in enhancing their perspective of the role, functions and purpose of the police organization and management structure. The intent of the course is to integrate the learners’ experiences into the larger picture of the police organization and their role in that structure as a supervisor, manager or executive. The format for this class will include readings, online & library research, and other individualized learning experiences.
Prerequisite: CRJU 110

CRJU 216 PROBATION & PAROLE, 3 Credits, 3 Contacts
History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws, and case studies.
Prerequisite: CRJU 110

CRJU 218 SOCIAL JUSTICE, 3 Credits, 3 Contacts
Exploration of job stresses and the social value and ethics of the criminal justice process.
Prerequisite: CRJU 110

MATH 055 APPLIED BASIC MATHEMATICS, 4 Credits, 4 Contacts
This course is designed to achieve competency in basic mathematical and pre-algebra skills. It is also for students who have had no previous algebra experience. This course is designed to help students gain confidence in applying the basics of arithmetic and algebra in their jobs and areas of study. Students who master the material will be ready for Introductory Algebra.
Prerequisite: None

MATH 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, write linear equations, operating with polynomials, solving quadratic equations by factoring, solving systems of linear equations, multiplying, dividing and simplifying rational algebraic expressions.
Prerequisite: MATH 055 or placement test

MATH 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: MATH 100 or placement test

MATH 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: MATH 100 or placement test

MATH 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

MATHEMATICS
(MATH formerly NSM)

MATH 055 has 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.
MATH 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: MATH 109 or MATH 100 or placement test

MATH 117 FINITE MATHEMATICS,  
4 Credits, 4 Contacts  
Provides the non-calculus mathematics background necessary for students in business, management and the life and social sciences. Emphasis throughout is to enhance student understanding of the modeling process and how mathematics is used in real world applications. A TI-83 graphing calculator is highly recommended for this course.  
Prerequisite: MATH 104 Intermediate Algebra or placement test

MATH 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: MATH 109

MATH 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: MATH 104 or placement test

MATH 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: MATH 151 or placement test

MATH 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: MATH 151 or placement test

MATH 162 CALCULUS II & ANALYTIC GEOM,  
4 Credits, 4 Contacts  
This course is designed to follow MATH 161 Calculus I and Analytic Geometry, providing mathematics and science majors with further background in analytic geometry and in differential and integral calculus.  
Prerequisite: MATH 161 or its equivalent

MATH 201 STATISTICS, 3 Credits, 3 Contacts  
An introductory course in statistics to include: probability, descriptive statistics, probability distributions and hypothesis testing. This course is for those entering our engineering technology programs, as well as any student who will need a course in basic statistics. TI-83 Graphing Calculator strongly recommended.  
Prerequisite: MATH 104 Intermediate Algebra or placement test

MATH 261 CALCULUS III & ANALYTIC GEOM,  
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: MATH 162 or its equivalent

MATH 262 LINEAR ALGEBRA & ORD DIFF EQUA,  
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: MATH 162 or its equivalent

MATH 990 INDEPENDENT STUDY IN MATH,  
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
(MUS formerly HUM)

MUS 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 ENG 063 and ENG 073

MUS 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 ENG 063 and ENG 073

MUS 154 WIND/PERCUSSION ENSEMBLE I,
1 Credit, 1 Contact
This course is designed to provide exemplary musical experiences that enable wind/percussion ensemble players and audience members to be engaged, actively and reflectively, with the finest examples of wind/percussion ensemble performances. Prerequisite: Successful audition with the Sturgis Wind Symphony.

MUS 156 WIND/PERCUSSION ENSEMBLE II,
1.5 Credits, 1.5 Contacts
This course is designed to provide exemplary musical experiences that enable wind/percussion ensemble players and audience members to be engaged, actively and reflectively, with the finest examples of wind/percussion ensemble performances. Prerequisite: Successful completion of Wind/Percussion Ensemble I with the Sturgis Wind Symphony.

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, 8 Contacts
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 cultural, 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 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 students 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, 6 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 instructors from the College. Provision is made for post-conferences which reinforce the learning process. 
Prerequisite: Completion of first semester Level I courses: NUR 104, NUR 109, BIO 212

NUR 112 MEDICAL-SURGICAL NURSING II, 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 111, NUR 119, NUR 131, ALH 103

NUR 119 PHARMACOLOGY II, 2 Credits, 2 Contacts
This is a structured systemic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing of Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration. 
Prerequisite: Completion of NUR 104 and NUR 109

NUR 129 PHARMACOLOGY III, 2 Credits, 2 Contacts
This is a structured systemic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing of Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration. 
Prerequisite: Completion of NUR 119

NUR 130 MATERNITY NURSING, 3 Credits, 6 Contacts
Obstetrics NUR 130 is 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
Pediatric NUR 131 is an introductory course that focuses on Holistic health needs from infancy through adolescence. The focus is on common conditions and illnesses of children. The clinical focuses on the nursing care of the ill child. Developmental concepts, health promotion and prevention are emphasized in clinical and theory. Clinical experience is provided under the supervision of a Professor/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 first level courses and first and second semesters of Level II.
Co-Requisite: Third 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, 3 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 attempt to help the student identify aberrations in personality and behavior as well as techniques or methods available in the community to restore mental health. The clinical experience will utilize available community resources and support the student to develop therapeutic communication and interaction techniques.
Prerequisite: All nursing and non-nursing courses required at Level I of the Nursing Program

NUR 215 COMPLEX MEDICAL-SURGICAL
NURSING, 4 Credits, 10 Contacts
This course is designed to provide a more 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 high risk health problems or combination of multiple health problems which indicate complexity.
Prerequisite: Successful completion of first semester Level II courses within the Nursing Program.
Co-Requisite: NUR 213 Complex Parent-Child Nursing and BIO 230 Microbiology

NUR 216 LEADERSHIP IN NURSING, 2 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 Level I courses and first and second semester of the Level II program.
Co-Requisite: Third 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,
2 Credits, 5 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: All nursing and non-nursing courses required at Level I of the Nursing Program, and courses required during the first and second semester of the Level II program.
Co-Requisite: Third semester Level II courses.

PHILOSOPHY
(PHIL formerly HUP)

PHIL 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: ENG 121

PHIL 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: ENG 121

PHYSICAL EDUCATION/ACTIVITY
(PHED formerly NSH)

PHED 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 meet course requirements through an open schedule.
Prerequisite: None
PHED 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: PHED 100 or PHED 106 or workout experience

PHED 105 FITNESS/WELLNESS LAB, 1 Credit, 2.5 Contacts
An extension of PHED 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: PHED 104

PHED 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 ENG 063 and ENG 073

PHED 107 FITNESS/WELLNESS LAB, 1 Credit, 2.5 Contacts
Similar to PHED 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: PHED 105

PHED 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 in to their lifestyle.
Prerequisite: None

PHED 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

PHED 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
(PHED formerly NSH)

PHED 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 ENG 063 and ENG 073

PHED 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 ENG 063 and ENG 073

PHED 223 THEORY & PRACTICE OF BASEBALL, 2 Credits, 2 Contacts
Special emphasis is placed on the organization and operation of the entire program form 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 ENG 063 and ENG 073
**PHED 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 ENG 063 and ENG 073*

**PHED 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 ENG 063 and ENG 073*

**PHED 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 ENG 063 and ENG 073*

**PHED 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 ENG 063 and ENG 073*

**PHYSICS (PHYS formerly NSP, NSS)**

**PHYS 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 ENG 063 and ENG 073*

**PHYS 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: PHYS 155 Concurrently: PHYS 154*

**PHYS 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: PHYS 155 Concurrently: PHYS 155*

**PHYS 155 GENERAL PHYSICS I, 5 Credits, 7 Contacts**
This course is the first semester of a two semester course in physics with an algebra basis and an included laboratory experience. The course covers rigid body mechanics, basic fluid dynamics and thermodynamics. The course sequence is designed to provide the technician with a strong background in physics concepts and their applications. Laboratory topics will be selected from the course content. Scientific calculator required.
*Prerequisite: MATH 100 Introduction to Algebra or placement*

**PHYS 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: MATH 161 Concurrently: PHYS 252*

**PHYS 252 PHYSICS I LAB, 1 Credit, 3 Contacts**
A laboratory course which includes exercises related to topics covered in PHYS 251 Physics I.
*Prerequisite: MATH 161 Concurrently: PHYS 251*
PHYS 253 PHYSICS II, 4 Credits, 4 Contacts
A continuation of PHYS 251 Physics I. Included are topics in heat, electricity, magnetism, light and elements of modern physics.
Prerequisite: PHYS 251 and PHYS 252
Concurrently: PHYS 254

PHYS 254 PHYSICS II LAB, 1 Credits, 3 Contacts
Laboratory course which includes exercises related to topics discussed in PHYS 253 Physics II.
Prerequisite: PHYS 251 and PHYS 252
Concurrently: PHYS 253

