

GLEN OAKS COMMUNITY COLLEGE

CATALOG

INFORMATION • CURRICULA • COURSES

2023-24

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Catalog of College Information, Curricula and Courses

2023-24

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

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Glen Oaks is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; 800-621-7440/312-263-0456 • www. (<https://www.hlcommission.org/>)hlcommission.org (<https://www.hlcommission.org/>) and approved by State Department of Education, State of Michigan

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ABOUT US

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Welcome to Glen Oaks Community College

Welcome to Glen Oaks Community College. At GOCC, our mission is to provide quality educational programs that meet the life-long learning needs of our students and our communities.

We are a learning community. Our degrees, certificates, and courses offer you the opportunity to gain new knowledge and skills. Your academic work will benefit from the challenge and support provided by dedicated GOCC faculty and staff.

This catalog is designed to provide you with the information you will need to be successful at Glen Oaks.

The About Us section provides an overview of the College, including its governance, history, mission, vision, and values.

The Academics section sets out the steps of your academic path from admission to the College through commencement. Here you will find information on the College's curriculum as well as the policies and processes that will move you toward graduation.

The Student Support and Services section describes the resources available to help you achieve your goals. This includes information about financial aid, residence life, and student activities.

We are glad that you have chosen to be a part of the Glen Oaks community. At GOCC you will have the opportunity to develop friendships with classmates from all walks of life and grow both professionally and personally. For more than 50 years, Glen Oaks Community College has added value to the lives of our students, our alumni, and our community through the power of education.

My door is always open to help you. Please email me with your comments and questions at ddevier@glenoaks.edu or just stop by my office. Thank you for allowing Glen Oaks to be part of life's journey.

David H. Devier, Ph.D.
President/Professor
Glen Oaks Community College

Vision, Mission, Values and Strategic Plan

Vision

Transforming Lives and Advancing Communities

Mission

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

Value – "Glen Oaks CARES"

C – 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 communities.

A – 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.

R – Responsiveness and Service: Glen Oaks values targeted actions to address community needs and internal needs. 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.

E – 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.

S – Sustainability and Stewardship: Glen Oaks values the ability to acquire, develop, use, and manage resources to sustain the college's mission. We exercise appropriate control over the college's human, financial, and academic and support services, and physical plant as essential to effective public stewardship.

GOCC Strategic Plan, 2023-26

Our students will succeed.

Objective 1: By August 2026, of those testing at a pre-college level in math, increase the proportion of credential-seeking students who

successfully complete college level math by 3%. The 2020 VFA* baseline is 17.6%.

Objective 2: By August 2026, increase the proportion of credential seeking part-time students attaining an associate degree or certificate by 3%. The VFA 2023 baseline is 40.3%.

Objective 3: By August 2026, decrease the performance gap to ≤ 0.35 for the following items on the Student Satisfaction Inventory (SSI):

1. *Receive ongoing feedback about progress toward my academic goals.*
2. *Faculty provide timely feedback about my academic progress.*

Objective 4: By August 2026, meet or exceed the national benchmark (50th percentile) for Engaged Learning on the Survey for Entering Student Engagement (SENSE). The 2022 baseline rate is 43.2%. *

Objective 5: By August 2024, establish pathways for all programs of study.

Objective 6: By August 2026, implement three additional features of Watermark to enhance communication and track key engagements with prospective and enrolled students.

Objective 7: By August 2026, eliminate the gap between student-athletes' mean GPA and that of the overall student population. The 2022-23 baseline is 2.95 for student-athletes and 3.19 for the overall student population.

We will become a community model committed to the values of diversity, equity, and inclusion.

Objective 1: By August 2025, improve overall employee satisfaction related to the college's commitment to diversity, equity, and inclusion, as evidenced by achieving a minimum satisfaction rate of 60% on the PACE survey for the following items:

- (a) *The College maintains a campus culture that values diversity of opinion.*
- (b) *The institution effectively promotes diversity in the workplace.*

Objective 2: By August 2024, the college will revise and enact an employee recruitment plan aimed at diversifying the faculty and staff to better match the student profile.

Objective 3: By August 2026, implement a diversity lecture series for students. *

Objective 4: By August 2026, increase student engagement in college committees to seek ideas, perspectives, and voices of the community we serve. Achieve and maintain a minimum of two student committee members per academic year. *

Objective 5: By August 2026, support faculty and staff by providing two new professional development opportunities in cultural competency and inclusion. *

Objective 6: By August 2026, create and invest in spaces that value diversity. *

Objective 7: By August 2026, increase both curricular and co-curricular learning opportunities that advance cultural competence, diversity, and inclusion. *

We will continue to grow in stability and innovation.

Objective 1: New: By August 2026, overall enrollment (as measured by fiscal year equated students, or FYES) will reach or exceed the pre-pandemic level of 760, representing an increase of 9.4% from 2022-23.

Objective 2: By August 2024, plan and conduct a Summer College for Kids program enrolling twenty-five area middle school students to begin building a college going culture within traditionally non-college attending families.

Objective 3: By August 2024, establish a new and/or update an existing vocational certificate and/or degree program that aligns with one of the "Southwest Michigan Career Outlook (through (2030))" high-wage or in-demand careers established through the Michigan Bureau of Labor Market Information and Strategic Initiatives.

Objective 4: By August 2024 migrate the Ellucian Colleague ERP to the cloud.

Objective 5: By December 2024, complete Phase Two of the five-year capital outlay plan via a 7.7 million-dollar USDA loan.

Objective 7: By June 2024, the college will investigate the potential for solar energy installation on campus.

Objective 8: Increase revenue opportunities during the summer term by offering housing for local business internships and summer camps for the college and community. * Baseline for 2023 is three individuals served. *

Objective 9: By August 2024, conduct a compensation study to promote growth, consistency, and transparency. *

Objective 10: By January 2025, publish a digital dashboard on the college website reflecting key performance indicators (KPIs) related to student success. *

Objective 11: With Foundation support, secure funding to procure and install an irrigation center pivot on the Hagen Farm and utilize the equipment to explore additional curriculum related to irrigation and water management. *

We will expand and strengthen our collaborative relationships.

Objective 1: By August 2024, provide wide community access to diverse perspectives and relevant national issues via the Viking Speaker Series, reaching a minimum of 600 attendees each year.

Objective 2: By January 2025, increase the faculty presence in high schools to promote academic programs to both CTE and traditional GOCC student populations.

Objective 3: By January 2024, a minimum of four courses will have been taught in county high schools using synchronous educational technology made available through the GOCC Center for Rural Sustainability grant.

Objective 4: By January 2025, expand advisory meetings to include additional students, business and industry partners, and the ISD (as appropriate) at bi-annual advisory committee meetings.

Objective 5: By January 2025, increase the number of articulation agreements by 25% and communicate transfer pathways to students through multiple sources.

Objective 6: By July 2025, conduct a minimum of 29 Going Pro Talent Fund (GPTF) trainings for area manufacturers and businesses, reflecting an increase of 38% over 21 training sessions offered in 2022-23. *

Objective 7: By, under the GPTF, hold a Sales and Leadership Summit in which a minimum of 20 individuals will engage (i.e., 10 for each, sales and leadership). *

Objective 8: By July 2025, a minimum of two new Michigan New Jobs Training Program (MNJTP) contracts will be secured. *

Objective 9: By December 2024, increase the number of Motorcycle Safety Program – Basic Rider course by 25%. Baseline for 2023 is 16 sessions. *

* Denotes new objectives

Approved by BOT, 9/14/23

The most recent version of the Strategic Plan Summary was approved by the GOCC Board of Trustees in September, 2023. This is a working document as goals and objectives are reviewed monthly.

Learning Outcomes

Institutional Learning Outcomes

Learning is the central dimension of your college experience. Your education comes through the courses you take in the formal curriculum and from the co-curricular experiences you have beyond the classroom.

At GOCC, both the curriculum and the co-curriculum are designed to help you learn to think critically, communicate effectively, recognize diverse perspectives, and exhibit information competently. Each of these learning outcomes is assessed in your courses and in your student activities to ensure that you gain the full benefit of your education at Glen Oaks.

Our students will think critically:

- Analyze information beyond their opinions and beliefs, and be able to recognize bias.
- Translate theory into practice and apply prior knowledge to new situations.
- Locate needed information, know when it is necessary to do so, and judge source credibility.
- Solve problems logically.

Our students will exhibit information competency:

- Determine the extent of information needed in order to accomplish a specific purpose.
- Know where and how to find and appropriately use sources and information.
- Evaluate the credibility and relevance of sources.
- Know how to legally and ethically use sources and information.
- Retain an objective stance.

Our students will communicate effectively:

- Express themselves orally, in writing and visually.
- Express beliefs, thoughts and actions in a manner that is understood by participants.
- Be active listeners.
- Convey reasoning and understanding in a clear, convincing and precise manner in a given discipline.

Our students will recognize diverse perspectives:

- Our students will be able to recognize their own worldview.
- Our students will be able to recognize others' worldviews.

General Education Courses

Academic courses and programs at Glen Oaks share four common learning outcomes. Through its General Education course offerings and its specialized courses, students gain the broad knowledge and skills to be life-long learners, succeeding in their careers and their communities. Courses and programs are structured to foster:

- Critical thinking
- The competent use of information
- Effective communication
- The recognition of diverse perspectives

General Education courses include those in Communications, the Humanities, Mathematics, Natural Science, and the Social Sciences. Courses from these academic disciplines are required for each of the College's degree offerings and also satisfy the Michigan Transfer Agreement for future university study.

General College Information

Glen Oaks is nestled in the rolling hills of Sherman Township

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

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

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

The college is located about 30 miles south of Kalamazoo, Michigan, and 45 miles from South Bend and Angola, Indiana. Western Michigan University, Kalamazoo College, Trine University and The University of

Notre Dame are within easy driving distances for advanced educational opportunities for St. Joseph County's 62,000 residents.

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

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

ACADEMIC CALENDARS

Fall 2023

Event	Date
All College Meeting	August 25
Classes Commence	August 28
Add/Drop Period (Must obtain special permission to add classes after 9/1)	August 28 - September 9
Final Drop date: NO REFUNDS after this date	September 9
Labor Day – (College Closed)	September 4
Mid-Term Grades Due	October 20 - 4 p.m.
Winter 23 TRIO Priority Registration Begins	November 6
Winter 23 EMC Registration Begins	November 10
Winter 23 Registration Begins	November 13
Thanksgiving Break – (College Closed)	November 22-25
Last day to drop for a "W" grade	December 1
Classes End	December 15
Final Grades Due	December 19 – 4 p.m.
Final Grades Available in MYGOCC	December 21
College Closed	December 22 – January 1

Winter 2024

Event	Date
All College Meeting	January 5
Classes Commence	January 8
Add/Drop Period (must obtain special permission to add classes after 1/12)	January 8 - 19
Final drop date: NO REFUNDS after this date	January 19
Martin Luther King, Jr. – (College Closed)	January 15
Mid-Term Grades Due	March 1 – 4 p.m.
Summer 23 and Fall 23 TRIO Priority Registration Begins	March 18
Summer 23 and Fall 23 EMC Registration Begins	March 22
Summer 23 and Fall 23 Registration Begins	March 25
Spring Break – (No Classes)	March 25 - 28
Good Friday – (College Closed)	March 29
Last day to drop for a "W" grade	April 19
Classes End	May 2
Graduation - (College Closes 2 p.m.)	May 3
Final Grades Due	May 6 – 4 p.m.
Final Grades Available in MYGOCC	May 10

Summer 2024 (12-Week Session)

Event	Date
Classes Commence	May 13
Add/Drop Period (Must obtain special permission to add classes after 5/16)	May 13-23
Final Drop Date: NO REFUNDS after this date	May 23
Memorial Day (College Closed)	May 27
Juneteenth - College Closed	June 19
Mid-Term Grades Due	June 20 – 4 p.m.
Independence Day (College Closed)	July 4
Last day to drop for a "W" Grade	July 24
Classes End	August 7
Final Grades Due	August 12 - 4 p.m.
Final Grades Available in MYGOCC	August 15

Reserve the right to modify dates as needed
Approved by the Board of Trustees - 12/8/22

Fall 2024

Event	Date
All College Meeting	August 23
Classes Commence	August 26
Labor Day - College Closed	September 2
Mid-Term Grades Due	October 18 - 4 p.m.
Thanksgiving Break - College Closed	November 27 - 29
Classes End	December 13
Final Grades Due	December 17 - 4 p.m.
College Closed	December 23 - January 1

Winter 2025

Event	Date
All College Meeting	January 10
Classes Commence	January 13
Martin Luther King, Jr - College Closed	January 20
Mid-Term Grades Due	March 7 - 4 p.m.
Spring Break - No Classes	March 31 - April 4
Good Friday - College Closed	April 18
Classes End	May 8
Graduation - College Closes at 2 p.m.	May 9
Final Grades Due	May 12 - 4 p.m.

Summer 2025 (12-Week Session)

Event	Date
Classes Commence	May 19
Memorial Day - College Closed	May 26
Juneteenth - College Closed	June 19
Mid-Term Grades Due	June 26 - 4 p.m.
Independence Day Observed - College Closed	July 3

Classes End	August 11
Final Grades Due	August 13 - 4 pm

Reserve the right to modify dates as needed

Approved by the Board of Trustees - 12/8/22

Fall 2025

Event	Date
All College Meeting	August 22
Classes Commence	August 25
Labor Day - College Closed	September 1
Mid-Term Grades Due	October 17 - 4 p.m.
Thanksgiving Break - College closed	November 26-28
Classes End	December 12
Final Grades Due	December 16 - 4 p.m.
College Closed	December 24 - January 2

Winter 2026

Event	Date
All College Meeting	January 9
Classes Commence	January 12
Martin Luther King, Jr. Day - College Closed	January 19
Mid-term Grades Due	March 6 - 4 p.m.
Spring Break - No Classes	March 30 - April 3
Good Friday - College Closed	April 3
Classes End	May 7
Graduation - College Closes at 2 p.m.	May 8
Final Grades Due	May 11 - 4 p.m.

Summer 2026 (12-Week Session)

Event	Date
Classes Commence	May 18
Memorial Day - College Closed	May 25
Mid-Term Grades Due	June 17 - 4 p.m.
Juneteenth Observed - College Closed	June 18
Independence Day Observed - College Closed	July 2
Classes End	August 12
Final Grades Due	August 17 - 4 p.m.

Approved by the Board of Trustees - 12/08/2022

BUSINESS AND COMMUNITY SERVICES

The Glen Oaks Community College, Business Outreach and Services department offers a broad range of courses designed for an individual's professional growth and development, to customizing training providing education and training tailored to businesses' specific needs. With changing technologies and changing markets, it is more important than ever to invest in an organization's most important resource—its people. The Business Outreach and Services Training department provides quality workforce training and development to help St. Joseph County grow and prosper.

Through innovative assessment, delivery and evaluation, Glen Oaks Community College is able to assist organizations with training, development and implementation. Today's workplace is inundated with change as new technologies, processes and equipment emerge every day. To keep up with all these changes, an organization's employees need ongoing training. Glen Oaks provides efficient and effective training keeping an eye on the bottom line and on developing a company's most important asset -- its employees. Examples of training programs developed at GOCC: supervisory skills, working with millennials, communication skills, project management, lean manufacturing, metrology, blueprint reading, short-term computer classes and more.