PHYS 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

PSYCHOLOGY
(PSY formerly SSP)

PSY 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: ENG 121 or concurrent enrollment in ENG 121

PSY 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: ENG 121 or concurrent enrollment in ENG 121

PSY 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: PSY 101, ENG 121 or concurrent enrollment in ENG 121

PSY 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: PSY 101, ENG 121 or concurrent enrollment in ENG 121

PSY 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: ENG 121 or concurrent enrollment in ENG 121

PSY 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: ENG 121 or concurrent enrollment in ENG 121

RELIGION
(REL formerly HUR)

REL 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: ENG 121
REL 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: ENG 121

REL 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: ENG 121

SOCIAL WORK

SWK 252 SOCIAL WELFARE POLICY, 3 Credits, 3 Contacts
This course introduces the student to the social welfare system in the United States and offers a comparison among welfare systems in Mexico, Sweden and Poland. Students will examine historical foundations, controversial issues surrounding social policy, the need for social welfare and social welfare programs.
Prerequisite: ENG 121 English Composition I

SWK 254 COMMUNICATION SKILLS IN THE HELPING PROFESSION, 3 Credits, 3 Contacts
This is a skill-based course that teaches the psychology of interviewing as well as the skills for conducting effective interviews. This involves the techniques for establishing rapport, developing counseling responses, identifying behavior goals, and implementing strategies to bring about change or crisis intervention.
Prerequisite: ENG 121 English Composition I

SWK 255 CULTURALLY SENSITIVE PRACTICES – SOCIAL WORK, 3 Credits, 3 Contacts
This course will provide the student with the knowledge and strategies to work with the various lifestyles, needs, and problems of different racial and cultural groups. The content of the course incorporates important concepts and empirical findings that pertain to ethnic sensitive practice.
Prerequisite: SWK 250 Introduction to Social Work

SWK 268 INTRODUCTION TO HUMAN SERVICES, 3 Credits, 3 Contacts
This course introduces the student to the basic conceptual knowledge of social organizations and the role of the human service worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional helping careers.
Prerequisite: None

SOCIOMETRY
(SOC formerly SSS)

SOC 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: ENG 121 or concurrent enrollment in ENG 121

SOC 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: ENG 121 or concurrent enrollment in ENG 121

SOC 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: ENG 121

WELDING
(WELD formerly VTW)

WELD 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

WELD 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: WELD 170
WELD 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: WELD 171

WELD 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

WELD 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: WELD 172

WELD 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

WELD 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: WELD 172

WELD 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: WELD 270

WELD 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: WELD 170 or WELD 173
## Course Prefix Reference

Course prefixes and numbers have changed, effective Fall 2014. Please refer to the table below for reference.

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* Denotes new course number
Revised 7/8/2014
Cohort Group Fall, 2010 - First Time/Full Time Degree/Certificate Seeking Students (As reported to IPEDS using Cohort 2009 due for 2013-14 IPEDS Reporting - adjusted).
• 2010 Cohort Graduation Rate:
  (Completers with 150% of Normal Time).................. 18%
• 4-Year Average Student-Right-to-Know Completion or Graduation Rate Calculation (Total Completers within 150%/Adjusted Cohort) ......................................................... 22%
• 4-Year Average Student-Right-to-Know Transfer Out Rate Calculation (Total Transfer-out Students/Adjusted Cohort) .......... 27%

REPORT INFORMATION:
4-Year Average Rates found on IPEDS report, last page.
Available through the Office of the Registrar are the following:
• Glen Oaks’ full statistical report, with ethnicity, gender and program breakdowns.
• Complete definitions and date delineations, which are part of the full report.
• All information required by the Student-Right-to-Know legislation.
• Information on the student cohorts back to Fall, 1991.

BRIEF DEFINITIONS:
The Student Cohort contains all students who:
1. Enrolled for the first time in the indicated semester.
2. Took 12 or more credit hours of coursework in their first Fall semester/term (identified as full-time) or less than 12 credit hours of coursework in their first Fall semester/term (identified as part-time).
3. Indication they are seeking a Certificate or Degree.
4. Are enrolled in majors that have a certificate or degree awarded at the completion of an equivalent number of credit hours.
• “Transferred students” are those we are aware of who have changed their enrollment to another institution.
• “Still attending” includes all students who are enrolled for at least 1 credit hour in the reporting semester/term indicated and are not counted in any other category.
• Graduation Rate (Graduated) (Initial Cohort-Transferred).
• 150% Time Period is set by the Federal Government at three (3) semesters for one-year certificate programs, six (6) semesters for two-year certificate/degree programs.

Note: This counts two (2) semesters per year as a normal lead.
Unduplicated Count - This report represents an unduplicated count by category of students in the cohort. If a student can be counted in more than one category, they are ONLY in the lowest number category listed (i.e. graduated takes priority over transferred).

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 a.m. to 6 p.m. (Saturday 7 a.m. to 5 p.m.). The fee is $4 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. 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).
Online Distance Learning

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 delivered using the Angel Learning System, an Internet-based online learning platform.

Distance Learning courses are conveniently available on the Internet 24 hours a day/7 days a week and provide the flexibility to work within unique schedules without the need to come to campus regularly. Students are able to work and study in a relaxed atmosphere and use a variety of educational technologies to meet course requirements.

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 269-294-4306, toll free 1-888-994-7818 extension 306 or e-mail distancelearning@glenoaks.edu.

Fitness/Wellness Center

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 state of the art weight machines and free weights. Students may enroll in fitness classes for credit, or choose to utilize the student membership and work one on one with Center staff to develop a personally designed workout plan.

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 a.m. to 8 p.m., Monday through Thursday, 8 a.m. to 4 p.m. on Fridays, and 8 a.m. to noon on Saturdays. (Spring/Summer hours are subject to change with college schedule.) All students enrolled on at least a part-time basis are able to use the Center for no additional charge as Fitness/Wellness Center membership is included in student fees.

The Fitness/Wellness Center’s community usage fees are competitive with others in the area. Please check the Glen Oaks website for the most up-to-date pricing and schedule. Additional questions about the Center can be directed to the Fitness/Wellness Center at (269) 294-4307 or toll free at (888) 994-7818 extension 307.
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 Business 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 a la 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 Watercolors for Beginners and Landscaping. 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 Workforce Development office to learn of the latest seminars and courses at 269-467-9945 or 888-994-7819. Also check the latest offerings in the Glen Oaks class schedule or college website: www.glenoaks.edu/businessindustry

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.
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

Pam Carrel - Instructor  Nursing  
LPN, Glen Oaks Community College; AS, Southwestern Michigan College; Nursing Home Administration Certificate, MSU; BSN, Goshen College; MSN, Goshen College

Kevin Conner - Professor  Information Technology  
AASB, Glen Oaks Community College; BAS, Davenport Univ.; MS, Capella 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.

Lori Hatfield - Professor  English  
AA, Kalamazoo Valley Community College; BA, Thomas Edison; MA, National University; Coursework, 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

Ron Hofman - Instructor  Automotive  
Denver Auto and Diesel College - Automotive Repair Certificate, Certified Master Mechanic, Certified Service Consultant, Certified Parts Specialist, Certified A/C Specialist, Certified Emissions Inspector, Certified Vehicle Safety Inspector, Certified Training Instructor; ICAR Certifications

Jeffery Hucko - Professor  Biology  
BS, University of Kentucky; MS, Eastern Kentucky University; MS, University of Louisiana at Lafayette

Maria Jose Rodriguez Mora - Instructor  Microbiology  
MS, Universidad Simon Bolivar in Caracas, Venezuela; PhD, University of Louisiana

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 University; additional study, Wayne State University; Vocationaly 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 Lucek - 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

Michelle McNamara - Professor  Communications  
AA, Glen Oaks Community College; BAS, Davenport University; MA, Business, Spring Arbor University; MA, Communications, Spring Arbor University; Vocationally certifiable

Michael Northrop - Professor  Art  
BM, Olivet College; MFA, Western Michigan University.

Darcey Owings - Professor  Nursing  
Diploma of Nursing, Butterworth Hospital School of Nursing; BSN, University of Michigan; MSN, Michigan State University; Certified Family Nurse Practitioner

Steve 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  English  
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 - Professor  Science  
BA, Albion College; MS, University of Michigan

Linda Walker - Instructor  Graphic Arts  
BA Studio Art - Northern Illinois University

Chad Worthington - Professor  Psychology  
BS, Trinity International University; MA, North Central University; MA, Western Michigan University.

Marlene Livingston  Allied Health  
LPN, Grand Rapids Community College; ADN, Grace College School of Nursing

Annual Faculty
## College Administration & Administrative Staff

### Academic Affairs/Instruction

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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<tbody>
<tr>
<td>Patricia Morgenstern</td>
<td>Dean of Academics and</td>
<td>BA and MA, Michigan State University; Ph.D., Nova Eastern University-Fort Lauderdale, FL.</td>
</tr>
<tr>
<td></td>
<td>Extended Learning</td>
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</tr>
<tr>
<td>Rebecca Burch</td>
<td>Professor, Director of Teaching and Learning</td>
<td>BA and MA, Western Michigan University</td>
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<tr>
<td>Amy Young</td>
<td>Administrative Assistant to the Dean of Academics and Extended Learning</td>
<td>BA, Cornerstone University</td>
</tr>
<tr>
<td>Betsy Susan Morgan</td>
<td>Library Director</td>
<td>BA, Bryn Mawr College; MA, Western Michigan; MLS, University of Pittsburgh</td>
</tr>
<tr>
<td>Tammy Russell</td>
<td>Director of Institutional Effectiveness and Research</td>
<td>BA, Hope College; MSW, Western Michigan University</td>
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### College Operations

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Bruce Zakrzewski</td>
<td>Dean of Finance and Administrative Services</td>
<td>BBA, Notre Dame</td>
</tr>
<tr>
<td>Tracy Labadie</td>
<td>Controller</td>
<td>AAS, Davenport University; BAS Davenport University; MAS, Western Michigan University</td>
</tr>
<tr>
<td>Jennifer Dodson</td>
<td>Sr. Accountant</td>
<td>AAS, Southwestern Michigan College; BS, Ferris State University</td>
</tr>
<tr>
<td>Jay Parker</td>
<td>Maintenance Manager</td>
<td>Police Academy, Kalamazoo Valley Community College; Welding and Motorcycle Repair Certificate, Glen Oaks Community College</td>
</tr>
<tr>
<td>Larry Mericle</td>
<td>Custodial Supervisor</td>
<td>Coursework, Glen Oaks Community College</td>
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### Student Services

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<tbody>
<tr>
<td>Margaret Hale-Smith</td>
<td>Dean of Students</td>
<td>BA, MA, Ph.D., Michigan State University</td>
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<tr>
<td>Annie Webster</td>
<td>Administrative Assistant to the Dean of Students</td>
<td>AA, Clerical Certificate, Glen Oaks</td>
</tr>
<tr>
<td>Tonya Howden</td>
<td>Director of Admissions</td>
<td>BA, Fort Hays State University, Kansas; MSW from Capella University</td>
</tr>
<tr>
<td>Adrienne Skinner</td>
<td>Admissions Representative</td>
<td>BA Communications, Western Michigan University</td>
</tr>
<tr>
<td>Anne Springsteen, LPC, NCC</td>
<td>Project Director, Student Support Services</td>
<td>AA, Southwestern Michigan College; BS, MA, Western Michigan University</td>
</tr>
<tr>
<td>Jaime Ralfsnider</td>
<td>Project Advisor, Student Support Services</td>
<td>AA, Kalamazoo Valley Community College, BA, Western Michigan University</td>
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<tr>
<td>Hannah Fries</td>
<td>Retention Coordinator, Student Support Services</td>
<td>BA, Western Michigan University</td>
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<tr>
<td>Jean Zimmerman</td>
<td>Director of Financial Aid/Scholarships</td>
<td>BS, University of Illinois</td>
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<tr>
<td>Leanne Barnell</td>
<td>Assistant Financial Aid Director &amp; Academic Advisor</td>
<td>BS-Criminal Justice/Psychology, BS-Social Studies Education, Trine University; MS, Marygrove College-Detroit; Certified in Psychology/Sociology</td>
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<tr>
<td>Lyle Raven, LLP</td>
<td>Disability Support Services Coordinator</td>
<td>BS, Western Michigan University; MRE, Grand Rapids Baptist Seminary; MA, Western Michigan</td>
</tr>
<tr>
<td>Benjamin Fries</td>
<td>Student Success Advisor</td>
<td>BS, Indiana University – South Bend</td>
</tr>
<tr>
<td>Karen Webber</td>
<td>Student Support Specialist/ Single Parent Coordinator</td>
<td>AA, Glen Oaks, BA, Spring Arbor University; MSW, LBSW, Western Michigan University</td>
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## Support Staff

<table>
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<tr>
<th>Name</th>
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<th>Education/Experience</th>
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<tbody>
<tr>
<td>Ken Anway</td>
<td>Custodian</td>
<td>Coursework, Glen Oaks Community College</td>
</tr>
<tr>
<td>Mark Arrington</td>
<td>Custodian</td>
<td></td>
</tr>
<tr>
<td>Clarice Beck</td>
<td>Executive Assistant to the Assistant Dean of Enrollment Services/Registrar and Director of Admissions</td>
<td>AB, Glen Oaks Community College; BS, Spring Arbor University</td>
</tr>
<tr>
<td>Barbara Clouse</td>
<td>Custodian</td>
<td>AAS, Computer Information Systems, Bookkeeping Level I &amp; II Certificates, Glen Oaks</td>
</tr>
<tr>
<td>Larry Diekman</td>
<td>Maintenance Assistant</td>
<td>Michigan State Police Academy, Coursework - Glen Oaks Community College and Lansing Community College</td>
</tr>
<tr>
<td>Judy Fetch</td>
<td>Library Technician</td>
<td>AAS, Ferris State University; Coursework, Glen Oaks</td>
</tr>
<tr>
<td>Deborah Gomoluch</td>
<td>Financial Aid Clerk</td>
<td></td>
</tr>
<tr>
<td>Stacie Hart</td>
<td>Accounts Receivable Assistant</td>
<td>AB, Glen Oaks Community College; BS, Trine University</td>
</tr>
<tr>
<td>Theresa Hawkins</td>
<td>Bookstore Assistant</td>
<td>AB, Glen Oaks Community College; Coursework, Franklin University</td>
</tr>
<tr>
<td>Lynne Holtz</td>
<td>Distance Learning Clerk</td>
<td>AA, Glen Oaks Community College; BS, Western Michigan University</td>
</tr>
<tr>
<td>Fran Howard</td>
<td>Executive Assistant to the Director of Nursing</td>
<td>AASB, Glen Oaks Community College</td>
</tr>
<tr>
<td>Laura Klinger</td>
<td>Technician-Tutoring/Testing Center</td>
<td>AASB, Glen Oaks Community College</td>
</tr>
<tr>
<td>James Lane</td>
<td>Technician-Tutoring/Testing Center</td>
<td>ABA, Glen Oaks Community College; BBA, Western Michigan University</td>
</tr>
<tr>
<td>Valerie Mildenberg</td>
<td>Executive Assistant to the Medical Assistant Program Chair</td>
<td>Coursework, Central Michigan University</td>
</tr>
<tr>
<td>Tonya Miller</td>
<td>Registration and Records Clerk</td>
<td>AASB, AB, Management/Marketing Certificate, Glen Oaks; Coursework, Western Governors Univ.</td>
</tr>
<tr>
<td>Stacy Minor</td>
<td>Tutoring/Testing Staff Technician</td>
<td>AA, Glen Oaks Community College, BS Western Michigan University</td>
</tr>
<tr>
<td>Barb Murk</td>
<td>Executive Assistant to Director of Financial Aid</td>
<td>AA, Davenport College</td>
</tr>
<tr>
<td>Anna Marie Myers</td>
<td>Custodian/Maintenance Helper</td>
<td>AGS, Glen Oaks Community College; BA, Western Michigan University</td>
</tr>
<tr>
<td>Trista Nelson</td>
<td>Library Clerk/Computer/Media Assistant</td>
<td></td>
</tr>
<tr>
<td>Phuong Nguyen</td>
<td>Maintenance Assistant</td>
<td>AAST, Automotive Service and Automotive Technician Certificates, Glen Oaks Community College</td>
</tr>
<tr>
<td>Patricia Oswalt</td>
<td>Exec. Asst. to the Asst. Dean of Enrollment Services/Registrar</td>
<td>AAS, Clerical Certificate, Word Processing Certificate, Glen Oaks Community College</td>
</tr>
<tr>
<td>Kathleen Patrick</td>
<td>Exec. Asst. to Athletic Director</td>
<td>Business studies coursework, Glen Oaks</td>
</tr>
<tr>
<td>Jesse Salazar</td>
<td>Computer Lab Assistant</td>
<td>BSME, Universidad Santiago Mariño, Venezuela</td>
</tr>
<tr>
<td>Misty Sanderson</td>
<td>Media/Computer/Library Assistant</td>
<td>AASB, Glen Oaks Community College</td>
</tr>
<tr>
<td>Larry Stevens</td>
<td>Custodian</td>
<td>Accounts Payable/Payroll Asst.</td>
</tr>
<tr>
<td>Barbara Thole</td>
<td>Executive Assistant to the Asst. Dean of Enrollment Services/Registrar</td>
<td>Business Administration diploma, Argubright Business College: AAS, Glen Oaks</td>
</tr>
<tr>
<td>Robin Weekly</td>
<td>Day Receptionist/Switchboard Operator</td>
<td>Coursework, Glen Oaks Community College</td>
</tr>
<tr>
<td>Dawn Wood</td>
<td>Asst. to the Dean of Teaching and Learning/Faculty</td>
<td>Diploma, Int’l Business College; Assoc. Degree, Davenport University; AASB, AASAH, Health Insurance Coder/Biller Certificate, Glen Oaks.</td>
</tr>
<tr>
<td>Deb Wright</td>
<td>Evening Switchboard Operator</td>
<td>AB, AASB &amp; Accounting Certificate Glen Oaks Community College; BA, Spring Arbor University</td>
</tr>
</tbody>
</table>