All training is available at the workplace, so employers are paying employees for training time, not commuting time. Also, we arrange training according to your schedule including early morning and evenings to accommodate the complex schedules of today's workplace.

Instructors are licensed professionals experienced in the classroom and the workplace. Training content meets your business goals, whether immediate, short-term or long-term and includes hands-on experience, participant involvement and plenty of time for questions and answers.

Our experienced staff, instructors and consultants work in partnership with you to ensure every aspect of the training process is tailored to your exact requirements—from the development of custom-tailored training to post-course evaluation.

The Business Services and Outreach office collaborates with Southwest Michigan First, the Three Rivers and Sturgis Chambers of Commerce, Michigan WORKS! Southwest and other groups and individuals interested in the economic development for St. Joseph County. Contact the Business Outreach and Services office to learn of the latest courses at 269-467-9945.

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Alcohol and Drug Abuse Policy

ALCOHOL AND 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 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.

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, in student housing, or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

Recreational Marijuana and marijuana prescribed for medicinal purposes is also prohibited on the College campus, in student housing, or at any College-approved student activity. GOCC receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting these funds, the College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, Glen Oaks Community College must prohibit all marijuana use, including medical marijuana.

No alcohol or other intoxicating liquors shall be kept, used, or consumed on campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics, or drugs, will be removed from the College campus.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, he/she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

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 drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for 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 defined 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 alcohol and drugs by looking for these "warning signs". Students or employees who use and/or abuse alcoholic beverages and/or drugs while on campus, in student housing, 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). A student convicted of a drug-related offense under federal or state law may also become ineligible for federal student aid under federal law.

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. 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.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Learning Commons and through the Glen Oaks Community College Substance Abuse Counselor in Student Services. Glen Oaks Community College also 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, 9/17/14, 8/10/17, 1/10/19, reviewed 3/9/23

Bulletin Board/Digital Messaging Policy

Policy 3.46

Employees and/or students wishing to have printed flyers, posters, or digital signage from internal or external groups posted on the GOCC posting areas must request approval. Approval can be given by Executive Associate to President (President's Office), Executive Director of Communications & Marketing (Administrative Office area), Assistant to Executive Director of Communications & Marketing (Marketing Office), or Vice President of Student Services.

APPROPRIATE CONTENT MATERIALS INCLUDE:

GOCC-sponsored events and activities, student organization events or fundraisers, speakers, and educational opportunities. Also included will be information from outside organizations that would be of interest to the general GOCC community. Only registered organizations, campus governance units, academic units, campus departments/offices and College committees will be allowed to display content of the digital signage system.

INAPPROPRIATE CONTENT INCLUDES but is not limited to:

Content that includes references to the sale or consumption of alcohol or other drugs will not be approved for display. Content that promotes or condones behavior that violates college policies, or local, state, or federal law will not be approved for display. Advertisement of commercial products is prohibited. Content that infringes on the copyrighted or trademarked works of others will not be approved for display. Unapproved postings or obscene materials will be immediately removed.

PRINT:

Typical printed signs are 8 ½" x 11" and can be either vertical or horizontal layout. Printed literature will be reviewed, and if it meets criteria, it will be stamped "APPROVED" and can be posted on boards throughout the college. Materials are to be removed AFTER their event date (if applicable) or every three months.

There are ten official approved areas for posting printed materials:

1) Administration Hallway, 2) Main Elevator Entryway, 3) Tech Wing Entryway, 4) Learning Common Entryway, 5) D-Wing, 6) G-Wing, and 7) Devier Student Suites.

DIGITAL:

Digital messaging requests must meet format requirements: 1440 pixels wide by 810 pixels high (this translates to 11" wide by 6.1" high), NOT be on a solid red background, and be in JPG format, and be submitted a minimum of five (5) days prior to first date content is to be displayed on signage system. The solid red background will be reserved for EMERGENCY communications ONLY.

Digital message requests can be submitted to Val Juergens – vjuergens@glenoaks.ed, Eric Connelly – econnelly@glenoaks.edu or Lauren Weiderman – lweiderman@glenoaks.edu

There are ten official approved areas for digital images to be displayed:

1) Administrative Hallway, 2) Student Services, 3) Concourse – Stage, 4) Concourse – Gaming Area, 5) Learning Commons, 6) 4th-floor E-Wing, 7) Gymnasium Entryway, 8) D-Wing, 9) G-Wing Study Area, and 10) Devier Student Suites.

July 1992, revised July 2002, revised 9/14/05, reviewed 9/17/14, revised 11/12/20, reviewed 3/9/23

Campus Security

Policy 3.41

A. Report Procedures

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the Safety and Security Office or designee at 269-467-9945, ext. 233 or 221, 312 or call 269-223-0263. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (269-467-9045).

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 1st week in May) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4:00 p.m. The building is closed on Fridays when the college is operating on "Summer Hours" typically after 1st week in May through the second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

Glen Oaks facility, room, or space reservations for an event or a meeting can be made by contacting the President's Office.

C. Authority of Campus Security

Designated Campus Security Personnel have the authority to confront individuals related to an occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Vice President of Finance & Administration.

D. Occurrence Statistics

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Offenses Reported	Arrests
1. Murder	1. Liquor Law Violations
2. Rape	2. Drug Abuse Violations
3. Robbery	3. Weapons Possessions
4. Aggravated Assault	
5. Burglary	
6. Motor Vehicle Theft	

Adopted by Board of Trustees 3/11/92, revised 9/14/05, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

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 Vice President of Academics and the Vice President of Student Services.

Policy 3.44

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Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event, or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Vice President handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited.*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

"My name is, _____ and I am the designee of the 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, 9/17/14, 1/20, reviewed 3/9/23

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.

Adopted by Board of Trustees 8/2013, reviewed 9/14, 3/9/23

College Closing Procedures

Policy 2.50

When inclement weather warrants the possibility of closing day, evening classes, or create a school day delay at Glen Oaks Community College, the following procedure will be implemented.

If severe weather conditions appear to be developing, the Director of Building & Grounds will contact the College President or designee to discuss general road/travel conditions. If State Police OR the Sheriff officially closes the roads, no one is expected to travel. The President OR designee will make decision as to whether or not to have a delayed start OR to close/cancel school for the day. The college may close for the entire day and/or have a delayed start notification – The President or designee will notify President's Executive Associate by 5:30 a.m. and she/he will notify the various news-media outlets (TV & radio stations) accordingly: WLKM (96FM), WMSH (99.3FM), WNWN (98.5), WKFR (FM 103.3), WKFR (103.3) WRKR (107.7), WTHD (105.5 LaGrange), WKZO (96.5) and television station WWMT (Kalamazoo Channel 3), WOOD TV8 (Channel 8 & 41), FOX 28 and WNDU (Channel 16). The FIRST areas the closing or delay will be posted on will be the Glen Oaks website and Channel 3 news. In the event of early dismissal and/or afternoon or evening closure, similar protocol as outlined above will be followed. (evening closures = notifications by 3:00 4:00 p.m.). The only deviation from this would be IF there was an immediate change of weather and/or orders by the St. Joseph County Sheriff's Department banning travel.

IF the college has delayed start (usually 2 hours), Faculty, Staff and Students should meet where they would normally be at THAT time. This applies for ALL ON CAMPUS classes. EXAMPLE: If you attend a class that normally runs from 8am-11am, you would report for that class at the

10:00 a.m. start time. ANY classes that would normally end PRIOR to the delayed start time, will NOT be held.

In the event that the college will be closed or have a delayed start time, the President or designee will initiate a phone fan-out call list to employees notifying them accordingly. An e-mail or text alert will be sent out to those who have signed up to receive that method of communication from GOCC.

Considering the size of our service area, it is often difficult to get an accurate report on the weather conditions overall. In all situations the best judgment and information available will be utilized. However, in the final analysis, each person must use their own best judgment regarding weather conditions and their ability to drive to campus safely.

Employees are expected to report for work and fulfill their hourly obligations whenever the College is open.

Adopted by Board of Trustees 10/29/99, revised 10/13/04, 10/25/07, 6/11/14, 2/26/15, 5/13/15, 2/15/18, 12/8/2022, 4/13/2023

Emotional Support Animal Policy

Policy 3.85

I. Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with mental or psychiatric disabilities and fulfilling obligations under State and Federal law and the Fair Housing Act. This policy governs the use of emotional support animals on campus and in student housing.

II. Policy Statement

Persons with verifiable mental or psychiatric disabilities may seek an emotional support animal consistent with the provisions of this policy.

III. Definitions

Emotional support animal: a companion animal that provides therapeutic benefit to an individual with a disability. Unlike service animals, emotional support animals are not individually trained to do work or perform tasks for the benefit of an individual with a disability.

IV. Emotional Support Animals on Campus

Unlike a service animal, an emotional support animal is not granted access to places of public accommodation. Under the federal Fair Housing Act (FHA), however, an emotional support animal is viewed as a reasonable accommodation in a housing unit that has a "no pets" rule for its residents.

Students who wish to request the use of an emotional support animal to help alleviate the symptoms of a disability must make the request in writing to the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students must complete a DSS Student Application at least 30 days in advance of the desired occupancy of the animal. Applications will be reviewed on a case-by-case basis. Students must explain how the reasonable accommodation helps or mitigates symptoms of the disability. While the student is not required to disclose the disability, he or she is required to provide acceptable documentation from a doctor or other health professional. This documentation, the Disability Verification form for Emotional Support Animals, must state that the animal indeed provides emotional support that alleviates one or more of the identified symptoms or effects of an

existing disability. Documentation must be provided for each support animal requested. A new DSS Student Application and a Disability Verification Form for Emotional Support Animals must be submitted to the SSSD Office each academic year.

V. General Requirements

Emotional support animals on campus must comply with all state and local licensure and vaccination requirements. Animals must be harnessed, leashed, or tethered. Emotional support animals cannot be juveniles and will need to be altered before they are able to live in housing. Animals are not to be on college property until the application is approved.

Due to the size of the campus suites, the weight limit for the animal will be 50 lbs. to ensure space for the animal and the other students living in the suite.

The care and supervision of an emotional support animal is the responsibility of the individual who uses the animal's service. The individual must maintain control of the animal at all times. Emotional support animals are the full responsibility of the owner. The student is responsible for the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas. If a student is neglecting an emotional support animal, and it rises to a level where the animal is endangered, it may become a criminal matter. Emotional support animals are not exempt from state animal neglect laws. If any animal is being neglected, local law enforcement or animal control may intervene.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

VI. Dispute Resolution Procedure

Disputes or disagreements about a disability determination, appropriateness of an accommodation, or an animal restriction should first be raised with the SSSD office. If the matter cannot be resolved, a dispute resolution should be submitted to the Vice President of Student Services.

VII. Policy Implementation

The SSSD Office is responsible for implementing this policy. Success requires the cooperation of all students, staff, and faculty.

Adopted by Board of Trustees 6/15/17, revised 8/11/22, reviewed 3/9/23

Equal Opportunity and Non-Discrimination Policy Statement

Policy 2.60

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY STATEMENT

I. Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education and employment for all persons regardless of race, national origin, color, age, religion, sex, sexual orientation, gender identity, disability (physical or mental), veteran status, status as a parent, or genetic information, 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, veteran 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.

Adopted by Board of Trustees 9/4/83, revised 6/12/01, 10/13/04, 11/14/07, 6/11/14, reviewed 12/8/2022, 4/13/2023

Freedom of Expression

Policy 3.44A

I. **Purpose of policy.** The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly, and other expressive activities at publicly accessible outdoor areas of any College campus, regardless of the viewpoint being expressed;
- Maintaining an appropriate educational and work environment for all persons present on College property; and
- Protecting and maintaining the security of College property, students, employees, and visitors.

In developing and administering this policy, the College recognizes the freedoms guaranteed by the United States and Michigan constitutions, including freedom of speech and assembly. The College also recognizes the need to preserve and protect its property, students, guests, and employees, and to ensure the effective operation of educational, business, and related activities of the College.

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place, and manner of the activities. College employees will not consider the content or viewpoint of expressive activities when enforcing this policy, including by restricting students' expression based on concerns about other person(s)' negative reaction to the expression. No policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

Expressive activities carried out under this policy will not be considered to be speech made by, on behalf of, or endorsed by the College.

II. **Scope.** This policy applies on all of the College Campus.

III. **Expressive Activity Defined.** "Expressive Activity" is defined as the carrying or displaying of signs or placards, leafleting, campaigning, marches, rallies, parades, demonstrations, protests, assemblies, speeches, circulation of petitions, and/or any public demonstration on College grounds.

IV. Expressive Activity for Enrolled Students and Registered Student Groups

A. **General Access:** Registered students and student groups may use, without prior notification or permission, any publicly accessible outdoor area of the College campus except parking lots, and driveways. Federal, state, and local laws will be enforced, as applicable. The use of walkways or other common areas may not block the free passage of others nor impede the regular operation of the College.

Use of the publicly accessible outdoor area may include speaking, non-verbal expression, distributing literature, displaying signage, and circulating petitions. There is no limit to the number of times a month a person or group may access these areas, provided that access is limited to hours when the College is open to the public.

During work and class hours, or if the area is currently in use for an official College event, amplification will be restricted if it interferes with College operations or noise ordinances are violated.

B. **Large groups:** Except in the circumstances described below, any person or group whose use of an outdoor area for demonstration, protest or distribution of literature is expected or reasonably likely to have more than fifty (50) people in attendance shall notify the Vice President of Finance & Administration and the Vice President of Student Services, or their designee at least two (2) business days before the day of the activity. The notification shall be submitted at least two (2) business days before the day of activity. Notification shall include information as to the specific location requested to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which should include at least one person who will be personally present.

C. **Reserved Space:** In addition to the general right of access to outdoor areas of campus described above, any registered student or student organization may seek to reserve the use of specific indoor areas by contacting the President's Office. Requests by a registered student or student organization to reserve such area or space shall be made at least 5 business days before the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate College policy.

A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request will be promptly communicated (within 48 hours of receiving the request) in writing to the requester and will set forth the basis for the denial.

The content of the anticipated speech or other expressive activity will not form the basis for a denial.

V. Expressive Activity by College Visitors.

A. Requests to Engage in Expressive Activity. Members of the public who are not registered students or student organizations must receive a permit before engaging in Expressive Activity on any College campus. Requests to schedule Expressive Activity on the College grounds shall be made to the Vice President of Finance & Administrative Services, and Vice President of Student Services or their designee (hereinafter, Vice President's). Requests may be submitted in person at the Vice President of Student Services Office.

B. Process. Requests must be made in writing to the Vice President of Finance & Administration and Vice President of Student Services during regular business hours at least 48 hours prior to any Expressive Activity on a form supplied by the College. Each request shall be in writing and shall contain the following information:

1. Name/address/telephone number(s) of contact person(s).
2. Name/address/telephone number(s) of back-up contact person(s).
3. Date and hours requested for the expressive activity and duration of the expressive activity.
4. Area requested for use.
5. Number of anticipated participants.
6. Structures to be used in the expressive activity.

C. Appeal. If a person or organization is aggrieved by a decision of the Vice President of Finance & Administration or Vice President of Student Services, an appeal may be taken to the President within three College business days of that decision. The appeal shall be in writing, stating the basis therefore, and the relief sought. The President shall promptly announce their decision.

VI. Rules. Use of College grounds is subject to the following:

A. In order to maintain the security, safety and aesthetic appearance of the College and College grounds, and to provide for regular maintenance, improvements, or alterations,

Expressive Activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings or impede free access to the buildings or parking lots by its students, faculty, employees, occupants, or the public.

1. No activity shall substantially impede or interfere with College business, the educational process, or public access to College grounds.

C. To provide for regular maintenance, improvements, or alterations of the College grounds and in order to maintain the security, safety and aesthetic appearance of the College and College grounds, equipment, signs, banners, or structures of any kind that are placed on the College

grounds shall be free standing and shall not be affixed to any building, tree, monument, fixture, or other College structure. The equipment, signs, banners, or structures shall be entirely removed at the conclusion of the expressive activity, or no later than 8:00 p.m. on any day of any Expressive Activity. Structures (whether for shelter or for any other purpose) must be pre-approved by the Vice President, Student Services.

D. Due to the presence of underground utility, electrical and drainage lines, signs, banners, or other objects shall not be driven into the ground; nor shall they be supported in or by any tree, monument or other structure affixed to the College grounds. Signs, banners, or objects supported by freestanding devices may not be left unattended, i.e., an individual must be stationed within six feet of a freestanding sign or banner at all times to prevent damage to the property and injury to individuals.

E. Defacing or damaging the College grounds, including but not limited to trees, shrubbery, flowers, lawns, sidewalks, parking lots, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the College (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the buildings, including the entrances, porches, and staircases, is not allowed.

F. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the College building not intended for such purposes is not allowed.

G. No sign located within 50 feet of a roadway, entrance or exit shall be larger than 3' x 3', and no sign shall block the sight lines of drivers entering or exiting the College grounds or traveling on a public roadway around the College.

H. Vehicles are not allowed on the College grounds, except in areas designated for vehicular use.

I. Camping or sleeping overnight on the College grounds is not allowed.

J. Alcoholic beverages or any other controlled substance shall not be possessed, dispensed, or consumed on the College grounds.

K. Individuals distributing literature shall remove all discarded items from the general area(s) of distribution at the conclusion of their activity.

L. Firearms, or other weapons are not allowed on campus.

M. All persons must comply with all College policies, Campus Rules and Regulations, and local, state, and federal ordinances and statutes.

N. Expressive Activity inside College buildings is prohibited.

O. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials, or pollutants in any area is prohibited.

VII. Enforcement. The College reserves the right to stop any activity that substantially interferes with or disrupts the normal activities of the College; interferes with the educational process; or violates any of the conditions covering expressive activity under this policy. Any person who violates this policy may be subject to an order to leave College property.

Employees in violation of this policy may be subject to discipline, up to and including termination. Students in violation of this policy may be subject to discipline under the applicable Code of Conduct.

Adopted by Board of Trustees 1/11/2018, revised 1/2020, reviewed 3/9/23

Grievance Procedures

Policy 2.61

FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Section I

Any person believing that Glen Oaks Community College or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, through the Glen Oaks online reporting form <https://glenoaks.edu/public-safety/report-a-concern/> and will be directed to:

Ms. 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 the Coordinator's response to the informal complaint.

To submit electronically, the complainant may use the College's online reporting tool, the Report a Concern button, located on the home page at glenoaks.edu. 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.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216)522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil

Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, 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 the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Adopted by Board of Trustees 2/20/08, revised 6/1/14, 12/8/2022, 4/13/2023

Internet/Technology Use Policies

- Acceptable Internet Use Policy (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/acceptable-internet-use-policy/>)
- Responsible Use of Information Technology (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/responsible-use-of-information-technology-policy/>)
- Web Accessibility (<https://catalog.glenoaks.edu/college-policies-procedures/collegewide-policies-procedures/internet-technology-use-policies/web-accessibility/>)

Service Animal Policy

Policy 3.80

I. Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. This policy governs the use of service animals on campus by persons with disabilities.

II. Policy Statement

Persons with disabilities may be accompanied by working service animals on the campus of Glen Oaks Community College consistent with the provisions of this policy.

III. Definitions

Disability under the Americans with Disabilities Act (ADA): A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Service animal: The College recognizes "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA). Pursuant to that law, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's

presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

IV. Reasonable Modifications - Miniature Horse

Glen Oaks Community College shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other requirements which apply to service animals shall also apply to miniature horses.

Assessment factors

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, Glen Oaks Community College shall consider:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

V. Service Animal Use on Campus

Visitors: Visitors with service animals may access all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where the service animal's use may compromise the integrity of research.

Employees: Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a College office or other areas of campus buildings not open to the general public must register with the Human Resources Office at least 30 days before the animal is needed.

Students: Students with a disability who wish to utilize a service animal in a classroom are encouraged but not required to register with the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students are encouraged to register with the SSSD Office for access to resources, information, and advocacy around a range of disability-related dynamics, including service animals. Registration is encouraged for students who wish to use a dog as a service animal and is required for students who wish to use a miniature horse in College facilities.

VI. Student Housing

For use of a service animal by a resident or potential resident in College housing, refer to the Student Housing Handbook.

VII. Service Dogs in Training

A. Service dogs in training are permitted on campus in all public facilities on the same basis as working service animals provided that the dog is being led or accompanied by a trainer for the purpose of training the dog, and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization.

B. Only adult dogs (twelve months of age or older) are considered service dogs in training under College policy. "Puppies in training" are not

permitted in College buildings, except with written permission from the Vice President of Student Services.

C. Service dogs in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public, except with written permission from the Vice President of Student Services.

D. A student or employee with a disability who wishes to utilize a service dog in training in College housing, classrooms, offices, or other areas of campus buildings not open to the general public must register with the SSSD Office and seek approval through the reasonable accommodation process.

VIII. General Requirements

Service animals on campus must comply with all state and local licensure and vaccination requirements. The animal must be on a leash at all times, if appropriate for that animal.

The care and supervision of a service animal is the responsibility of the individual who uses the animal's service. The individual must maintain control of the animal at all times. The individual using the animal's service is responsible for ensuring the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

IX. Clarifying Animal Status

Service animals are permitted in all public facilities on campus in accordance with this Policy. College employees should not question an individual about an accompanying service animal if the individual's disability is readily apparent and the function of the accompanying animal is clear.

In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a College employee may only ask two questions:

1. Whether the animal is required because of a disability
2. What work or task the animal is trained to perform

College employees *shall not* ask any questions about the individual's disability.

Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

X. Conflicting Disabilities

Individuals with medical issues impacted by animals (e.g., respiratory conditions, allergies, or psychological conditions) should contact the SSSD Office in Student Services for assistance.

XI. Removal of Service Animals

A service animal may be removed from College facilities or grounds if it is disruptive (e.g., barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the service animal. Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus

areas. The individual responsible for such an animal may be required to remove the animal.

XII. Restricted Areas

The College may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include but are not limited to laboratories and/or classrooms with demonstration/research animals.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the SSSD Office in Student Services. In making its decision, the SSSD Office will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area.

XIII. Interacting with Service Animals

Service animals work and perform tasks and are not pets. Accordingly, members of the College community should adhere to the following best practices when interacting with service animals:

- Allow a service animal to accompany its owner at all times and in all places on campus that are open to the general population.
- Do not touch or feed a service animal unless invited to do so.
- Do not deliberately distract or startle a service animal, and,
- Do not separate or attempt to separate a service animal from the individual using the animal's service.
- Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.

XIV. Emergency Situations

A handler/animal team may become stressed during emergency situations involving smoke, fire, sirens, or injury, and exhibit protective behavior. Be aware that service animals may try to communicate the need for help. In emergency situations make every effort to avoid separating the handler from the animal.

XV. Policy Exceptions

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the SSSD Office in Student Services.

Approved by the Board of Trustees 6/15/2017, revised 1/20, reviewed 3/9/23

Sex Offender Compliance Policy

POLICY 3.96

The Campus Sex Act Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment, as well as notice of change of enrollment or employment status, at any institution of higher education to issue a statement advising the campus community as to where information concerning registered sex offenders can be obtained.

In accordance with this act, the Michigan State Police Sex Offender Registry website may be accessed at <http://www.mipsor.state.mi.us> (<http://www.mipsor.state.mi.us/>)

Registered sex offenders who are members of the College community, upon enrollment at the College, must notify the Vice President of Student

Services or Campus Security that they have registered with the College. Failure to notify the College is a violation of the Student Code of Conduct and subjects those students to all available College judicial processes and sanctions.

Approved by the Board of Trustees: 11/14/19, revised 1/20, reviewed 3/9/23

Sex/Gender-Based Discrimination and Harassment Policy (Title IX)

Policy 3.95

Introduction

Glen Oaks Community College ("Glen Oaks" or "the College") believes that every student and staff member, regardless of their gender, is entitled to equal educational opportunity and a safe environment in which to learn and work. This means that all members of the college community have the right to be free from all forms of sex/gender discrimination, harassment and retaliation. The term "sexual harassment" in this Policy includes sexual violence, dating and domestic violence, stalking, and any other form of discrimination based upon sex that would violate Title IX of the Civil Rights Act.

This Policy is intended to: define what qualifies as sexual discrimination, harassment and retaliation under Title IX; establish a mechanism for responding to complaints, including supportive measures that may be available to all involved parties; and outline the remedial efforts the College may take to end any sex discrimination, harassment or retaliation that has occurred, prevent its recurrence and address any continuing effects on an affected person.

SECTION 1: Scope and Jurisdiction of Policy

The College's Sex/Gender-Based Discrimination and Harassment Policy prohibits discrimination and harassment based on sex in all education programs and activities that Glen Oaks operates, as required by Title IX and consistent with the College's own mission and values.

For purposes of this Policy, the College's "education programs and activities" include locations, events or circumstances over which Glen Oaks exercised substantial control over the person(s) accused of sexual harassment and the context in which the sexual harassment occurred; it also includes any building owned or controlled by Glen Oaks. This Policy also prohibits retaliation against a person who makes a good faith complaint of sex discrimination or harassment under this Policy. Alleged sexual harassment that occurred outside of the College's education program or activity cannot be resolved through the grievance procedures described in this Policy but may be addressed through the College's Code of Conduct.

All reports of sexual discrimination, harassment or retaliation will be handled by one of the College's Title IX Coordinators:

Tonya Howden Title IX Coordinator Coordinator Student Services, A53 62249 Shimmel Rd. Centreville, MI 49032	Jamie Yesh Title IX Coordinator Administrative Office, A36 62249 Shimmel Rd. Centreville, MI 49032	Candy Bohacz Title IX Administrative 62249 Shimmel Centreville, MI
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thowden@glenoaks.edu jyesh@glenoaks.edu
 cbohacz@glenoaks.edu
269-294-4230 269-294-4229 269-294-4232

Complaints under this Policy may be made to any of the Title IX Coordinators. The Title IX Coordinator in the

Student Services Office will take the lead role in administering this Policy but may involve the Title IX Coordinator(s) in the Administrative Office on complaints that involve employees or if the involvement of a different Title IX Coordinator is otherwise appropriate. In the event an incident involves alleged misconduct by a Title IX Coordinator, reports should be made to another Title IX Coordinator or the President of the College.

Individuals experiencing harassment or discrimination also have the right to file a formal complaint with government authorities:

Office for Civil Rights (OCR)
 400 Maryland Avenue, SW
 Washington, DC 20202-1100
 Customer Service Hotline #: (800) 421-3481
 TDD#: (877) 521-2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr> (<http://www2.ed.gov/about/offices/list/ocr/>)

U.S. Department of Justice Civil Rights Division
 Educational Opportunities Section, PHB
 Washington, D.C. 20530
 Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

SECTION 2: Definitions

Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for that party at the hearing as needed. This person may be, but need not be, an attorney.

Complainant: The individual who is alleged to be the victim of conduct that could constitute sexual discrimination or harassment.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

Respondent: The individual who has been reported to be the perpetrator of conduct that would constitute sexual harassment or discrimination.

Sex Discrimination: Unequal treatment based on sex with respect to an individual's access to or participation in the College's education programs or activities, as prohibited by Title IX.

Sexual Harassment: "Sexual harassment" is conduct on the basis of sex where at least one of the following occurs:

- An employee of the College makes providing an aid, benefit or service of the College conditional upon an individual's participation in unwelcome sexual conduct;
- There is unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive and objectively offensive

that it effectively denies a person equal access to the College's education program or activity; or

- An individual is subjected to "sexual assault," as defined by the Clery Act, which is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
 - Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - Forcible Rape:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - Forcible Sodomy:
 - Oral or anal sexual intercourse with another person forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Sexual Assault with an Object:
 - The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Forcible Fondling:
 - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Sex Offenses, Non-forcible:
 - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Michigan law. Statutory Rape is Non-forcible sexual intercourse with a person who is under the statutory age of consent of Michigan.
 - An individual is subjected to "dating violence," defined in 34 U.S.C. 12291(a)(10) as:
 - Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition—

- Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- An individual is subjected to “domestic violence,” defined in 34 U.S.C. 12291(a)(8) as:
 - Violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- An individual is subjected to “stalking,” defined in 34 U.S.C. 12291(a)(30) as:
 - Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person’s safety, or the safety of others; or suffer substantial emotional distress.
 - For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Consent: clear, knowing and voluntary agreement. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age and have the mental/physical capacity to consent. A person may be unable to consent due to consumption of drugs or alcohol.

Gender Identity: Gender identity is the gender of which a person identifies which may not correspond with the gender assigned at birth.

Sexual orientation: Sexual identity in relation to the gender to which a person is attracted.

*This policy is applicable regardless of the sexual orientation and/or gender identity of the individual engaging in sexual activity.

Supportive measures: Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent. Supportive measures may be provided before or after a formal complaint has been filed or where no formal complaint has been filed. They are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening the other party and include measures designed to protect the safety of the parties or campus environment or to deter sexual harassment. Examples of supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar measures. These measures will be kept confidential, to the extent maintaining that confidentiality does not impair the College’s ability to provide the supportive measures.

Retaliation: the act of intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted or participated (or refused to participate) in any manner in an investigation, proceeding or hearing related to Title IX or this Policy. Intimidation, threats, coercion or discrimination – including making charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report of complaint of sex discrimination or a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege secured by Title IX – constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Nor is it retaliation to charge an individual with a Code of Conduct violation if the College finds that the individual made a materially false statement in bad faith in the course of a grievance proceeding under this Policy, provided that a determination regarding responsibility, standing alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Retaliation will not be tolerated and may result in severe sanctions, including discipline, suspension, expulsion, termination of employment or revocation of tenure, or an additional charge.

SECTION 3: Reporting Sexual Harassment, Discrimination, or Retaliation

All college employees (faculty, staff, administrators) are expected to immediately report actual or suspected harassment, discrimination, or retaliation to a Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, licensed counselors can maintain confidentiality – meaning they are not required to report actual or suspected harassment discrimination or retaliation to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action

when an incident is reported to them. The following are two reporting options:

Confidential Reporting Options

If a reporting party would like the details of an incident be kept confidential, they should speak with a licensed counselor, members of the clergy and chaplains, or off-campus rape crisis resources. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line). Those who are able to maintain confidentiality will do so except in extreme cases of immediate threat or danger or in the abuse of a minor.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to inform you of their duties, and help you make decisions about who can best assist you.