## Professors Emeritus

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School/Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Cripe</td>
<td>Professor Counselor</td>
<td>Glen Oaks Community College; Counselor</td>
</tr>
<tr>
<td>Harvey Gordon</td>
<td>Professor Art</td>
<td>Glen Oaks Community College; Art</td>
</tr>
<tr>
<td>David Gosling</td>
<td>Professor Biology</td>
<td>Glen Oaks Community College; Biology</td>
</tr>
<tr>
<td>Robert Gray</td>
<td>Professor Music/Data Processing</td>
<td>Glen Oaks Community College; Music/Data Processing</td>
</tr>
<tr>
<td>Daryl Herrmann</td>
<td>Professor Communications</td>
<td>Glen Oaks Community College; Communications</td>
</tr>
<tr>
<td>James Martin (D)</td>
<td>Professor Data Processing/Electronics</td>
<td>Glen Oaks Community College; Data Processing/Electronics</td>
</tr>
<tr>
<td>JoAnne Purlee</td>
<td>Professor Nursing</td>
<td>Glen Oaks Community College; Nursing</td>
</tr>
<tr>
<td>Richard Schlimgen</td>
<td>Professor Counselor</td>
<td>Glen Oaks Community College; Counselor</td>
</tr>
<tr>
<td>Kenneth Schuler (D)</td>
<td>Professor Physical Education</td>
<td>Glen Oaks Community College; Physical Education</td>
</tr>
<tr>
<td>David G. Smith</td>
<td>Professor Business</td>
<td>Glen Oaks Community College; Business</td>
</tr>
<tr>
<td>Sharon Smith</td>
<td>Professor Business</td>
<td>Glen Oaks Community College; Business</td>
</tr>
<tr>
<td>Thomas Soper</td>
<td>Professor English/Physical Education</td>
<td>Glen Oaks Community College; English/Physical Education</td>
</tr>
<tr>
<td>Bernard Swartz</td>
<td>Professor Mathematics</td>
<td>Glen Oaks Community College; Mathematics</td>
</tr>
<tr>
<td>Leland Thornton</td>
<td>Professor History</td>
<td>Glen Oaks Community College; History</td>
</tr>
<tr>
<td>Barbara Timby</td>
<td>Professor Nursing</td>
<td>Glen Oaks Community College; Nursing</td>
</tr>
<tr>
<td>Donald Van Zuijen (D)</td>
<td>Professor Science</td>
<td>Glen Oaks Community College; Science</td>
</tr>
<tr>
<td>Lucy Zimmerman</td>
<td>Professor English</td>
<td>Glen Oaks Community College; English</td>
</tr>
<tr>
<td>Glenn Oxender</td>
<td>President</td>
<td>Glen Oaks Community College; President</td>
</tr>
<tr>
<td>Dr. Gary Wheeler</td>
<td>President</td>
<td>Glen Oaks Community College; President</td>
</tr>
</tbody>
</table>

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Foundation Scholarships benefit students and community

Scholarships are established through the generosity of individuals, businesses and organizations, with the express goal of playing a part in changing the lives of students and helping them to prepare for a successful future, so that some day they too can establish a scholarship.

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 staff for college development.

Charitable cash gifts given by supporters to establish scholarships because they know a strong community is fostered by educated citizens. The Foundation has created lifelong partnerships with our contributors that can support our goals and help Glen Oaks Community College meet its core mission. although many worthy organizations are asking for your assistance, but the GOCC Foundation asks you to make an investment in your community college. Beyond direct student assistance, contributions to the Foundation help support targeted funds for equipment and other curriculum improvements that result in an even higher quality educational experience.

Each year students 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 113 for a complete list of members of the Glen Oaks Foundation Board of Directors]

Study Abroad site for 2015 is Greece

The 2015 Foreign Travel and Study Abroad tour will be a return to Greece, home of democracy, philosophy, theater, and organized sports. The tour will spend several days in Athens, the city named for Athena, goddess of war and wisdom. There the group will explore the Acropolis and see such wonders as the Parthenon, the Temple of Zeus, the Plaka district, other sites of the city and even visit a local school. Another day the tour will cruise the Saronic Islands where they will visit museums and historically important sites as well as take in the breathtaking scenery of the region. A most important landmark of antiquity on the itinerary is Delphi, home of the Oracle, where there is an archaeological site and museum that houses artifacts dating back to 550 B.C. E. Other stops include Olympia, site of the first Olympic Games, the amphitheater at Epidaurus, a UNESCO World Heritage Site, and Mycenae, the home of the kingdom of Agamemnon of Trojan War fame. During the four-day extension the tour will visit some of the Greek Isles, such as Santorini, Rhodes, Mykonos, Patmos, with a stop in Kusadasi, Turkey where they will travel to the ancient ruins of Ephesus. This is a great opportunity for anyone interested in the roots of Western civilization to see where it all began! For more information please contact Jeanne Reed at jreed@glenoaks.edu

The Foundation awarded $57,000 to 67 students in 2012 who were chosen by a committee for their academic achievements. Additionally, the athletic program received a $25,000 grant to award scholarships to student athletes who are participating on one or more of the Viking sports teams.
Equal Opportunity and Non-Discrimination Policy Statement

I. Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education for all persons regardless of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran status, or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the college and is provided in accordance with applicable federal and state laws and Glen Oaks Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and college equal employment opportunity policies and guidelines.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

II. Scope

This nondiscrimination policy applies to admissions, employment, and access to college programs and activities. This policy applies to all persons employed by Glen Oaks Community College, enrolled as a student, seeking admission to the college, requesting employment at, or having contracts with the college.

III. General

The college is committed to and reaffirms support of equal opportunity in employment, education, and non-discrimination in employment and academic policies, practices and procedures and will examine periodically all employment and academic policies for discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veterans status, or other protected status and take remedial action to correct such discrimination if it is found to exist.

The college values diversity and seeks talented students, faculty and staff from diverse backgrounds. The college does not discriminate in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; or other college administered programs or employment.

Failure to follow this policy may result in disciplinary action up to and including termination of employment or expulsion.


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 waivered 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
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, reviewed 8/13/14.

Children on Campus

Policy 3.55

To protect the safety of young visitors and to avoid disruptive behavior, young children accompanying employees, students or visitors of Glen Oaks Community College must be under the constant supervision of a responsible adult while on Glen Oaks property. This means, specifically, that there must be an unobstructed line-of-sight between the child (or children) and the adult responsible for their care. Children who are taking part in organized, scheduled activities, minors who have been admitted to Glen Oaks Community College, and dual enrolled high school students, may be on campus without adult supervision. In all other cases, minor children, however, must remain under the constant supervision of their parent or adult guardian while on GOCC property. Minor children should not be brought into classrooms, laboratories or other areas of instruction without prior approval.

Should the student-parent experience an emergency where there is no other option but to bring the child to campus, classroom faculty or the administrative heads of other units will determine if the child may be allowed to quietly sit in the classroom or with the student-parent in some other location. A child will be removed from the setting if his or her presence is determined to be disruptive to the learning process.
The College does not allow children to be left unattended on our property due to security and child welfare concerns. Parents who have problems with childcare should visit the Student Services Office to receive referrals to childcare services in the area.

8/2013, reviewed 8/2014

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/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 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 drugs.
10. Illegal possession, use, sale or exchange of narcotics or drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcomed 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.
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, 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 responsibility for the area 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.

Adopted by Board of Trustees March 10, 1993, revised 6/9/99, 10/9/02, 9/14/05, reviewed 8/13/14.

PREAMBLE

Glen Oaks Community College exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and their standard of living. GOCC supports a positive educational environment that will benefit student success. In order to ensure this vision, the College has established guidelines for the redress of grievances by individuals accused in such proceedings. In addition, the College has established a Student Code of Conduct and Student General Rules and Guidelines to ensure the protection of student rights and the health and safety of the College community, as well as to support the efficient operation of College programs.

In cases of noncompliance with the Student Code of Conduct Student and the General Rules and Guidelines, the College will impose discipline that is consistent with the impact of the offense on the College community (See Article IV (B) below). The College reserves the right to pursue criminal and/or civil action where warranted. The Student General Rules and Guidelines and Student Code of Conduct shall apply from the time of admission to the college and continue as long as the student remains enrolled at the college. They shall also be applicable to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct or the General Rules and Guidelines on college property while not enrolled as a student at the college, but then later seeks to enroll, he or she must first contact the Dean of Students (or his or her designee). The same Due Process procedures listed in Article IV below will be followed to determine an admission decision.