Personally identifiable information will be shared in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Formal reporting options

Reporting parties are encouraged to file a formal complaint of sex/gender-based harassment, discrimination or retaliation at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report submits to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above), or another school administrator, with whom the reporting party feels comfortable to make a complaint. Students and employees have the right to have incidents of sexual harassment, discrimination or retaliation investigated and properly resolved through a grievance process. Information will be shared as necessary with the Complainant, Respondent, and appropriate college administrators who play a role in the grievance process.

If a victim wishes to remain anonymous, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request that no investigation take place, but will maintain confidentiality to the extent possible. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures, but will not otherwise pursue formal action. A complainant/reporting party has the right, and can expect, to have reports taken seriously by the College, and when formally reported, to have those incidents investigated and properly resolved through these procedures.

SECTION 4: College Reporting Obligations

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus

Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident using Clery location categories and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to any member of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the above paragraph.

SECTION 5: Grievance Process for Sex Discrimination

Any student or staff member who believes that they have been subjected to (or witnessed) sex discrimination in any program or activity of the College should report that concern at www.glenoaks.edu (<http://www.glenoaks.edu/>) by clicking on the Report a Concern tab on the home page. This report goes to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation.

Reporting parties may also contact a Title IX Coordinator (as described above) in person, by mail, by email or by using the contact information for the Title IX Coordinator described above. If the concern involves a Title IX Coordinator and you do not feel comfortable reporting to one of the other Title IX Coordinators, a report may be made to the President of the College.

Within five (5) business days of receiving a complaint, the Title IX Coordinator will determine whether any supportive measures are necessary, work on implementing those supportive measures, and initiate an investigation. The investigation, which will be conducted by the Title IX Coordinator or his/her designee, will include interviews of witnesses deemed necessary by the investigator as well as review of relevant evidence. Absent unusual circumstances (e.g., unavailability of witnesses), the investigation will be completed within 60 business days. At the conclusion of the investigation, the investigator will prepare a report that summarizes the factual evidence gathered and makes a determination of whether there is sufficient evidence to conclude—by a preponderance of evidence (i.e. "more likely than not") - that sex discrimination occurred in one of the College's programs or activities.

If the Title IX Coordinator did not act as the investigator, the investigator will provide a copy of the Report to the Title IX Coordinator and the parties. Within five (5) business days of receiving the report, the Title IX Coordinator (if not the investigator) will adopt, modify or reject the investigator's conclusions and provide notice to the parties of that decision. The Title IX Coordinator will also determine what remedial actions (if any) may be necessary to end any sex discrimination that occurred, prevent its recurrence and redress any continuing effects of the discrimination.

Both parties will have the right to file a written appeal of the Title IX Coordinator's decision to the President of the College. An appeal must be submitted, in writing, to the Title IX Coordinator within five (5) business days after the date of the Title IX Coordinator's report or notification. The decision of the President is final.

Retaliation against a person for making a good faith complaint of sex discrimination is strictly prohibited. Any complainant who believes that he/she has been retaliated against for making a complaint of sex discrimination under this Policy should notify the Title IX Coordinator and that complaint will be handled according to the grievance procedures provided in this Section.

SECTION 6: Grievance Process for Sexual Harassment

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, by email or by using the contact information for the Title IX Coordinator described above, but the College strongly encourages submission of reports through the Report a Concern option at www.glenoaks.edu (<http://www.glenoaks.edu/>). The Title IX Coordinator reserves the right to file a formal complaint should the complainant decline to file a formal complaint. The Title IX Coordinators are the school officials charged with authority to institute corrective measures for violation of this Policy, but all College employees are obligated to report incidents of sexual harassment of which they become aware, unless they have a recognized confidentiality privilege, such as serving as a licensed counselor for the College. Further, students and guests who have observed or been made aware of sexual harassment are encouraged to report such incidents.

The formal complaint should clearly and concisely describe the conduct that the complainant believes constitutes sexual harassment; the identities of the parties involved in the incident, if known; the date and location of the incident, if known; and the desired remedy sought. The formal complaint should contain the name and contact information for the complainant if available. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the complainant should submit any supporting materials as quickly as is practicable.

Part I: Actions upon Receipt of a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will:

1. Initiate the investigation process by reviewing the allegations contained in the formal complaint. The formal complaint will be dismissed for lack of jurisdiction if the conduct alleged (1) would not constitute sexual harassment, as defined by Title IX regulations and described in this Policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. The Title IX Coordinator will, however, consider whether the alleged conduct may violate the College's Code of Conduct, and if it may, refer the complaint for handling under the Code of Conduct.
2. Review if any immediate steps need to be taken for the safety of any student or other individual arising from the report of sexual harassment. If emergency removal is necessary due to an immediate threat to physical health or safety, the Title IX Coordinator will provide respondent(s) with notice of the decision to remove respondent(s) from campus and the opportunity to challenge the decision immediately following the removal.
3. Provide a Notice of Allegation to the parties of:

- a. The College's grievance process, including the informal resolution process;
 - b. The sexual harassment allegations, including the identities of the parties involved, if known; the conduct alleged to be sexual harassment; and the date and location of the incident, if known. If, during the course of the investigation, the College decides to investigate additional allegations that were not included in this initial notice, the College will provide notice of those additional allegations to the parties.
 - c. The fact that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - d. The parties' right to have an advisor of their choice, who may be, but is not required to be, an attorney and who will be permitted to inspect and review evidence obtained as part of the investigation that is directly related to the allegations made in the formal complaint;
 - e. The provisions in the College's Code of Conduct that prohibits making false statements or knowingly submitting false information during the grievance process.
4. Provide supportive measures, as needed, to both the complainant and respondent.
 5. Assign an investigator to the case
 - a) The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings. The assigned investigator(s) will have received all requisite training and will be free of bias and conflict of interest.
 6. Monitor the investigation's progression and completion.

Part II: Formal Investigation Process and Protections

Within five (5) business days of the College's receipt of a formal complaint, the investigator will initiate an investigation. The investigator will ensure that the burden of proof and gathering of evidence rests on the College, not the parties, understanding that the College cannot access, consider, disclose or otherwise use a party's treatment records without that party's voluntary, written consent.

Each of the parties will have an equal opportunity to present evidence and witnesses, including fact and expert witnesses. The investigator will not restrict the ability of either party to discuss the allegations under investigation or their ability to gather and present relevant evidence.

The investigator will conduct interviews (and follow-up interviews, as needed) with the parties and relevant witnesses. Prior to any investigative interview or other meeting where a party is invited or expected to attend, the investigator will provide advance, written notice of the date, time, location, participants and purpose of the meeting, with sufficient time for the party to prepare to participate.

Absent unusual circumstances (e.g. school closure, unavailability of witnesses, delay caused by criminal investigation), the investigation will be completed within 60 business days. Any time the general timeframe for resolution outlined in this Policy will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and the anticipated time needed as a result of the delay.

Part III: Investigation Meeting Details

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the respondent and the complainant be in the same room.
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. The parties will be allowed an advisor of their choice to be present during all administrative meetings and hearings.
 - a. The complainant and respondent must select an advisor of their choice, which, at their own expense, may include an attorney.
 - i. If either party does not have an advisor, the College will provide one at the request of the student at no cost to the involved party.
 - ii. All advisors provided by the college are employees who are trained to serve in this function. The college will not provide legal counsel for the student.
 - iii. If an involved party is a minor, a parent/guardian, as well as an advisor, may attend all meetings.
 - b. During investigative meetings, the advisor may only speak with their party in a way that does not disrupt the meeting. At no time will they be allowed to speak on behalf of the party unless deemed necessary or appropriate by the Investigator.

Part IV: Investigation Summary Report

At the conclusion of the formal investigation, the investigator will complete an investigation summary report. Prior to completion of the report, the investigator will send each party and his/her advisor (by electronic format or hard copy) a copy of the evidence obtained during the investigation that directly relates to the allegations in the formal complaint, regardless of the source of that evidence or whether the investigator intends to rely upon it. The parties will be given at least 10 days to submit a written response, which the investigator will consider when completing the investigation report.

The investigation summary report, which will fairly summarize the evidence, will be provided to the complainant, respondent, and advisors at least 10 days prior to the live hearing. Both parties will have the opportunity to review that report and respond in writing.

At least 10 days after the investigation summary report was distributed to the parties, the investigator will submit the report (as well as the parties' responses to the report, if any) to the Hearing Chair.

Part V: Informal Resolution

As part of the College's formal grievance procedure, at any time after a formal complaint has been filed, the parties may agree to participate in an informal resolution process. Through that informal resolution process, the College would be authorized to facilitate a mediation or other informal resolution between the parties that would not involve a full investigation and adjudication. Informal resolution is *only* permitted where the College:

1. Provides a written Notice of Informal Resolution to the parties of (1) the allegations of the formal complaint, (2) the requirements of the informal process (including that a party may withdraw from the informal process at any time, but once the parties have agreed to a resolution, the parties may be precluded from resuming the formal complaint process - i.e., the full investigation and adjudication - based on the same allegations); and (3) any consequences that would result from participation in the informal resolution process, including that records may be maintained or shared;

2. Obtains both parties' voluntary, written consent to the informal resolution process;

Informal resolution may not be used to resolve complaints alleging that an employee sexually harassed a student. In cases where informal resolution is permitted, it will be strictly voluntary, and will not be required of any party as a condition of enrollment or continued enrollment; employment or continued employment or any other right.

Part VI: Hearing

For formal complaints, unless resolved through the informal resolution process, a live hearing will be conducted by a Decision-maker (or Decision-making Panel) before a determination of responsibility is made. The hearing may be conducted by a sole Decision-Maker or by a Decision-making panel, at the Title IX Coordinator's discretion. If there is a Panel, the Title IX Coordinator will select a Hearing Officer who will serve as the Chair of the Decision-making Panel. The Hearing Officer will manage the hearing and make evidentiary rulings.

At the live hearing, each party's advisor will have the opportunity to ask the party questions relevant to the allegations of the formal complaint. Questions about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless those questions or evidence: (1) are offered to prove that someone other than the respondent committed the conduct alleged by complainant; or (2) concern specific incidents of complainant's prior sexual behavior with respect to respondent and are offered to prove consent. Cross-examination of parties and witnesses will be conducted directly, orally and in real time, but a party or witness will not be required to *answer* any such question until the Hearing Officer has considered the question and deemed it relevant. If a question is deemed irrelevant, the Hearing Officer will explain why. A party may not directly cross-examine another party or witness.

Although the hearing will be conducted in a live setting and in real time, at the request of a party, the parties will be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously observe (through sight and sound) the witness answering questions. The College may also, in its discretion, conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. All live hearings – whether conducted with participants in the same geographic location or virtually – will be recorded audio visually or transcribed. That recording or transcript will be available to parties for inspection and review.

At the conclusion of the hearing, the Decision Maker (or Panel) will deliberate and determine if the respondent is responsible for the alleged violation, using the preponderance of evidence ("more likely than not") standard. In making this determination, the Decision-maker (or Panel) may consider statements made by parties and witnesses during the investigation, electronic exchanges between parties leading up to the alleged sexual harassment, and relevant statements about the alleged sexual harassment, regardless of whether the parties or witnesses submit to cross examination at the live hearing. The Decision-maker (or Panel) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. The Decision-maker (or Panel) will not, however, make an inference about responsibility based solely on a party's or witness's absence or refusal to testify at the hearing. In other words, the Decision-maker (or Panel) will not assume that a respondent sexually harassed the complainant solely because the respondent refused to testify at the hearing; nor will the Decision-maker (or Panel) assume that

the respondent did not sexually harass the complainant solely because the complainant refused to be cross-examined.

After reaching a determination of responsibility, the Decision Maker (or Panel) will simultaneously issue to both parties a written determination that:

1. Identifies the allegations potentially constituting sexual harassment under this Policy;
 2. Describes the procedural steps taken by the College throughout the grievance process;
 3. Provides findings of fact supporting the determination;
 4. Provides conclusions regarding the application of the College's policy to the facts;
 5. States the determination as to each allegation as well as the rationale for that determination; and
1. Explains the College's appeal procedures and bases for appeal.

Part VII: Sanctioning

Once the determination of responsibility is made, and if a party has been found responsible for violating this Policy, the Title IX Coordinator will implement appropriate remedies to end the harassment, prevent its recurrence and redress the effects of the harassment experienced by the complainant.

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education
- Campus access restrictions
- No trespass order issued by security (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Termination of employment

- Revocation of tenure
- Termination of contract (for contractors)

The College may assign other sanctions as appropriate in each particular situation.

Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff/Faculty Handbooks, Student Handbook, collective bargaining agreements, other policies or handbooks that may be developed over time, or contracts.

In addition, the College may take steps to remediate the effects of a violation on victims and others. Following an investigation, the College may extend interim protective measures and accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual harassment or misconduct, prevent the recurrence of any sexual harassment or misconduct, and remedy the effects of the sexual harassment or misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in this policy, as well as counseling, training, and other preventative measures.

Part VIII: Appeal and Final Outcome

If either party disagrees with the determination of responsibility, the party or their advisor may file an appeal within 5 business days of the date stated on the Determination Letter.

Appeals are [only] permitted for the following reasons:

1. Procedural irregularity that affected the outcome;
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available;
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias that affected the outcome.

The appeal should be titled "Appeal" and directed to the Title IX Coordinator, who will assign the appeal to an individual or Panel (not the Investigator, Title IX Coordinator or Decision-maker/Panel) who has received requisite training and is without conflict of interest or bias ("the Appellate Officer").

Once an appeal has been filed, each party will have the opportunity to submit a written statement in support of (or challenging) the outcome. That statement should be provided to the Title IX Coordinator within ten (10) days of the Determination Letter. The letter will then be forwarded to the Appellate Officer. The Appellate Officer will issue a written decision – simultaneously to both parties – describing the result of the appeal and rationale for the decision within ten (10) business days of the date the parties' written statements were due.

The determination of responsibility will be considered final when: (1) neither party files a written appeal with the Title IX Coordinator within the timeline for appeal required in this Part; or (2) the individual or Panel designated to decide the appeal has issued a written decision, whichever occurs last.

SECTION 7: Additional Policy Provisions

Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as violations of the policy.

College's Right to Sign a Formal Complaint

As necessary, the Title IX Coordinator reserves the right to sign a formal complaint without a formal complaint by the person alleging that respondent violated this Policy.

False Reports

Glen Oaks Community College will not tolerate intentional false reporting of incidents. It is a violation of this Policy, the Student Code of Conduct and employee handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Encouraging Reporting for Complainant, Respondents, and Witnesses

The college community encourages the open, honest and accurate reporting of violations of college policies, and understands that complainants, respondents or witnesses are sometimes hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking, that occurred at the time of the incident. To promote open, honest and accurate reporting, it is the College's policy *not* to impose disciplinary penalties on complainants, respondents, and witnesses for minor policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses in such cases.

Right to Privacy

This Policy will be implemented consistent with students' rights under the Family Educational Rights and Privacy Act ("FERPA"), but to the extent any requirement of FERPA would conflict with a student's constitutional rights or rights under Title IX, the College will adhere to the constitution and/or Title IX.

Approved by the Board of Trustees 8/13/20, revised 8/25/21, reviewed 3/9/23

Social Security Number Policy

Policy 3.70

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practical. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of, such document should be shredded prior to disposal.

SOCIAL SECURITY NUMBER USAGE FOR IMPROVING INSTRUCTION

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act. Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the

effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security Numbers (SSN) to the College.

The College plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports.

These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Your wage record is confidentially maintained, based on your SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first.

Adopted 9/14/05, reviewed 9/17/14, 3/9/23

Transgender Policy (Policy 3.75)

Policy 3.75

Glen Oaks Community College is committed to a College culture that respects and values all students and employees and fosters understanding of gender identity within the College community. All students and employees will adhere to procedures established in connection with this policy to ensure a safe working and learning environment, free of discrimination and harassment.

Jurisdiction of the Policy

All questions or concerns regarding the College's Transgender Policy will be handled by the Vice President of Student Services (for students, community members, and visitors) and the Director of Human Resources (for College employees):

Tonya Howden
Vice-President of Student Services
thowden@glenoaks.edu
269-294-4230

Jamie Yesh
Director of Human Resources
jyesh@glenoaks.edu
269-294-4229

Definitions

- A. Sex: The classification of people as male or female as assigned at birth.
- B. Gender Identity: One's internal, deeply held sense of one's gender that may or may not conform to that typically associated with the sex they were assigned at birth. For some people, their gender identity does not fit neatly into one of the two choices.
- C. Gender Expression: External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice, or body characteristics.
- D. Sexual Orientation: An individual's enduring physical, romantic and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Transgender people may be heterosexual, lesbian, gay, or bisexual. For example, a person who transitions from male to female and is attracted solely to men would identify as a heterosexual woman.
- E. Transgender: An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender.

F. Transitioning: Transitioning refers to processes undertaken by some transgender people to align their gender expression with their gender identity. Aspects of transitioning may include social processes (e.g., telling others, changes in appearance, using a preferred name and/or different pronouns), medical processes (e.g., hormone therapies, gender confirmation surgery), and/or legal processes (e.g., obtaining a court-ordered name change and/or change in legal sex designation).

Procedures

A. Campus Records: At the request of the student, the College will engage in reasonable and good faith efforts to use a preferred name and/or gender on internal College records such as class rosters and class schedules. The College is not permitted to use a preferred name and/or gender on the following records: enrollment verifications, transcripts, diplomas, financial aid documents, Visa documents, W-2 forms, and third-party reports. There may be some situations where it may be necessary to clarify that a preferred name is different from a legal name. Examples of this include official interactions with police/law enforcement, security, and verification of medical records.

B. Restrooms: All students, faculty, staff, and visitors have the right to use the restroom that coincides with their gender identity.

C. Privacy: College personnel shall not disclose information that may reveal a student's transgender status. Under the Family Education Right to Privacy Act (FERPA), only those College employees with a legitimate educational need may have access to a student's records or the information contained within those records.

D. Names/Pronouns: When requested by the student or employee, College staff should engage in reasonable and good faith efforts to address students and employees by their preferred names and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Consistent with these guidelines, College personnel should make every effort to maintain the confidentiality of the student's transgender status. Students who need to change their names or pronouns under this policy should submit a Change of Status form to the Records and Registration Office. College employees who need to change their names/pronouns under this policy should submit their requests to Human Resources.

E. Student ID Cards and E-mail Addresses: Students and employees may request an ID card be issued in the name that reflects an individual's gender identity that is consistently asserted at College. Once a student has submitted the Change of Status Form to the Records and Registration Office and the name change is approved, the student may obtain a new student ID card. Should students need to change a College-issued e-mail address to include the name that reflects the individual's gender identity consistently asserted at College, they should contact the Records and Registration Office, who will complete an IT work order to change the information appropriately. Records and Registration staff will notify the student of the new login information after IT has completed the request. College employees who wish to request a change of their College-issued email under this policy should submit their requests to Human Resources.

F. Athletics and Physical Education: Transgender students shall have the same opportunities to participate in physical education as all other students. Students may participate in physical education and athletics in accordance with the student's gender identity that

is consistently asserted at College. Participation in competitive athletic activities will be resolved on a case-by-case basis by the Title IX Coordinator and the Director of Athletics.

G. Locker Room Accessibility: GOCC aims to support transgender students and employees while ensuring the safety of all. The use of restrooms and locker rooms by transgender students, employees and members of the community requires colleges to consider numerous factors, including, but not limited to the transgender individual's preference; protecting privacy; maximizing social integration; minimizing stigmatization; ensuring equal opportunity to participate; the student's age; and protecting the safety of all persons. A transgender student or employee who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements, which may include the use of a private area, a separate changing schedule, or a single stall restroom. A transgender person may not be required to use a locker room or restroom that conflicts with the individual's gender identity consistently asserted at the College.

H. Gender Segregation in Other Areas: In any other circumstance where students are separated by gender in College activities (i.e., overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at College. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

Bullying, Harassment, and Discrimination

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited. It is the responsibility of the College and all staff to ensure that all students, including transgender and gender nonconforming students, have safe school environments. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking appropriate action, and providing students and staff with appropriate resources and support. Enforcement of anti-bullying policies should focus on education and prevention rather than exclusionary discipline.

Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

Approved by Board of Trustees: 2/9/17, revised 1/19, 1/20, reviewed 3/9/23

Student Policies

- Access to Student Academic Records, Files, and Data (p. 36)
- Missing Student Policy (p. 37)
- Retention and Disposal of Records (Student Services) (p. 38)
- Sex/Gender-Based Discrimination and Harassment Policy (Title IX) (<https://catalog.glenoaks.edu/college-policies-procedures/student-policies/title20ix/>)
- Student Code of Conduct (p. 38)
- Student Concern Procedure (p. 44)
- Student Housing Policy (p. 45)
- Student Travel Policy (p. 46)

Access to Student Academic Records, Files, and Data

Policy 3.48

ACCESS TO STUDENT ACADEMIC RECORDS, FILES, AND DATA

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 Office with verification of identity by the student.

Policy 3.48

Page 2 of 4

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 procedures 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 grounds 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 Vice President of Academics or Vice President of Student Services.

- (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, 7/02, reviewed 9/17/14, revised 1/20, reviewed 3/9/23

^[1] For the purposes of this section, student/parent refers to the independent student or the parent of a student under age 18 or over 18 who is still a dependent.

Due Process Procedure

POLICY 3.43

No longer a policy 3.43 Missing Student Policy

Policy 3.90

It is the policy of Glen Oaks Community College to investigate any report of a missing student who is attending classes at GOCC and who resides in on-campus housing.

A student will be deemed missing when reported absent from the College and/or the student housing building without any known cause and/or for a reasonable period of time. A reasonable period of time may vary based upon student's routine and habits, punctuality, reliability, reports of suicidal thoughts, drug, and alcohol use, or if the student might be in the company of individuals who could endanger the student's welfare or place the student in a life-threatening situation.

All reports of missing students must be directed to the Campus Security Officer at 269-294-4312; in these instances, the Campus Security Officer will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. At that time, the Campus Security Officer will contact local law enforcement within 24 hours after the College receives a report that a student is missing.

All students have the option to identify an emergency contact person or persons who will be notified within 24 hours in the event a determination is made by local law enforcement that the student is missing. This contact information may be added through the Student Housing Office. It is the student's responsibility to regularly update any changes to existing contact information through the Student Housing Office. This information will be registered confidentially. Only authorized campus officials and law enforcement officers may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by law enforcement that the student is missing.

The Devier Student Suites are configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student suites. Student welfare and safety is paramount to the College; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Procedures

Any report of a missing student who resides in on-campus housing, from whatever source, must immediately be directed to the Campus Security Officer. When a student is reported missing, the Campus Security Officer will:

- Initiate an investigation to determine the validity of the missing person report, including gathering information such as a description, clothing, vehicle, physical and mental state, who the student may be with, and obtaining an up-to-date photograph.
- Inform the Vice President of Student Services
- Make a determination as to the status of the missing student.
- Notify local police or other appropriate law enforcement agencies within 24 hours after the College receives a report that the student is missing.

Upon determining the student is missing and upon notification by law enforcement, the Vice President of Student Services will:

- Notify the person(s) identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, and is not an emancipated individual, the Vice President of Student Services will notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

In cases of a missing student, the law enforcement agency conducting the investigation will typically provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Glen Oaks Community College is available to provide consultation on communication with the investigating law enforcement agencies. Any media requests should be directed to Glen Oaks Community College and the Executive Director of Communications and Marketing.

In the case a commuter student is believed to be missing, reports should be directed to the appropriate law enforcement agency. Glen Oaks Community College will work in conjunction with law enforcement as needed.

If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Glen Oaks Community College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provisions(s) to the extent required by law.

Approved by the Board of Trustees 9/17/17, revised 1/20, reviewed 3/9/23

Retention and Disposal of Records

Policy 3.49

PROCEDURE FOR RETENTION AND DISPOSAL OF RECORDS

(STUDENT SERVICES)

Document retention will be based on the 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 9/17/14, 3/9/23

Student Code of Conduct

Policy 3.42

The purpose of the Student Code of Conduct at Glen Oaks Community College (GOCC) is to foster a positive and safe learning environment for the College community by clearly articulating conduct prohibited by the College and identifying the rights of individuals in the process consistent with that purpose.

GOCC upholds all federal, state, and local laws and expects students to abide by such laws. The College reserves the right to hold students accountable for violations of federal, state, and local laws when the conduct has a direct impact on the College or the college community. Additionally, students are expected to comply with the Student Code of Conduct, and any specific regulations adopted by GOCC.

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 these procedures have been established.

SCOPE AND JURISDICTION

The Student Code of Conduct applies to individuals from the point of admission to the College and thereafter as long as the individual has a continuing educational interest in the College. The Code applies to high school partner programs, including but not limited to, dual enrollment and Early Middle College. Registered Student Clubs and Organizations are also held accountable to the Student Code of Conduct. The Student Code of Conduct shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

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.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or a representative, removal is necessary to protect the rights and safety of College students or employees.

Students may be suspended from College classes and/or activities pending due process procedures by the President or representative when, in the President's or representative's 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.

In cases of noncompliance with the Student Code of Conduct, the College will impose sanctions that are consistent with the impact of the offense on the College community (See Article IV (C)). The college reserves the right to pursue criminal and/or civil action where warranted.

ARTICLE I: DEFINITIONS

College: Glen Oaks Community College.

1. Student Code: the College's Student Code of Conduct.
2. Student: individuals from the point of admission to the College and thereafter as long as the individual has a continuing educational interest in the College.
3. College official: any person employed by the College, performing assigned administrative or professional responsibilities.
4. 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 Vice President of Student Services (or a designee).
5. College premises: all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
6. Harassment: repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, insulting, isolates people, or undermines their reputation through verbal or nonverbal communication.
7. Judicial Board: a group of persons authorized by the Vice President of Student Services (or a designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by the Vice President of Student Services (or a designee) if requested by the accused.
8. Policy: written regulations of the College as found in, but not limited to, the College Catalog, Course Schedule, Student Handbook, the College web site and/or other written regulations and procedures available within a department or division.
9. Cheating: includes, but is not limited to the attempt or actual:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - c. acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
 - d. engagement in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit
 - e. allowance of, or participation in, cheating by other students
 - f. payment, or offer of payment, to a third party for completion of coursework
10. 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.
11. Academic negligence: unknowingly or unintentionally claiming credit for the work or effort of another person.
12. Complainant: any person who submits a report alleging that a student violated this Student Code or any other rule or policy of the College.

When a student believes they have been a victim of another student's misconduct, they 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 allegation. Requests to receive information regarding the Respondent must be in writing and submitted to the Student Services Divisional office.

13. Respondent: any student accused of violating this Student Code, or any other rule or policy of the College.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Vice-President of Student Services (or a designee) shall determine whether a Judicial Board shall be authorized to hear each matter.
2. The Vice-President of Student Services (or a 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 consistent with provisions of the Student Code.
3. Decisions made by the Judicial Board and/or the Vice-President of Student Services (or a designee) shall be final, pending the appeal process.

ARTICLE III: PROHIBITED CONDUCT

A student or Registered Student Club or Organization, who commits any of the following acts of misconduct, shall be subject to disciplinary action. GOCC's disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of the Student Code of Conduct. For example, if both violations result from the same factual situation, proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

1. Violations of the Code of Conduct
 - a. **Abuse of the Student Code Process** – Any interference of the Student Code of Conduct process including but not limited to:
 - i. Falsification, distortion, or misrepresentation of information during the Student Code of Conduct process.
 - ii. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
 - iii. Attempting to discourage an individual's proper participation in, or use of, the Student Code process.
 - iv. 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.
 - v. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
 - vi. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - vii. Influencing or attempting to influence another person to commit a violation of the Student Code process.
 - b. **Academic Dishonesty** - Cheating, plagiarism, academic negligence, and any other forms of academic dishonesty.
 - c. **Acts of dishonesty** including, but not limited to:
 - i. Misrepresentation of facts or furnishing false information to any College official, faculty member, staff, or office.
 - ii. Forgery, alteration, or misuse of any College document, record, or instrument of identification.

- iii. 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.
- iv. Withholding material information from the college officials and/or processes.
- d. **Alcohol** - Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication.
- e. **Bullying** - Systematic intentional behavior that includes, but is not limited to, repeated unwanted physical, verbal, or written acts which are hostile or offensive, targeted at an individual or group and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as excluding behaviors such as ignoring or dismissing individuals or groups. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic, or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.
- f. **Discrimination** - 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, sex (sex or gender, affiliation, expression or orientation), political affiliation, veteran status, or any other characteristic covered by law.
- g. **Disorderly Conduct** - Disorderly, lewd, indecent, or obscene conduct or expressions.
- h. **Disrupting Normal Operations of the College** - 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. Refer to Policy 3.44 Freedom of Expression Policy which promote free exchange of ideas and safe and efficient operation of the College.
- i. **Disruptive Behavior** - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities or functions, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
- j. **Drugs** - Use, possession, manufacturing, distribution, or being under the influence of marijuana, illegal drugs, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.
- k. **Failure to Comply with College Officials** - Failure to respond appropriately to reasonable and lawful requests 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.
- l. **Failure to Engage in Responsible Social Conduct** – Failure to engage in conduct that reflects credit upon the College community.
- m. **Failure to Pay** - Failure to pay fines, fees, or other debt to the college.
- n. **Failure to Return College Property**: Failure to return college property loaned to the student.
- o. **Firearms** - 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, dagger, razor, knife, or any other dangerous or deadly weapon or instrument. College vehicles are covered by this policy at all times regardless of whether they are on College property.
- p. **Gambling** - Encouraging, promoting, or participating in unauthorized gambling on GOCC premises or at GOCC-sponsored events or activities.
- q. **Harassment** - Repeated, malicious mistreatment, verbal abuse or conduct that is threatening, intimidating, humiliating, insulting, isolating, or undermining another's reputation through verbal or non-verbal communications. Any verbal or physical conduct that shows hostility, intimidation, threat, or aversion toward another individual.
- r. **Hazing** - 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.
- s. **Obstruction** – Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- t. **Sexual Harassment, Sexual Misconduct and Retaliation** - Violations of the College's Sex/Gender-Based Discrimination and Harassment Policy. Conduct that does not rise to the level of a Title IX violation (conduct that is not severe or pervasive and is not sexual assault as defined by the Clery Act) may be processed via the Student Code of Conduct. Sexual harassment includes, but is not limited to:
 - i. Intentional touching of a sexual nature, repeated/unwelcomed advances, or comments of a sexual nature that create an intimidating, hostile, or offensive campus, educational or working environment for another person.
 - ii. 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.
 - iii. Retaliation against anyone who files a complaint or participates in an investigation relating to this provision.
- u. **Tampering with safety equipment** – Tampering with any safety equipment including but not limited to fire alarms, fire extinguishers, video surveillance cameras, and emergency exits.
- v. **Technology Theft or Abuse** - Theft or other abuse of technology and resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - ii. Unauthorized transfer of a file.
 - iii. Use of another individual's identification and/or password.
 - iv. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.