ARTICLE I: DEFINITIONS

A. The term “College” means Glen Oaks Community College.

B. The term “Student Code” refers to the College’s Student Code of Conduct.

C. The term “General Rules” refers to the Student General Rules and Guidelines.

D. The term “student” includes all persons currently enrolled at the College, either full-time or part-time. This code applies to all current students of GOCC regardless of their geographical location.

E. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty union.

F. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

G. The term “member of the College community” includes any person who is a student, faculty member, College official or staff member employed by the College, or any authorized non-employed personnel (such as interns). A person’s status in a particular situation shall be determined by the Dean of Students (or his or her designee).

H. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).

I. The term “harassment” means deliberate and/or persistent communication that disturbs the recipient. The communication does not have to be threatening.

J. The term “Judicial Board” means a group of persons authorized by the Dean of Students (or his or her designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by the Dean of Students (or his or her designee) if requested by the accused.

K. The term “policy” means the written regulations of the College as found in, but not limited to, the Course Catalog, Course Schedule, the College web site and/
or other written regulations and procedures available within a department or division.

L. The term “cheating” includes, but is not limited to attempted or actual: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit (5) allowing or participating in cheating by other students or (6) other acts of dishonesty within the College but outside of the classroom.

M. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

N. The term “academic negligence” means unknowingly or unintentionally claiming credit for the work or effort of another person.

O. The term “complainant” means any person who submits a report alleging that a student violated this Student Code or the General Rules. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the College community submitted the charge itself. Requests to receive information regarding the accused student must be in writing and submitted to the Student Services Divisional office.

P. The term “accused student” means any student accused of violating this Student Code or General Rules, or any other rule or policy of the College.

ARTICLE II: STUDENT CODE AUTHORITY

A. The Dean of Students (or his or her designee) shall determine whether or not the Judicial Board shall be authorized to hear each matter.

B. The Dean of Students (or his or her designee) shall develop policies for the administration of the Code of Conduct process and procedural rules for the conduct of Judicial Board hearings that are not inconsistent with provisions of the Student Code and the General Rules.

C. Decisions made by the Judicial Board and/or the Dean of Students (or his or her designee) shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code of Conduct

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/ her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students (or his or her designee) shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating (as defined in Article I (L)), plagiarism (as defined in Article I(M)), academic negligence (as defined in Article I(N)) and any other forms of academic dishonesty.
   b. Misrepresentation of facts or furnishing false information to any College official, faculty member, staff or office.
   c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   d. Perceived, attempted or actual Financial Aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse or assaults, verbal abuse, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any
person (including, but not limited to, messages sent via text messages, emails, or any electronic format including phone, etc).

This provision also includes, but is not limited to: unlawful discrimination or related harassment on the basis of race, color, sex, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, or veteran’s status.

4. Sexual misconduct/sexual harassment which includes, but is not limited to:
   a. Any sexual act (including, but not limited to: rape, sexual assault, sexual battery and sexual coercion) that occurs without the consent of the other person or occurs when the other person is unable to give consent.
   b. Conduct of a sexual nature (including, but not limited to: intentional touching of a sexual nature, repeated/unwelcomed advances, comments of a sexual nature) that creates an intimidating, hostile or offensive campus, educational or working environment for another person.
   c. Obscene or indecent behavior which includes, but is not limited to: indecent exposure and the display of sexual behavior that would reasonably be offensive to others or entering bathrooms against gender designation.
   d. Retaliation against anyone who files a complaint or participates in an investigation relating to this provision.
* Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.

5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

6. Hazing which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are still violations of this rule.

7. Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or the use of keys to any College premises or unauthorized entry to or use of College premises.

9. Violation of any College policy, rule, or regulation published in hard copy, included in a course syllabus or available electronically on the College website.

10. Violation of any federal, state or local law.

11. Use, possession, manufacturing, distribution, or being under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.

12. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

13. Possession of firearms (even if legally possessed), tasers, stun guns, explosives, weapons, or dangerous chemicals on College premises, or use of any such item in a manner that harms, threatens or causes fear to others. The definition of a weapon includes but is not limited to a pistol or other firearm or dagger, dirk, razor, stiletto, or knife having a blade over 3 inches in length, or any other dangerous or deadly weapon or instrument.

College Property covered by this policy includes, without limitation, all College owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the College’s ownership or control. College vehicles are covered by this policy at all times regardless of whether they are on College property.

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

16. Conduct that is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community.
Disorderly Conduct includes but is not limited to: the use of any device to capture audio, video or digital record or photograph of any person while on College premises or College events where there is a reasonable expectation of privacy (i.e. restrooms, locker rooms, etc.).

17. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the GOCC Acceptable Use Policy.

18. Abuse of the Student Code process, including but not limited to:
   a. Falsification, distortion, or misrepresentation of information before the Judicial Board.
   b. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
   c. Attempting to discourage an individual’s proper participation in, or use of, the Student Code process.
   d. Attempting to influence the impartiality of a member of a Judicial Board member prior to, and/or during the course of, the Judicial Board Hearing.
   e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
   f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   g. Influencing or attempting to influence another person to commit an abuse of the Student Code process.

19. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students (or his or her designee). Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College's Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT PROCESS (DUE PROCESS)

A. Charges and Judicial Board Hearings

1. Any member of the College community may file a report against a student for alleged violations of the Student Code or General Rules. An allegation of a Student Code or General Rules violation must be directed to the Dean of Students (or his or her designee). Any report of a violation of the Student Code or General Rules should be submitted as soon as possible after the event takes place, preferably within a week.

2. The Dean of Students (or his or her designee) will conduct an impartial and reliable preliminary investigation of all allegations to determine if
the allegations have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings.

3. If it is determined that the allegation has merit, the accused student will receive written notification that an alleged violation has occurred. In the notification, the student will be directed to make an appointment with the Dean of Students (or his/her designee) to review the facts concerning the alleged violation in order to determine if formal charges should be prepared.

4. During this meeting, the accused student meets one on one with the Dean of Students (or his or her designee). Representatives or parents will only be allowed in this meeting at the discretion of the Dean of Students (or his or her designee) when appropriate. In addition, a FERPA (Family Educational Rights and Privacy Act) release must be signed.

5. If the accused student is unable to, or does not wish to meet with the Dean of Students (or his or her designee) in person, the student may submit a notarized statement in writing responding to the allegation, within the notification period. Other arrangements may be made to facilitate the meeting such as video or teleconference when a face to face meeting may be difficult for the student and at the sole discretion of the Dean of Students (or his or her designee). In situations where a meeting other than a face to face meeting will be held, the student must provide a copy of their identification to the divisional office before the meeting occurs. However, a face to face meeting is the preferred option.

6. After reviewing the facts with the accused student, or after reviewing the accused student’s statement, a decision will be made whether to prepare formal charges, and the accused student will be promptly informed.

7. In the event that the student fails to contact the Dean of Students (or his/her designee) within five (5) working days of the date listed on the written notification (excluding Saturday and Sunday), a hold may be placed on the student’s record which may result in the student’s enrollment being delayed. The Dean of Students (or his/her designee) will then review the facts available without the student and make a decision whether to prepare formal charges.

8. If a decision is made to prepare formal charges, the accused student shall be notified by the Dean of Students (or his/her designee) that he or she is being accused of violating the Student Code or General Rules and that he or she may elect to do one of the following:
   a. The accused student may admit the alleged violation and request, in writing, that the Dean of Students (or his or her designee) take whatever action seems necessary; or
   b. The accused student may admit the alleged violation and request a hearing before the Judicial Board regarding the sanction; or
   c. The accused student may deny the alleged violation, in which case the Dean of Students (or his or her designee) shall refer him or her to the Judicial Board.

9. In the event that the accused student does not make an election of one of the three options available within ten (10) working days from the date of the letter, the Dean of Students (or his or her designee) will take whatever actions seem necessary, including the imposition of appropriate sanctions.

10. If the accused student elects to admit the alleged violation and request a hearing before the Judicial Board to determine the sanction or if the student denies the allegation, a Judicial Board hearing will be scheduled as soon as practicable.

11. If the complainant requests an alternate form of resolution, and the accused student agrees, then the parties will engage in informal mediation. If the informal mediation results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it may be forwarded to the Judicial Board for a hearing.

Alternate resolution is not available for cases involving discrimination and/or sexual misconduct/sexual harassment [Article III(B)(3) and III(B)(4) (a-d)] unless the Complainant or victim requests it.

12. Prior to a Judicial Board hearing, the accused student shall be entitled to the following:
   a. A written statement of a decision rendered and/or charges so that the accused student may prepare his or her defense;
   b. Written notification of how the alleged violation came to the College’s attention.
   c. The student shall be entitled to an expeditious hearing of his or her case.