- v. Use of computing facilities and resources to send obscene or abusive messages.
- vi. Use of computing facilities and resources to interfere with normal operation of the College computing system.
- vii. Use of computing facilities and resources in violation of copyright laws.
- viii. Any violation of the Network Acceptable Use Policy.
- w. **Theft** - Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property, on or off campus.
- x. **Tobacco** - Use of combustible tobacco products or smokeless tobacco products in College facilities and on the College premises. The only exception is one's personal vehicle.
- y. **Unauthorized Presence/Use of College Facilities** - Unauthorized entry into, presence in, or use of College facilities or equipment which has not been reserved or accessed through appropriate College officials. Unauthorized presence on campus premises during non-instructional hours or failure to properly supervise guests on College premises. Possession, duplication, or the use of keys to any College premises.
- z. **Unauthorized Use of College Property** - Unauthorized use of the name, logos, or publications of the College or a College-related agency.
- aa. **Violation of College policy, rule, or regulation** - Any violation of published College policy or rule including those posted in a course syllabus. Violation of any federal, state, or local law.
- bb. **Voyeurism** - Spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature. This includes 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.).

B. Violation of Local, State, and Federal Laws

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 Vice President of Student Services (or a 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 the 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.
3. 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

1. Procedures and Due Process
 - a. Any member of the College community may file a report against a student for alleged violations of the Student Code. An allegation of a Student Code violation must be directed to the Vice President of Student Services (or a designee). Reports may be made in person, in writing, or through the college's online reporting system. Any report of a violation of the Student Code should be submitted as soon as possible after the event takes place, preferably within a week.
 - b. The college utilizes the college-supplied email system for all communications. Students are expected to check their college email on a regular basis. When communication is sent to a student's email account, it is considered delivered.
 - c. The Vice President of Student Services (or a designee) will conduct an impartial and reliable preliminary investigation of all allegations to determine if the allegations fall within the jurisdiction of this code and/or if the allegation can be informally resolved. An informal resolution shall be final and there shall be no subsequent proceedings.
 - d. If it is determined that the allegation falls within the jurisdiction of the Student Code, the Respondent will receive written notification via the student's college-generated email that an alleged violation has occurred. In the notification, the student will be assigned an appointment date and time with the Vice President of Student Services (or a designee) to review the facts concerning the alleged violation and to determine if formal charges should be prepared. Students needing to reschedule the appointment date or time or needing to request accommodations for the proceedings must contact the Vice President of Student Services (or a designee) within five business days of the date listed on the notification letter.
 - e. During this investigative meeting, the Respondent meets one on one with the Vice President of Student Services (or a designee). A parent or an advisor will only be allowed in this meeting at the discretion of the Vice President of Student Services (or a designee) when appropriate. In addition, a FERPA (Family Educational Rights and Privacy Act) Authorization to Release Information form must be submitted prior to the scheduled meeting to allow a parent or advisor to attend any proceedings.
 - f. If the Respondent is unable to meet with the Vice President of Student Services (or a designee) in person, alternative arrangements may be made to facilitate the meeting, such as video or teleconference, at the sole discretion of the Vice President of Student Services (or a designee).
 - g. After conducting a thorough, reliable, and impartial investigation, the Vice President of Student Services (or a designee) will use a preponderance of the evidence standard to determine whether it is more likely than not that a violation of the Student Code of Conduct occurred. The Vice President of Student Services will then notify the student of the determination of responsibility.
 - h. In the event that the student fails to appear at the student's scheduled appointment time or fails to contact the Vice President of Student Services (or a designee) within five (5) business days of the date listed on the written notification, a hold may be placed

on the student's record to prevent future registration of courses. The Vice President of Student Services (or a designee) will then review the facts available without the benefit of the student's participation.

2. If a decision is made to prepare formal charges, the Vice President of Student Services (or a designee) shall notify the Respondent of the formal charges and impose sanctions associated with those charges.
3. If the Respondent is found responsible for a violation of the Student Code of Conduct, the assigned sanctions must be completed within the timeframe listed on the student's formal charges letter.
4. In cases where the College is acting as the Complainant, the Vice President of Student Services may offer the accused student the option to accept responsibility. If the accused student accepts responsibility and the sanctions, the accused student will not have any options for appeals.
5. If a student denies responsibility or does not agree with sanctions imposed, the student may appeal the findings and/or sanctions to the Vice President of Student Services (or a designee). All appeals must be in writing and submitted to the Vice President of Student Services within five business days of the date listed on the formal charges letter. The case will then be referred to a Judicial Board for a hearing. The determination of the Judicial Board is final.
6. If the Complainant requests an alternate form of resolution, and the Respondent agrees, the parties will engage in informal resolution. If the informal resolution 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.

7. Judicial Board Hearing

In cases in which the Respondent is accused of a violation of the Student Code, and potential sanctions include suspension or expulsion, the Respondent may request a judicial board hearing. A Judicial Board may also be requested when a student denies responsibility for a violation of the Student Code or disagrees with the imposed sanctions.

1. Prior to a Judicial Board hearing, the Respondent shall be entitled to the following:
 - a. A written notification of how the alleged violation came to the College's attention;
 - b. A written statement of charges so that the Respondent may prepare a defense;
 - c. The student shall be entitled to an expeditious hearing of the case.
2. Members of the Judicial Board shall be appointed by the Vice President of Student Services (or a designee) and shall be comprised of the following:
 - a. The Vice President of Student Services will serve as the Chairperson. When the Judicial Board is hearing an appeal based on a disciplinary decision of the Vice President of Student Services, the Vice President of Student Services will relinquish the Chair, and a temporary Chairperson will be appointed.
 - b. Two GOCC employees (a combination of faculty and/or staff) selected by the Vice President of Student Services.
3. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines:
4. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members; all efforts will be made to schedule the hearing within 3 weeks.
5. All Judicial Board hearings shall be conducted in private.

6. The Complainant and Respondent have the right to be assisted by one advisor they choose at their own expense (if applicable). The Complainant and/or the Respondent is responsible for presenting the information. Parents or advisors are not permitted to speak or to participate directly in any Judicial Board hearing. Delays will not be allowed due to the scheduling conflicts of an advisor. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the hearing, excluding deliberations. Admission of any other person to the Judicial Board hearing shall be at the sole discretion of the Chair (or a designee).
7. In Judicial Board hearings involving more than one Respondent, the Chair (or a designee), in the Chair's sole discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.
8. The Judicial Board may arrange for witnesses to present pertinent information during the hearing. 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 Reporting and/or Responding parties, 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.
9. 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.
10. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.
11. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.
12. 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 Respondent has violated each section of the Student Code in which the student is being charged. The Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different from the charge(s) for which the student was originally charged. The Judicial Board will also recommend an appropriate sanction(s) to the Chairperson.
13. The Judicial Board's determination shall be made on preponderance of evidence, the basis of whether it was more likely than not the Respondent violated the Student Code.
14. 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.
15. If a disruption occurs during the hearing, the Chairperson, in the Chair's role discretion, may have the disruptive party removed from the hearing.
16. There shall be a single verbatim record, such as a digital recording or written transcript of a digital recording, of all Judicial Board hearings. Deliberations shall not be recorded. The recording 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.

17. If the Respondent, with notice, elects not to appear before a Judicial Board appeal 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 Respondent or the Complainant is not present.
18. The Chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video, audio, written statement, or other means, where and as determined in the sole judgment of the Vice President of Student Services (or a designee) to be appropriate.
19. Once the Judicial Board has determined by the preponderance of evidence standard whether the Respondent violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction.
20. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.
21. The Vice-President of Student Services (or designee) will notify the Respondent of the findings. This notice will include a determination of whether a violation occurred, any sanction(s) applied for the violation(s), and information on the appeal process (if applicable).
22. **Sanctions**
 - a. In cases of noncompliance with 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 considered. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:
 - i. *Verbal Warning*— Student is given a verbal warning and a notation is made in the student's disciplinary file.
23. *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.
24. *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.
25. *Loss of Privileges*— Denial of specified privileges for a designated period of time.
26. *Restitution*— Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
27. *Discretionary Sanctions*— Work assignments, essays, service to the College, Community Service, or other related discretionary assignments.
28. *College no contact orders*— Prohibits contact between the Respondent and the Complainant (when appropriate). Contact includes but is not limited to in person contact, telephone calls, email, texts, social media-based messages or postings, other electronic communications, and third-party communications including through proxies.
29. *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.
30. *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.
31. *College Expulsion*— Permanent separation of the student from the College.
32. *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.
33. *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.
34. More than one of the sanctions listed above may be imposed for any single violation.
35. The following sanctions may be imposed upon groups of organizations:
 - a. Those sanctions listed above in article IV (C)(1) (a-l).
 - 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.)
36. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code, 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.
37. Following the Judicial Board hearing, the Vice President of Student Services (or designee) shall notify the Respondent, group and/or organization in writing of the decision/finding and of the sanction(s) imposed, if any, by the Judicial Board.
38. **Interim Suspension**

In certain circumstances, the Vice President of Student Services (or a designee), may impose a College suspension prior to a Judicial Board hearing.

 - a. Interim suspension may be imposed only in the following circumstances:
 - i. to ensure the safety and well-being of members of the College community or preservation of College property; or
 - ii. to ensure the student's own physical or emotional safety and well-being; or
 - iii. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
 - b. Interim suspension will take effect immediately upon the direction of the Vice President of Student Services (or a designee) and may last through the completion of the conduct process.
 - c. During the interim suspension, a student shall be denied access to the campus and premises (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services (or a designee) may determine to be appropriate.

- d. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of the Judicial Board hearing, if required.
- e. An interim suspension may be appealed to the Vice President of Student Services in writing within five business days of the date the interim suspension was imposed. The interim suspension shall remain in place during the pendency of the appeal. The decision of the Appellate Officer will be final.

39. Appeals

A decision reached by the Vice President of Student Services (or a designee) may be appealed by either the Complainant or the Respondent within five (5) business days of the decision. Such appeals shall be in writing via letter or college-generated email to the Vice President of Student Services Office. The Vice President will forward the case to a Judicial Board for review.

In matters in which the Judicial Board made the initial determination, the Complainant or Respondent may appeal the decision, in writing, within five (5) business days to the Vice President of Student Services. The appeal will then be reviewed by an Appellate Officer of the College.

During an appeal, the sanctions imposed will remain in effect.

Appeals are only permitted for the following reasons:

1. A material deviation from written procedures that jeopardized the fairness of the process.
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available.
3. A demonstrable bias by the Vice President of Student Services and/or a member(s) of the Judicial Board.
4. A sanction that is (substantially) disproportionate to the severity of the violation

The Judicial Board or Appellate Officer, as appropriate, will review each accepted basis of appeal and determine whether to grant or deny the appeal. A written notification will be sent to party(s) within ten (10) business days of the date the party's appeal was due.

If an appeal is upheld, the matter shall be returned to the Vice President of Student Services to reopen the hearing to allow for reconsideration of the original determination and/or sanctions. All attempts will be made to assign a new Judicial Board in cases of bias. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

1. Retaliation

The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint or for participating in an investigation or hearing. Retaliatory conduct constitutes a violation of this Student Code.

Any student who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents to the Vice President of Student Services.

All allegations of retaliation will be thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who

engage in retaliatory conduct are subject to disciplinary action, up to and including expulsion.

ARTICLE V: INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Services (or a designee) for final determination.
2. The Student Code shall be reviewed every year under the direction of the Vice President of Student Services (or a designee).

Adopted by Board of Trustees March 10, 1993, revised 6/9/99, 10/9/02, 9/14/05, reviewed 9/17/14, revised 10/12/17, 10/15/19, 9/10/20, reviewed 3/9/23

Student Concern Procedure

Policy 3.65

To provide an avenue for addressing and resolving student concerns, to ensure continued improvement of College processes, and to meet regional accreditation and federal compliance requirements, Glen Oaks Community College shall establish formal procedure(s) for receiving concerns, complaints, and grievances from students; shall provide clear information regarding such procedures; shall respond to concerns in a timely manner; and shall analyze them to improve processes. The College shall utilize a systematic tracking process for various concerns that effectively allow formal student complaints to be received, tracked, and handled in a timely manner. The College shall periodically review its concern policies and procedures to ensure compliance with the requirements of Higher Learning Commission Criteria for Accreditation and federal compliance.

Glen Oaks Community College shall provide students who have a College concern or issue that they are unable to resolve an opportunity to report such a concern formally to the appropriate College official. Examples of concerns include, but are not limited to, issues with customer service, complaints regarding an instructor or staff member, or challenges with a college policy or procedure. Information provided by students through this process gives the College the opportunity to improve services or processes when warranted. When a student has a conflict with a GOCC faculty or staff member, the College encourages students first to speak to the person with whom they have a conflict, as many concerns can be resolved informally. However, when a conflict cannot be resolved, or the student is reluctant to speak to the faculty or staff member, they are encouraged to utilize the formal Student Concern Procedure.

In addition, students are encouraged to report individuals displaying behaviors they perceive as concerning, worrisome, or threatening (no matter how minor the behavior may seem). Such reporting allows the college to intervene and find solutions, connect concerns to previous reports, and provide students with the levels of support that are needed. Examples of concerning behaviors include, but are not limited to, classroom misconduct, physical violence, excessive absences, direct statements indicating stress, deterioration of physical appearance or hygiene, angry or hostile outbursts, disorganized speech or confusion, substance abuse, or noticeable cuts, bruises, or burns.

The College also strongly encourages students to report any incidents of sexual misconduct, including dating or domestic violence, sexual harassment, sexual misconduct, or stalking. As "responsible employees," GOCC faculty, administrators, and staff are required to report incidents of potential sexual misconduct. Students who wish to speak to someone

confidentially (without filing a report) may meet with a licensed counselor in Student Services, a private counselor, or clergy person.

Incidents involving sexual misconduct that meet appropriate criteria shall be handled under the College's Title IX policy (Policy 3.95). Student concerns about a final grade in a course shall be handled under the College's Grade Appeal Procedure (Policy 3.24).