13. Members of the Judicial Board shall be appointed by the Dean of Students (or his or her designee) and shall be comprised of the following:
   a. The Dean of Students (or his or her designee) will serve as the Chairperson. However, when
the Judicial Board is hearing an appeal based on a disciplinary decision of the Dean of Students (or his or her designee), the Dean of Students (or his or her designee) will relinquish the Chair and a temporary Chairperson will be appointed. The Chair conducts the hearing but does not participate in the deliberation.

b. One College administrator; and
c. Two current students from the student body; and
d. Two faculty members

14. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines except as provided by article IV(A)(7) below:

a. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members, however, all efforts will be made to schedule the hearing within 3 weeks.
b. All Judicial Board hearings shall be conducted in private. In cases involving sexual misconduct/sexual harassment [Article III(B)(4)(a-d)], GOCC will keep the complaint and investigation confidential to the extent possible or as required by law.
c. The complainant and the accused student have the right to be assisted by one advisor or parent they choose, and at their own expense (if applicable). The advisor may not be an attorney, unless the case involves a concurrent criminal matter and with the Chair’s approval. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Judicial Board hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Judicial Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
d. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Hearing Phase (excluding deliberations). Admission of any other person to the Judicial Board hearing shall be at the sole discretion the Chair, (or his or her designee.)
e. In Judicial Board hearings involving more than one accused student, the Chair (or his or her designee), in his or her sole discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.
f. The complainant, the accused student and the Judicial Board may arrange for witnesses to present pertinent information to the Judicial Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Judicial Board hearing. Witnesses will provide information to and answer questions from the Judicial Board. The tone of the hearing should be educational and not adversarial. Questions of whether potential information will be received shall be resolved in the sole discretion of the Chairperson of the Judicial Board.
g. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Judicial Board at the sole discretion of the Chairperson.
h. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.
i. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.
j. After the portion of the Judicial Board hearing concludes in which all pertinent information has been received, the Judicial Board shall determine (by majority vote) whether the accused student has violated each section of the Student Code which the student is charged with violating. However, the Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different than the charge(s) the student was originally charged with. The Judicial Board will also recommend an appropriate sanction to the Chairperson.
k. The Judicial Board’s determination shall be made on the basis of whether “more likely than not” the accused student violated the Student Code or General Rules.
l. Formal rules of process, procedure, and/or technical rules of evidence, such as those that are applied in criminal or civil court, are not used and do not apply in Student Code of Conduct proceedings/hearings.
m. If a disruption occurs during the hearing, the Chairperson, in his or her sole discretion may have the disruptive party removed from the hearing.

15. There shall be a single verbatim record, such as a digital recording, of all Judicial Board hearings before a Judicial Board. Deliberations shall not be recorded. The record shall be the property of the College. This recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. For the purposes of FERPA the recording is considered an educational record and cannot be released unless a release is signed by all students with identifiable information contained in the
recording. The recording may be requested under FOIA (Freedom of Information Act) if the hearing only involved one student without any witnesses, and the student is the individual requesting the recording.

16. If an accused student, with notice, elects not to appear before a Judicial Board hearing, the student shall be considered to have waived the right to appeal, and the decision at the prior level stands. If the Judicial Board is the initial decision maker, the information in support of the charges shall be presented and considered by the Judicial Board even if the accused student or the complainant is not present.

17. The Chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students (or his or her designee) to be appropriate.

18. Once the Judicial Board has made a decision as to whether more likely than not the accused student violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction.

If an accused student has requested that the Judicial Board decide his or her sanction (under Article IV(A)(5)(b)), then the Judicial Board shall make the final determination regarding sanction.

19. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.

20. Due Process procedures apply to complaints of unlawful discrimination or related harassment on the basis of race, color, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, veteran’s status, or sexual discrimination including sexual misconduct and sexual harassment raised by employees, students, or third parties against any currently enrolled GOCC students in accordance with Title IX.

In addition, GOCC will take steps to prevent the recurrence of any discrimination by the accused student through appropriate sanctions listed under Article IV(B)(1)(a-k) as well as remedy the discriminatory effects on the complainants or victims through appropriate administrative action.

21. All complainants will receive information regarding the notification of alleged violations to the accused students, as well as, the outcome and final decision of the case. Sexual discrimination (offenses listed under Article III(B)(4)(a-d)) victims will receive a copy of the actual notification and sanction letter sent to the accused student.

B. Sanctions

1. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student’s prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:

a. Verbal Warning—Student is given a verbal warning and a notation is made in the student’s disciplinary file.

b. Written Warning—A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student’s disciplinary file.

c. Probation—A written reprimand for violation of specified regulations.

Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

d. Loss of Privileges—Denial of specified privileges for a designated period of time.

e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. Discretionary Sanctions—Work assignments, essays, service to the College, Community Service or other related discretionary assignments.

g. College no contact orders—between the accused student and the complainant (when appropriate).

h. College Suspension—Separation of the student from the College for a definite period of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified.

i. College Dismissal—Separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified.

j. College Expulsion—Separation of the student from the College permanently.
k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

2. Withholding Degree or Certificate—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

3. More than one of the sanctions listed above may be imposed for any single violation.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV(B)(1)(a-k).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. (Loss of all privileges may be issued, including College recognition, for a specified period of time.)

5. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code or General Rules, the sanction(s) shall be recommended by the Judicial Board to the Chair. The Chairperson shall make a final determination of the sanction to be imposed, taking into consideration the Judicial Board’s recommendations.

6. Following the Judicial Board hearing, the Judicial Board and the Chairperson shall advise the accused student, group and/or organization in writing of the decision and of the sanction(s) imposed, if any.

D. Appeals

1. A decision reached by the Dean of Students (or his or her designee) may be appealed by either the accused student(s) or the complainant to the Judicial Board within ten (10) working days, excluding Saturday and Sunday, of the decision. Such appeals shall be in writing and shall be delivered to the Student Services Divisional Office in GB 135.

2. A decision reached by the Judicial Board may be appealed either by the accused student(s) or the complainant to the Dean of Teaching and Learning, or his or her designee) within ten (10) working days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students (or his or her designee) in GB 135.

3. An appeal shall be limited to a review of the verbatim record of the Judicial Board hearing and supporting documents for one (or more) of the following reasons only:
   a. A material deviation from written procedures that jeopardized the fairness of the process
   b. New information, that was unavailable at the time of the hearing, would have resulted in a different outcome
   c. A demonstrable bias by a member(s) of the hearing board
   d. A sanction that is (substantially) disproportionate to the severity of the violation

4. If an appeal is approved by the Dean of Teaching and Learning (or his or her designee), the matter shall be returned to a new Judicial Board and Chairperson for a rehearing, which will take into consideration the suggestions made by the Dean of Teaching and Learning (or his or her designee) in addition to the facts that were originally presented.
The decision of the new Judicial Board, after it has rendered its decision, shall be final and binding upon all involved.

5. If an appeal is not approved by the Dean of Teaching and Learning (or his or her designee), the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code or General Rules shall be referred to the Dean of Students (or his or her designee) for final determination.

B. The Student Code shall be reviewed every year under the direction of the Dean of Students (or his or her designee).

MHS by BVB 4/12/13
Internet/Technology Use Policies

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

I. Purpose
Information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the college’s technology resources. This policy is designed to guide students, faculty, and staff in the acceptable use of computer systems, networks, and other information technology resources at Glen Oaks Community College.

II. Guiding Principles

A. Non-public Forum. Information technology at Glen Oaks Community College is a non-public forum. The College reserves the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.

B. Creativity Encouraged. The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.

C. Copyrighted Materials. Glen Oaks Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited.

D. Offensive Material. Glen Oaks Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

E. Use IT Wisely. Information technology resources are provided to support the College’s scholarly, educational, and administrative activities in fulfilling the mission of the College. Information technology resources are limited, and should be used wisely and with consideration for the rights and needs of others.

F. Privilege, Not a Right. The use of Glen Oaks Community College computer systems, networks and other information technology resources is a privilege, and not a right. Inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline. The College further reserves the right to monitor Internet use and determine if specific uses are consistent with this Acceptable Use policy, and to deny access to
prevent unauthorized or unacceptable activity.

III. User Responsibilities

A. Protect your Password. Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords.

B. College Image. Users should remember that information distributed through the College’s information technology resources may be considered a form of publication. Although Glen Oaks Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Glen Oaks Community College as in some manner having been produced under Glen Oaks Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.

C. Prohibited Practices. The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Glen Oaks Community College, or to which Glen Oaks Community College 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 name or password through the negligence or oversight of another is considered to be a 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 by 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.