STUDENT CONCERN PROCEDURE

1. A student expressing any concern related to the College will be directed to report it via the Report a Concern webpage on the College's website.
2. The student will complete and submit the information, including, at a minimum, the date and location of the incident, the nature of the report, the urgency of the situation, and the student's desired resolution to the complaint or concern. The student may submit any other relevant information, including supporting documentation.
3. Based on the student's selected report type and parties involved, the report will be routed to the office of the appropriate department (Student Services, Academics, or Human Resources).
4. The appropriate office will contact the complainant with an initial acknowledgement and/or request any additional information, unless the report was made anonymously, or not additional information is needed.
5. The appropriate office will conduct a preliminary investigation of the matter and determine whether additional information or appearance by parties may be needed.
6. Within two (2) weeks from initial receipt of the report, the appropriate office will conclude the investigation, unless a longer timeline is necessitated by the scheduling availability of involved parties. The complainant will receive periodic updates until the concern is resolved.
7. Student complainants may withdraw or amend their concern report at any time during the investigation.
8. Complainant confidentiality will be maintained to the extent possible, subject to applicable laws. Students will be informed when personally identifying information must be disclosed to another party named in the concern report and will be informed of the consequences of declining to be identified. Investigations where a complainant declines to identify themselves to other parties, when required for complete resolution of the concern, as well as where a complainant stops participating in the resolution process, may be closed due to lack of complainant participation.
9. Once the concern is addressed, the complainant will receive a notice to that effect (unless the report was made anonymously), including the resolution reached. Concern resolutions may include a referral to outside agencies.
10. If a student complainant is not satisfied with the resolution, the complainant must file a written appeal within five (5) business days of the date of the notification of resolution to the office of the appropriate Vice President (Academics, Student Services, Finance and Administrative Services). An Appeal Committee will be formed to review the appeal and render a judgment. The committee will include at least three members. Possible members of this Appeal Committee include, but are not limited to, the President of the Faculty Senate, the Vice President of Academics, the Vice President of Student Services, and/or the President of Glen Oaks.

Adopted by Board of Trustees 1/12/20, revised 2/29/20, 2012, 9/17/14, 1/20, 8/12/21, reviewed 3/9/23

Student Housing Policy

Policy 3.39

The David H. and Patty A. Devier Student Suites offers two-bedroom and four-bedroom suite options with private bedrooms, furnished living spaces, and a full kitchen. The suites accommodate 106 residents, including one professional live-in staff member and four resident assistants.

Students are required to apply for student housing, submit the non-refundable administrative fee, and complete the application process, concluding in the signing of a housing agreement. Students who are not emancipated minors at the time of signing the agreement are also required to have a parent or guardian sign the agreement prior to it being accepted and countersigned by Glen Oaks Community College. Only students who will be 18 years of age or older before the end of the first semester are eligible to live in the Devier Student Suites.

Costs associated with on-campus housing are listed on the GOCC website and in the Student Housing contract. All Students living on campus in student housing, with the exception of international students, will pay in-district tuition rates.

Residential students must also meet ongoing academic requirements including full-time enrollment and satisfactory academic progress. Each semester, residential students must maintain full-time enrollment; twelve (12) credits are required for Fall/Winter semesters, and three (3) credits are required for the Summer semester. Please see the Student Housing Handbook and Student Housing Agreement for further information.

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in the Student Housing Handbook, the Glen Oaks Community College Housing Agreement, and the Glen Oaks Community College Student Code of Conduct. Residents are also held accountable to local, community, state, and federal authorities. Violations of the Student Housing policies may result in disciplinary actions (such as probation or suspension from the College) by the Judicial Board.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Students desiring assistance in housing or with questions regarding housing are encouraged to contact the Student Housing Office.

Adopted by Board of Trustees 8/10/2017, revised 8/12/2021, 3/10/22, reviewed 3/9/23

Student Travel Policy

Policy 3.72

Student Travel Policy

1. **Purpose.** Glen Oaks Community College seeks to promote safe travel to events and activities occurring beyond the boundaries of College property by students, student/athletes, and recognized student organizations. As such, this policy applies to travel both in cases where the travel is sponsored by the College, and in cases where the travel is independent of college sponsorship but where a student travels on behalf of, or with the financial support of, the College. Examples of activities and events that fall under this policy include but are not limited to field trips, athletic trips, activities of recognized student organizations, travel abroad programs, and in situations where a student or recognized student organization officially represents the College (e.g., conferences). This policy does not apply to travel undertaken by individual students engaging in internships, clinicals, or observations, etc.
2. **General Requirements.** All student travel within this policy must meet the following requirements:
 - a. Recognized student organization travel must be consistent with the organization's purpose statement and by-laws on file with Student Government. Travel must be planned, and forms must be submitted per procedures listed in the Student Club and Organization Handbook.
 - b. Student Athletes must have appropriate documents on file with the Athletic Office prior to travel for athletic events.
 - c. All College sponsored travel must be chaperoned by a College faculty or staff member.
 - d. Employees and students are required to adhere to College codes of conduct, the student handbook, the employee handbook, or any rules associated with the club, organization, or association in which travel is warranted.
3. **College Sponsored Student Travel.** To assure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed, College sponsored student travel must be approved in advance by an appropriate administrator. All College-sponsored trips must be chaperoned by a staff or faculty member. If students are traveling on their own for the purpose of a recognized student organization or activity, and College funds are being utilized to support the activity, the sponsor of the student organization or activity must meet with an administrator in the appropriate office (Vice President of Student Services, Athletic Director, etc.) prior to the trip to review specific trip details and expectations.

A Field Trip Waiver of Liability/Hold Harmless Agreement and Student Activity Contract must be completed prior to the travel activity, and the college faculty or staff sponsor must have copies of all waivers on the day of the trip. Any trip taken without submission of required forms and documentation or other violations of this policy may result in individual and/or organizational discipline as outlined in the Student Code of Conduct and Student Club or Organization Handbook

1. **Travel Guidelines.** Glen Oaks Community College, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the College community. Participation in such activities shall be limited only to members of the College community unless approved by the appropriate administrator. Students participating

in the Travel Abroad program, whether for college credit or no credit, should consult with the Travel Abroad sponsor to ensure appropriate documentation is submitted. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law. Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Student Code of Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations may subject participants and sponsoring organizations to disciplinary action pursuant to College policies and procedures. It is the responsibility of the faculty or staff sponsor to assure compliance with these guidelines including but not limited to policies such as the College's vehicle policy and reservation procedures. The following additional guidelines also apply to all travel activities subject to travel guidelines:

- a. **Pre-trip Meeting:** The faculty member, administrator, and/or recognized student organization in charge of the trip should hold a pre-trip planning meeting with all participants to discuss the itinerary, behavioral expectations, and transportation details.
- b. **Transportation:** The sponsoring College department should be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 - i. **College Vehicles** – Only College employees may operate college vehicles.
 - ii. **Rental Vehicles** – If rented with College funds, only College employees can drive; the employee must comply with all terms of the rental contract.
 - iii. **Contract Bus Service** – Adequate insurance coverage for personal injury and property damage must be provided by the bus company. Contact the Vice President for Finance and Administrative Services to determine if coverage is adequate for student travel.
 - iv. **Regularly Scheduled Carriers** – Regularly scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
2. **Personal Vehicles** – Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
3. **Accident and Medical Insurance** The faculty member or administrators responsible for the trip shall communicate to the participants that the College does not provide medical insurance for

any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

4. Guests of students are not eligible to participate in travel opportunities with the exception of the Travel Abroad program.
5. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
6. Students with disabilities are entitled to participate in the most integrated settings possible. If a trip or special program is conducted, appropriate accommodations must be offered. If the trip includes transportation, accessible transportation for students with disabilities must be offered.

Approved by Board of Trustees: 2/13/2020, reviewed 3/9/23

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 hours¹.
- 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.

¹

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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Accounting (ACCT)

ACCT-109 PAYROLL ACCOUNTING

2 credit hours, 2 contact hours (2 Lecture Hours Per Week)

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.

ACCT-111 PRINCIPLES OF ACCOUNTING I

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

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.

ACCT-112 PRINCIPLES OF ACCOUNTING II**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ACCT-111

ACCT-113 QUICKBOOKS FOR ACCOUNTING**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ACCT-111 or take concurrently

Fee: \$25.00

ACCT-202 PERSONAL INCOME TAX ACCOUNTING**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

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.

ACCT-204 SM BUS TAX ACCOUNTING**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

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.

ACCT-207 ANALYZING FINANCIAL STATEMENTS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ACCT-111

ACCT-210 INCOME TAX ACCOUNTING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

ACCT-211 INTERMEDIATE ACCOUNTING**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ACCT-112

ACCT-213 COST ACCOUNTING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 insight into the areas of profit and loss control.

Requisite(s): Must complete ACCT-112

Agricultural Technician (AGT)

AGT-101 HYDRAULIC THEORY & OPERATION**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

A study of hydraulic theory and the maintenance, repair and methods of troubleshooting mobile hydraulic systems during lab experience. Also covered in this class are cylinders, controls, pumps and accessories of hydraulic equipment. *2 credit hours/4 billed contact hours*

Fee: \$75.00

AGT-102 PRODUCTION AGRICULTURE**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

Production agriculture studies how to identify and resolve environmental issues. Class covers crop production and farming by means of soil science, plant growth, pest control, agricultural leadership, equipment safety/operation and daily farm maintenance. *1 credit hour/2 billed contact hours*

Fee: \$50.00

AGT-103 FUNDAMENTALS OF ENGINES**3 credit hours, 7 contact hours (1 Lecture/6 Lab Hours Per Week)**

Examines internal combustion engine fundamentals and diesel engine construction and maintenance. Studies the basics of gas and diesel engines including disassembly, measurement and assembly procedures. Troubleshooting is also covered. *3 credit hours/7 billed contact hours*

Fee: \$73.00

AGT-104 VEHICLE/EQUIPMENT ELEC FUNDAMENTALS**3 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)**

This course introduces electrical and electronic systems used on agricultural equipment, with an emphasis toward the theory, operation, and application. Also included will be the introduction to diagnostic principles and procedures as they apply to basic circuit types and predominate components utilized. Students will be expected to gain utilization skills as they apply to common testing tools and instruments. Students also will be expected to test for and measure voltages, current flow, and resistance; as well as identify and measure analog and digital signals. *3 credit hours/5 billed contact hours*

Fee: \$200.00

AGT-109 HEATING, VENTING & AC SYSTEMS**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Theory, service and repair of HVAC systems used on agricultural equipment are studied. Proper charging and recovery procedures are covered on both manual and automatic climate controlled systems. Safe handling of HVAC fluids and gases, as per EPA guidelines, as well as obtaining safe handling certification from either the Mobile Air Conditioning Society (MACS) or Automotive Service Excellence (ASE) is included. *2 credit hours/4 billed contact hours*

Fee: \$75.00

AGT-112 SEEDING & TILLAGE EQUIPMENT**2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Service and adjustment of seeding equipment including drills and planters along with tillage equipment are covered in this course. Students will learn to set up the equipment in the diesel labs according to manufacturer guidelines and then make field adjustments, depending on soil conditions. *2 credit hours/4 billed contact hours*

Requisite(s): Must take AGT 107*Fee:* \$75.00**AGT-113 HYDRAULIC SYSTEMS****2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

The second hydraulic course that introduces the student to variations of basic systems, schematics and more advanced testing and adjusting of mobile hydraulic systems. Students will gain hands on experience in components and equipment in the diesel laboratories. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-101*Fee:* \$75.00**AGT-116 COMBINE MAINTENANCE & REPAIR****3 credit hours, 7 contact hours (1 Lecture/6 Lab Hours Per Week)**

The setup, service, repair and adjustment of modern combines including both corn and grain heads are covered in this course. Students will apply theories learned in the classroom to current production combines in the diesel labs and in the field. *3 credit hours/7 billed contact hours*

Fee: \$75.00**AGT-119 VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS****3 credit hours, 7 contact hours (1 Lecture/6 Lab Hours Per Week)**

This course covers the electrical and electronic systems found on agricultural equipment. Systems covered include: power, starting, charging, cab/operator station controls, engine, power train, hydraulic, braking, steering, data network and related electronic control units. System operation, service, diagnosis and repair are included. *3 credit hours/7 billed contact hours*

Requisite(s): Must complete AGT-104*Fee:* \$75.00**AGT-122 PRECISION FARMING SYSTEMS****2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

This course presents the essentials of modern precision farming techniques. Function and application of precision farming components, equipment, satellite and cellular communications, OEM and/or aftermarket software systems and requirements, will be the focus of this course. System troubleshooting and diagnosis is stressed throughout this course. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-104*Fee:* \$75.00**AGT-125 TRACTION DRIVELINES****2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Studies the maintenance and repair of various drivelines used on today's highly technical agricultural equipment. Actual hands-on experience in adjustment, maintenance, set-up, servicing and operation of this equipment is offered. The importance of manufacturers' shop manuals is stressed for repair, set up and problem diagnosis. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-107*Fee:* \$75.00**AGT-207 ADVANCED HYDRAULICS****2 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

Advanced hydraulic systems such as electro/hydraulic circuit operation and testing and complex valving are the focus of this classroom/lab course. Students will gain practical knowledge in the agricultural labs using modern equipment utilizing schematics and advanced troubleshooting techniques. *2 credit hours/4 billed contact hours*

Requisite(s): Must complete AGT-101 AGT-104 AGT-113 AGT-119 and may register with approval from the instructor.*Fee:* \$75.00**AGT-213 DIESEL ENG PERF ANALYSIS/TUNE UP****3 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)**

Students learn to adjust and tune diesel engines to meet factory specifications. Using both engine and chassis dynamometers and the required instrumentation, students diagnose performance complaints, troubleshoot and plot performance curves. *3 credit hours/5 billed contact hours*

Requisite(s): Completion of AGT 103 and must obtain approval of instructor.*Fee:* \$75.00**AGT-216 EQUIPMENT SHOP PROJECT****4 credit hours, 10 contact hours (1 Lecture/9 Lab Hours Per Week)**

Students are placed into a simulated real world repair facility environment. The instructor acts as the service department supervisor assigning a variety of related tasks. Students are given various pieces of equipment to rebuild repair or reconditioned to like new condition. Each student will be evaluated on their ability to apply knowledge gained from all previous instruction. *4 credit hours/10 billed contact hours*

Requisite(s): Must complete AGT-101, AGT-103, AGT-104, AGT-107, AGT-109, AGT-110, AGT-112 AGT-113 AGT-116 AGT-119 AGT-125 AGT-213 and obtain approval of instructor. Must take AGT-122 and AGT-207 concurrently.*Fee:* \$75.00**AGT-220 DIESEL TECH FIELD EXPERIENCE****2 credit hours, 360 contact hours (360 Field Experience Hours Per Week)**

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 360 total clock hours or work experience to receive the 2 credit hours. Course may be repeated for credit. *Billing will be made by credit hours NOT contact hours*

AGT-250 MECHANIZED IRRIGATION SYSTEMS**4 credit hours**

This course introduces the principles of mechanized irrigation systems. Basic concepts of center pivot operation are introduced, including how power is supplied to the pump and pivot, as well as basics of wet and dry operation. Center pivot installation and basic troubleshooting, including safety practices, assembly process, underground components, meter usage, schematics, and water distribution uniformity are discussed. Students work hands-on with pivots and pivot components.