D. Incidental Use. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for learning what authorizations are necessary and for obtaining them
from the appropriate supervisor before proceeding. Incidental use is defined as occasional, limited, and without significant cost in time or college resources. Supervisors are expected to use professional judgment to determine whether an employee’s personal use is incidental. Incidental use of College-owned computer systems for personal purposes is permitted if:

1. Use occurs outside of the employee’s work schedule;
2. Use does not interfere with work being performed by another employee;
3. Use is not for pay or profit;
4. Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level;
5. Use does not violate software licensing agreements;
6. Use does not expose confidential or personnel information to others who should not have access to such information.

IV. Policy Administration

A. College Access to Your Files. The College encourages all members of its community to use electronic resources in a manner that is respectful of others.

Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. While respecting users’ privacy to the fullest extent possible, however, the College reserves the right to examine any computer files. The College reserves this right for bona fide purposes, including, but not limited to:

1. Enforcing policies against harassment and threats to the safety of individuals;
2. Protecting against or limiting damage to College information technology resources;
3. Complying with a court order, subpoena or other legally enforceable discovery request;
4. Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law;
5. Safeguarding the integrity of computers, networks, hardware, software and data;
6. Preserving information and data;
7. Upgrading or maintaining information technology resources;
8. Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.

B. Servers. All servers must be approved by the College. Root access must be given to the Chief Operations Officer or designee for all servers on the Glen Oaks Community College network.

C. 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.

D. Disciplinary Action. All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

E. Bound by Public Law. The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security and other statutes governing use of electronic media. This policy does not preclude enforcement under such laws.

V. Indemnification and Warranties

A. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.

B. Glen Oaks Community College assumes no responsibility for any direct or indirect damages arising from the user’s connection to the Internet. The College is not responsible for the accuracy of information found on the Internet, but rather merely facilitates the accessing and dissemination of information through its systems. Unless the College expressly authors content, it has no editorial control over the content distributed or disseminated on the network and users are solely responsible for any material that they access and disseminate.
C. Users hereby agree to indemnify and hold Glen Oaks Community College and its officers, Trustees, employees and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand, arising out of or related to the users’ use of Glen Oaks Community College owned technology resources and network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortuous interference with contract or prospective business advantage, unfair competition, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

VI. Reporting Violations

Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Dean of Students and Community Services. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Chief Operations Officer or designee. To ensure the fairness of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

Adopted 5/14/08, revised 8/13/14.

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Student Policies

**Student Policies - General**

**Policy 3.51**

a. A student who is indebted to the college and who fails to make satisfactory settlement of this indebtedness may be dismissed. A student who has prior unsettled indebtedness to the college may not register in any new semester. During the period in which the indebtedness remains unsettled, no evidence of attendance or other official credentials may be obtained from the college. It is important that there be strict enforcement of this policy by the Chief Operations Officer and Dean of Students.

b. All students are expected to meet the normal health standards that are necessary for a successful pursuit of college work. Faculty members should notify the Dean of Academics & Extended Learning if it is noted that a student needs medical services.

c. It is against the school policy for a sales representative to call upon students on college property.

d. Social, professional and other student organizations are permitted where approved by the administration. Securing a Faculty sponsor is the responsibility of all approved organizations. Without a sponsor, the organization may not convene.

e. All student publications eligible for distribution on campus are to be authorized by the President and will be assigned an official faculty advisor. Violation of this policy will subject a student to suspension from school.

f. Smoking is permitted only in the parking lot(s) within private vehicles located on the campus. (Please refer to Policy 2.51)

July 1992, revised July 2002, revised 9/14/05, 8/13/14.

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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.
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 Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Candy Bohacz  
Civil Rights Coordinator  
62249 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 satisfactorily 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 Coordinator 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 complainant 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 President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202. The local Coordinator, on request, will provide 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 venting has taken place, there might be an opportunity to talk about the mediation process as a way to get to a win-win solution.

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 conflict increases if the process of mediation can be used.

If the conflict is not resolved, students should be referred to the Director of Academic Services.

Dean of Students

If the issue is an infraction of the Student Code of Conduct, refer the student to the Dean of Students, Assistant Dean of Enrollment Services/Registrar to complete an Incident Report. If not, do the following.

1. The Director of Academic Services will provide students with a packet of information that describes the Student Concern process and outlines steps in mediation.

2. The Director of Academic Services 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 Administrative Assistant will help students complete the **Student Concern Report**.

**(Note: Completion of the Student Concern Report formalizes the process.)**

3. The Director of Academic Services will log in the concern and refer the **Student Concern Report** to the Dean of Teaching & Learning. A copy of the **Student Concern Report** will be forwarded to the employee’s supervisor.

**Formal Process**
The Dean of Academics & Extended Learning will review the **Student Concern Report**. Based upon the nature of the concern, the Dean of Teaching & 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 judgement. 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 is referred to mediation, the Mediation Center for St. Joseph and Cass Counties will be contacted. The Mediation Center will charge $20 per case and will find a mediator with 7-10 days. At the present time they have 14 trained volunteer mediators who are available only during the evening. One individual presently being trained will be available during the day. In addition, two to four college personnel will receive mediation training to supplement those available from the Mediation Center.

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 judgement.

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**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 Academics & Extended Learning and rotate annually. The role of the Committee would be to review the facts and render judgement 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 judgement. Possible members of this Appeal Committee include the President of the Faculty Senate, the Dean of Academics & Extended Learning, and the President of Glen Oaks.

**Procedures**
*Administrative Assistant to the Dean of Academics & Extended Learning 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 & Learning. The **Student Concern Reports** should be filed in alpha 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 & Learning on a weekly basis.

The Administrative Assistant to the Dean of Academics & Extended Learning 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 to the Dean of Academics & Extended Learning should compile the Student Concern Reports into various categories. These categories will be determined by the Dean of Academics & Extended 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 February 9, 2000, title updates made 2012, 8/13/14.

**Alcohol/Drug Abuse Policy**

**Policy 3.40**

**Philosophy**

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).

**Pre-Employment Drug Testing**

In order to strive toward a drug-free workplace, Glen
Oaks Community College will require a pre-employment
urinalysis for new employees. This applies to all full-time
and part-time permanent positions at Glen Oaks Community
College. The urinalysis will be performed by a reputable
clinical laboratory, the expense of which will be assumed by
Glen Oaks Community College. If the urinalysis registers a
positive result (the presence of narcotics or illegal drugs), the
candidate will not be hired.

**Employee Alcohol and Drug Use**

Any employee who consumes alcoholic beverages
while actively engaged in carrying out the duties and
responsibilities of their employment (excluding College-
sponsored “entertainment” functions which employees
may attend in connection with their employment, and any
employee who uses illegal drugs while in the course of
employment, shall be subject to sanctions as outlined in the
appropriate Collective Bargaining Agreements and/or the
Glen Oaks Community College Policy Manual. Violations
by faculty or staff may result in disciplinary action up to, and
including termination of employment. Employees who have
CDL will be required to undergo mandatory random drug/
alcohol testing as notified by the HR Department.

If a Glen Oaks Community College employee is convicted
of violating a criminal drug statute (non-alcohol related) on
the College campus, or at a College function, that employee
must notify Glen Oaks within five (5) days after such
conviction. Within thirty (30) days after such conviction,
Glen Oaks shall take one of the following actions: (1) take
appropriate personnel action against the employee up to
and including termination; and/or (2) require the employee
to satisfactorily participate in an approved drug abuse
assistance or rehabilitation program. Glen Oaks Community
College shall also notify the appropriate agency of the
Department of Education within ten (10) days after the
conviction.

**Alcohol and Drug Education, Prevention and Referral**

Glen Oaks Community College is committed to addressing
the problem of substance abuse through education,
prevention and referral.

**Information / Referral**

The President of the College will designate a Glen Oaks
Community College employee as the Substance Abuse
Counselor. The Substance Abuse Counselor will annually
coordinate/organize and make available free literature to
students and employees. This information will include: (1)
standards of conduct, (2) a description of the legal sanctions,
(3) a description of the health risks, (4) a description of drug
or alcohol programs available to students and employees, and
(5) a clear statement of the Glen Oaks Community College
sanctions it may impose on students and employees. The
Substance Abuse Counselor will provide initial counseling
and limited supportive services. The primary goal of the
Substance Abuse Counselor is to provide the student or the
employee with a referral for treatment or rehabilitation.
Once a referral is made, the Substance Abuse Counselor shall
provide the appropriate follow up.

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 an employee has been referred to the Substance Abuse
Counselor by a supervisor or 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 an employee or 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 job performance, 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, 8/13/14.
**Campus Security**

**Policy 3.41**

A. **Report Procedures**
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.

B. **Access to Campus Facilities**
The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3rd week of August through April) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4/5:00 p.m. The building is closed on Fridays’ between May and second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

Reservations for access to the Nora Hagen House can be made with the Center for Business Services.

C. **Authority of Campus Security**
Designated Campus Security Personnel have the authority to confront the individual related to the occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police. Campus Security is available Monday through Friday from 6 p.m. to 12 midnight, Fridays from 4 p.m. to 12 midnight and Saturdays from 7:30 a.m. to 4/5:00 p.m.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Chief Operations Officer’s Office.

D. **Occurrence Statistics**
Upon request, data is available in the Chief Operations Officer’s Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff’s Office:

<table>
<thead>
<tr>
<th>Offenses Reported</th>
<th>Arrests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Murder</td>
<td>1. Liquor Law Violations</td>
</tr>
<tr>
<td>2. Rape</td>
<td>2. Drug Abuse Violations</td>
</tr>
<tr>
<td>3. Robbery</td>
<td>3. Weapons Possessions</td>
</tr>
<tr>
<td>4. Aggravated Assault</td>
<td></td>
</tr>
<tr>
<td>5. Burglary</td>
<td></td>
</tr>
<tr>
<td>6. Motor Vehicle Theft</td>
<td></td>
</tr>
</tbody>
</table>

**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/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 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 drugs.
10. Illegal possession, use, sale or exchange of narcotics or drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcomed 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.
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, 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 responsibility 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.

Adopted by Board of Trustees March 10, 1993, revised 6/9/99, 10/9/02, 9/14/05, reviewed 8/13/14.

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**Due Process Procedure**

**Policy 3.43**

I. Introduction

A. The fundamentals of Due Process shall be provided for students charged with violations of College codes, rules, regulations, policies or procedures. Responsibility for the disciplinary procedure shall rest with the Dean of the area where the violation occurred.

B. Students shall have the right to be accorded Due Process in all disciplinary actions resulting in a change of their social or academic status at Glen Oaks Community College. It is with this spirit that the following procedure has been established.

II. Definitions

ACADEMIC: A decision to limit the number of credit hours which a student takes

PROBATION: in any one semester until he/she improves their point average to a stated level.

APPEAL FORM: A form to be used by the student to appeal a decision by the trier of the fact.

DISCIPLINARY PROBATION: A decision to suspend a student’s privileges.

DISCIPLINARY RECORD: A summary of the action taken during a particular case, including the disposition thereof.

DISMISSAL: A decision which permanently suspends a student from College.

EVIDENCE: Any species of proof, or probative matter, presented at the hearing of an issue by one of the parties, through the medium of witnesses, records, documents, concrete objects, etc., for the purposes of inducing belief in the minds of the trier of fact.

GUILTY: A verdict of the trier of fact which indicates that there has been a violation of the college code, rule, regulation, policy or procedure.

HEARING DISPOSITION SHEET: A record of the disposition which was made after a hearing of the case.

INCIDENT REPORT: A report of the incident in which a student allegedly violated College code, rule, regulation, policy or procedure.
NOTICE OF VIOLATION OF: Written notification to a student which states specifically the alleged violation of a College code, rule, regulation, policy or procedure.

COLLEGE REGULATIONS PROBATION: A decision to permit a student who has been deemed guilty by the trier of fact to remain in the College as long as the stated conditions are achieved by the student.

REPRIMAND: An official written censure.

RESTITUTION: The restoration of anything to its rightful owner; the act of making good or giving equivalent for any loss, damage or injury; indemnification.

SUSPENSION: A decision which dismisses a student from the College community for a specified period of time, or until a stated condition is attained.

TRIER OF FACT: Persons who are appointed to hear and decide the student’s case, i.e., the Dean, who issues the notice, the Due Process Hearing Committee, the Appeal Board or the College President.

WAIVER OF HEARING: A form which is utilized by a student who desires to waive his right to a hearing before a trier of fact.

WARNING: An official written reprimand which stipulates that further violations of College code, rules, regulations, policies or procedures within a specified period of time may result in more severe disciplinary actions.

III. Accusation

A. Notice: Any student accused of violating any of the College codes, rules, regulations, policies or procedures shall be notified in writing by the Dean of the College, the Dean of Student Services or the Chief Operations Officer (notifying official based on nature of offense) in the following manner:

1. The notice shall be in writing and hand delivered to the student or sent by certified mail to the student’s last known address, which the student has left with the Registrar’s office.

2. The notice shall specifically set forth the alleged violation(s) of the College code, rule, regulation, policy or procedure.

3. The notice shall have attached to it a copy of the Due Process Procedure which is set forth herein.

4. The notice shall set forth a forewarning of the possible consequences (recommended action) if the student is found to have committed the violation(s).

5. The notice shall offer the opportunity for a scheduled meeting between the student and the Dean, who issued the notice. This meeting should take place within five days after the student’s request for the meeting in writing.

6. Neither the student nor the Dean, who issues the notice, shall have the right to be represented by an attorney at this initial conference.

B. Failure to Appear: If a student fails to appear at the assigned time and date for his/her meeting with the Dean and fails to advise the Dean prior to that scheduled meeting that he/she cannot be present at the assigned time and date, disciplinary action, which may include suspension or termination of the student’s registration at Glen Oaks Community College, may be imposed by the Dean.

C. Student Conference: At the conference with the Dean, the student shall be informed of (1) the alleged violation of a College code, rule, regulation, policy or procedure, (2) his/her rights under the Due Process Procedure, (3) his/her right to a hearing, (4) his/her right to be represented at that hearing by an attorney, and (5) his/her right to an appeal to a decision made at that hearing, and (6) his/her waiver of the right to a hearing. The Dean shall inquire of a student as to how he/she pleads to the alleged violations. The student may admit the alleged violation of the codes, rules, regulations, policies, procedures; deny the alleged violation; or stand mute. If a student denies the alleged violation or stands mute, the matter shall go to a hearing. If the student admits the allegation, the Dean may impose such discipline as shall be appropriate under the circumstances.

IV. Hearing

A. Forum: If the student desires a hearing, that hearing shall be before either 1) the Dean handling the situation or before 2) the Due Process Hearing Committee for Violations of Code of Conduct. The student must request the hearing in writing before either 1 or 2 aforementioned. This request must be written and submitted to the Dean, who issued the original notice, in writing no longer than five (5) days after the student-Dean conference.

1. Plea: At the hearing the student may either (1) admit the alleged violation of the codes, rules, regulations, policies, or procedures or (2) deny the alleged violations(s).
2. Burden of Proof: If the student denies the alleged violation(s), the administration shall have the burden to present such evidence as they may have of the alleged violation(s). Thereafter, the student may present any evidence that he/she desires to disprove the alleged violations(s).

3. Not Guilty: If the student is found not guilty, no action shall be taken by the administration. The case will be filed in the Student Services Office and no record thereof will be filed in the student’s records.

4. Guilty: If the student is found guilty, the student shall be notified in writing of the penalty (hearing opinion). Thereafter, the student must comply with the penalty which is imposed.

Per Policy 3.24, there is no grade appeal beyond the Dean of Academics & Extended Learning.


**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 function 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 the College 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 therefrom, 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.
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 President 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, 8/13/14.

**Firearms on Campus**  
**Policy 3.45**

Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus.

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 10/09/200, revised 9/14/05, 8/13/14.

**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 policy.

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 official “APPROVED” 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, reviewed 8/13/14.

**Firearms on Campus**  
**Policy 3.45**

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 a 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 rights to the privacy of information which Glen Oaks has in its possession concerning the student, and

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, the student’s local phone, e-mail, the student’s local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the 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 and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. 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 without 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 right 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
   Whether or not a student is currently enrolled
   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, reviewed 8/13/14.

(Position titles updated July 2002.)
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<td>The community college is a dynamic institution, constantly changing, constantly adjusting, constantly in flux. The goal: to change with the needs and demands of its constituents (the students, the academic community, the wider community). The result: In a catalog designed for a “one year shelf life,” much of the information, while accurate at the time of printing, will change. Glen Oaks Community College reserves the unrestricted right to make changes in any policies, procedures, course offerings, educational programs, class schedules, tuition/fees, or personnel, at any time, without notice. This catalog is published for general information purposes only and does not constitute or establish a contract of any kind between the college and a student or prospective student. The college reserves the privilege to change, without notice, any information in this catalog.</td>
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<td>Usage Period and Policies:</td>
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<td>This catalog is official, beginning with the fall semester 2014, for the 2014-2015 academic year or until superseded by a more recent edition. See page 40 regarding Catalog in Effect for Graduation Requirements.</td>
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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.
POINTS OF PRIDE

• In 2013, Glen Oaks had the third highest graduation rate among the 28 Michigan community colleges.

• Glen Oaks has one of the highest transfer rates among community colleges in Michigan.

• The Glen Oaks Nursing Education program is a recognized leader in the area for LPN and RN graduates.

• Glen Oaks awards approximately $170,000 in institutional and Glen Oaks Foundation scholarships annually.

• The pass rate for graduates of the Medical Assisting program taking the Certified Medical Assistant Exam has averaged 94 percent over the last three years.

• Glen Oaks is one of the best values for low cost attendance among Michigan/Indiana community colleges.

• Thirty-two members of the Glen Oaks faculty and staff are graduates of Glen Oaks Community College.