Allied Health (ALH)

ALH-103 NUTRITION

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

Designed to assist the student in developing a foundation for good nutrition. Fundamental principles of nutrition essential to maintain health, prevent illness and provide support during illness are presented. Nutritional concerns relating to each age group will be addressed as well as specific disease conditions and relevant therapeutic diets. Newly emerging nutritional information will be discussed which will assist the student in becoming a discriminating consumer.

Fee: \$30.00

ALH-104 NURSE AIDE

6 credit hours, 6 contact hours (6 Lecture Hours Per Week)

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.

Fee: \$60.00

ALH-111 DIAGNOSTIC CODING

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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-10-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. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-112 EMERGENCY RESPONSE/PATIENT INTERVIEWING

3 credit hours, 3 contact hours (2 Lecture/1 Lab Hours Per Week)

Course focus is on a variety of medical emergencies, cardiovascular disease, legal aspects of emergency care, and a variety of sudden illnesses. Additional topics will include: bloodborne pathogens, fire safety, safe work environments, response to and effects on individuals involved in emergency situations, and proper body mechanics when lifting and moving victims. American Heart Association: BLS & Heart Saver First Aid awarded upon successful completion of specific components of the course. CPR will be taught during this course. This course is 8 weeks in length.

Requisite(s): Students must complete ALH-218 ALH-225 and ALH-252 with a minimum grade of 2.5.

Fee: \$65.00

ALH-120 ADMIN I COM & BUS PRACTICES IN MED OFF

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course focuses on fundamental skills needed to effectively communicate with patients, families, clients, providers, and supervisory personnel. Topics include verbal and non-verbal communication, barriers to communication, coping mechanisms, behavioral theories, diversity, and coaching patients based on their health care needs. This course also focuses on administrative skills needed to create, store, and maintain medical records, including electronic medical records. Patient scheduling is covered as well. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-130 ADMIN II FINANCIAL BUS PRAC IN MEDICAL

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course focuses on financial skills related to bookkeeping, accounts receivable, third party reimbursement, and procedural and diagnostic coding. This course is 8 weeks in length

Requisite(s): Students must complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5 or better.

ALH-140 TOPICS IN PHARMACOLOGY & APPLIED MATH

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course is designed to provide the allied health worker with a working knowledge of pharmacology and mathematical skills necessary to calculate, prepare and administer drugs safely in an ambulatory setting. Drugs effects on the body's anatomical structure and systems is presented. Topics include drug names, laws, development, categories, sources, classification of drugs, immunizations, and abuse and misuse of substances. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

Fee: \$30.00

ALH-210 PROCEDURAL CODING

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-218 MEDICAL TERMINOLOGY

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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. This course is 8 weeks in length.

Fee: \$30.00

ALH-225 SURVEY OF BODY SYSTEMS & DISEASE COND

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course will introduce students to basic anatomy and physiology, common pathology, diagnostic measures and treatment modalities including risk factors, appropriate methods of patient education as applied to the healthcare field. Topics include cells, tissues, organs, and the various body systems, integumentary skeletal, muscular, endocrine, nervous system, cardiology, circulatory lymphatic, respiratory digestive, urinary, and reproductive systems. Nutrients, supplements, and dietary needs for specific conditions is also discussed. This course is 8 weeks in length.

ALH-238 MEDICAL ASSISTANT PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 8 weeks and requires 160 hours plus eight 1-hour Zoom meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. 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).

Requisite(s): Student must have completed all the curriculum courses of the Medical Assistant Certificate program with a minimum of 2.5 GPA in each class and an overall GPA of 2.5. Student must have completed or is currently registered (same semester) in ALH-112, ALH-140 and ALH-241. Minimum grade 2.5 in all courses required.

Fee: \$280.00

ALH-240 INSURANCE CLAIMS PROCESSING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 CSS-P (Certified Coding Specialist - Physician Office) certification exam. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-241 LABORATORY PROCEDURES & PHLEBOTOMY**4 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course provides students with the knowledge and practical application of routine laboratory procedures performed in an outpatient health care setting. Topics include: hematology, chemistry, urinalysis, immunology, and microbiology testing, as well as laboratory safety procedures, quality assurance, and quality control procedures. This course introduces students to the basic skills of phlebotomy. Topics include point of care testing, venipuncture, blood collection, equipment, order of draw, specimen handling, and legal issues. This course is 8 weeks.

Requisite(s): Students must successfully complete ALH-218, ALH-225, ALH-120, ALH-252, ALH-130, ALH-245 with a minimum grade of 2.5 or better.

Fee: \$65.00

ALH-245 FUNDAMENTAL CLINICAL OFFICE SKILLS**4 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course focuses on fundamental skills needed to provide safe care for patients. It emphasizes skills related to obtaining vital signs, performing patient screening, and assisting a provider with an exam. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

Fee: \$65.00

ALH-252 ETHICAL & LEGAL PRAC IN ALLIED HEALTH**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course focuses on scope of practice, the Health Information Portability and Accountability Act (HIPAA), patient rights, criminal and civil law, interviewing, compliance reporting, public health statutes, legal terms, ethics and morals. This course is 8 weeks in length.

Fee: \$25.00

ALH-280 CODING SPECIALIST PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 current International Coding of Diseases and Healthcare Common Procedural 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 practicum is 8 weeks and requires 160 hours plus eight 1-hour Zoom sessions. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. Prerequisite: student must have completed all of the curriculum in the Coding Specialist - Physician-based (CCS-P) program with a minimum of 2.5 in each ALH class and an overall GPA of 2.5. This course must be taken the semester following the completion of all program coursework or the student may be required to retake some of the classes.

Requisite(s): Student must have completed all of the curriculum in the Coding Specialist - Physician-based (CCS-P) program with a minimum of 2.5 in each ALH class and an overall GPA of 2.5. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some of the classes.

Fee: \$140.00

ALH-281 MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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). The practicum is 8 weeks and requires 160 hours plus eight 1-hour Zoom sessions. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed.

Requisite(s): Student must have completed all of the curriculum in the Medical Administrative Specialist Certificate program with a minimum of 2.5 GPA in each ALH class and an overall GPA of 2.5. Student must successfully complete CIS-101 and ALH-140 with a minimum grade of 2.5 or be registered for both classes in the same semester as ALH 281.

Fee: \$140.00

ALH-285 PHLEBOTOMY TECHNICIAN PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Phlebotomy Technician Practicum 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 practicum is 8 weeks and requires 100 hours plus 8 one-hour Zoom sessions. 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 practicum the student may apply to the American Society of Clinical Pathology (ASCP) to write the Phlebotomy Technician (PBT) exam.

Requisite(s): Student must have completed all of the curriculum in the Phlebotomy Certificate program with a minimum of 2.5 GPA in each ALH class and an overall GPA of 2.5. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some courses. Students must complete ALH 241 and BUS-104 with a minimum grade of 2.5 or take classes in the same semester as ALH-285.

Fee: \$140.00

Anthropology (ANTH)

ANTH-201 INTRO TO CULTURAL ANTHROPOLOGY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Art (ART)

ART-100 ART APPRECIATION**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

A course designed to acquaint the student with the terminology, materials and goals of the artist. This class will survey Western Art from Ancient to Modern and introduce the student to artistic practices in World Art.

Requisite(s): Placement testing score beyond or satisfactory completion of ENG-073

Fee: \$25.00

ART-104 OBJECT DRAWING**3 credit hours, 5 contact hours (5 Lecture Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

ART-105 DRAWING AND CREATIVITY**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

This course focuses on the drawing experience as a process for art-making and as a means to convey ideas. Different types of image-making processes are studied along with their potentials for meaning. Students learn to invent from observation and imagination. There is also an introduction to historical and contemporary drawing practices from many traditions. *3 credit hours/5 billed contact hours*

Fee: \$20.00

ART-107 TWO-DIMENSIONAL DESIGN**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

Fee: \$20.00

ART-108 THREE-DIMENSIONAL DESIGN**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

Fee: \$30.00

ART-115 INTRODUCTION TO GRAPHIC DESIGN**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

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 specialization and employment. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-116 COLOR THEORY FOR GRAPHIC DESIGN**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

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. *3 credit hours/4 billed contact hours*

Requisite(s): Must take ART 115 concurrently

Fee: \$30.00

ART-160 BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This is an introductory course in the processing and camera techniques of 35mm photography and will explore both digital and analogue techniques. Emphasis is placed on basic photo composition, lighting, camera usage, darkroom techniques and procedures. The course accommodates both those who want to explore photography as a profession and those who want to improve their photographic skills. Students will be responsible to provide their own digital camera for coursework. Students must have Digital Single Lens Reflex (DSLR) camera, camera phone is not acceptable. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-170 IMAGE MANIPULATION: PHOTOSHOP**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will explore the spectrum of image input into the digital format, manipulation of the image and the desired output using Adobe Photoshop. This class will be accessible to the beginning student and those pursuing graphic design or fine art application. *3 credit hours/4 billed contact hours*

Fee: \$30.00

ART-172 DIGITAL ILLUSTRATION**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

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. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete ART 104 Must take ART 115 concurrently

Fee: \$30.00

ART-210 LIFE DRAWING**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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). *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART 104 and ART 107

Fee: \$75.00

ART-220 HISTORY OF ART I**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

ART-221 HISTORY OF ART II**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073 or placement into ENG-121

ART-231 SCULPTURE**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

Fee: \$40.00

ART-240 PAINTING**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

Fee: \$50.00

ART-242 WATERCOLOR I**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

ART-243 WATERCOLOR II**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART-242

ART-244 OIL PAINTING I**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

ART-245 OIL PAINTING II**3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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. *3 credit hours/5 billed contact hours*

Requisite(s): Must complete ART-244

ART-260 ADV PHOTOGRAPHY: COMMERCIAL & FINE ART**3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This class will expand on the material covered in Introduction to Digital 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. Student will be responsible to provide their own digital camera for coursework. *3 credit hours/4 billed contact hours*

Requisite(s): ART-160 and ART-170

Fee: \$40.00

ART-271 GRAPHIC DESIGN INTERNSHIP

3 credit hours, 9 contact hours (2 Lab/7 Field Experience Hours Per Week)

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It's intended to provide the student with practical experience in a professional work environment. Internships vary in length but normally for one semester after 75% of the coursework is completed. Required are 135 to 240 hours of on-the-job experience, plus attendance in a scheduled seminar. The internship is cooperation the Sturgis Journal located in Sturgis, MI. and with its parent company, GateHouse Media. This is a paid internship and the Sturgis Journal determines the wages. A completed GOCC internship application is required for consideration.

Requisite(s): Must complete ART-115, ART-116, ART-170 and ART-172 Must take ART-274, ART-276 and ART-290 concurrently

ART-274 TYPOGRAPHY

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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

Requisite(s): Must complete ART-115

Fee: \$30.00

ART-276 ADVERTISING DESIGN

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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.

Requisite(s): Must complete ART-115 BUS-153

Fee: \$30.00

ART-290 ART PORTFOLIO

2 credit hours, 2 contact hours (2 Lecture Hours Per Week)

This is the 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 if necessary to receive the Associate of Arts in Visual Arts degree.

Requisite(s): Completion of all but the final semester of the appropriate emphasis with the Associate of Arts in Visual Arts degree

Automotive (AUTO)

AUTO-100 INTRO TO AUTO TECHNICIAN

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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.

Fee: \$70.00

AUTO-141 ENGINE DIAGNOSIS & IGNITION SYSTEMS

3 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)

This course provides students the skills to test engine condition and ignition systems. Students will use vacuum, compression, cylinder leakage, and electronic engine analyzers. Students will learn how to diagnose an on-board computer system and its components for proper operation. The operation, inspection, testing and repair of ignition system components will be practiced. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-146 AUTO BRAKE SYSTEMS

3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)

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. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-221 AUTOMOTIVE STEERING & SUSPENSION

3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)

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. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$70.00

AUTO-225 AUTO ELECTRICAL SYSTEMS I

3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)

This first of two electrical classes introduces the fundamentals of electricity and automotive electronics. Digital multi-meters and circuit troubleshooting is covered. Emphasis is placed on understanding and utilizing electrical diagrams. Batteries, starting and charging systems are covered. *3 credit hours/6 billed contact hours*

Requisite(s): Must complete AUTO-100

Fee: \$80.00

AUTO-226 AUTOMOTIVE HEATING & AIR COND

3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)

This course is designed as an introduction to the basics of air conditioning. Description, theory, operation, servicing, repair and diagnosis are all covered. The design and operation of the cooling system and its repair and service will also be studied.

Fee: \$90.00

AUTO-245 AUTO VALVE TRAIN & HEAD REBUILDING

3 credit hours, 4 contact hours (4 Lecture/ Lab Hours Per Week)

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

Introduction to Automotive Technology

Requisite(s): Must take AUTO-100

Fee: \$70.00

AUTO-246 AUTO CYLINDER BLOCK REBUILDING**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

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. This is the second of two classes intended to prepare a student for engine repair certification tests.

Requisite(s): Must complete AUTO-100 Recommended to complete AUTO-245 before taking AUTO-246

Fee: \$90.00

AUTO-250 INTRO TO AUTOMOTIVE TRANSMISSIONS**3 credit hours, 6 contact hours (2 Lecture/4 Lab Hours Per Week)**

A study of driveline, manual and automatic transmission theory of operation, diagnosis, testing, and repair procedures. Theory and diagnosis of computer-controlled transmissions will also be covered.

Requisite(s): Must complete AUTO-100

Fee: \$70.00

Biology (BIO)

BIO-101 HUMAN BIOLOGY**3 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

This course involves the study of the structure and function of the normal human body and the practices necessary to maintain normal health. Medical terminology, disease process and treatments are studied. *3 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073.

Fee: \$50.00

BIO-110 BIOLOGICAL FORM AND FUNCTION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course covers basic concepts of anatomy and physiology of plants and animals. By the end of this non-lab course students will be able to understand the language of anatomy and physiology used to describe the functions of plants and animals. It also introduces students to the role of organ systems in maintaining homeostasis in plants and animals. By the end of this course the student will also understand the common set of functional features that all living systems contain.

Requisite(s): Must complete one year of high school biology or BIO-120

BIO-120 INTRODUCTION TO BIOLOGY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

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. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$60.00

BIO-121 MOLECULAR AND CELLULAR BIOLOGY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

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 provides a basic background for further work in the biological sciences. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and MATH 084.

Fee: \$60.00

BIO-122 ORGANISMAL BIOLOGY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

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. *4 credit hours/5 billed contact hours*

Requisite(s): MATH 100 or higher, BIO 120 or 1 year of high school biology recommended

Fee: \$60.00

BIO-125 ENVIRONMENT AND SOCIETY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Designed for students who plan on pursuing a higher degree. This course is an introduction to environmental studies through a survey of environmental topics in which the student will explore human relationships with the environment and the resulting changes. Students will also examine the different approaches used to understand and solve environmental problems facing us today. The course is reading and writing intensive, requiring a written research paper using credible scientific journals as source information.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

BIO-210 HUMAN ANATOMY & PHYSIOLOGY 1**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is the first in a sequence of two intensive anatomy and physiology courses 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 principles, biochemistry, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, special senses, and endocrine. It is recommended, but not required, that students take Medical Terminology before or along with this class as this can help students absorb the large amount of new terminology associated with Anatomy & Physiology. *4 credit hours/6 billed contact hours*

Requisite(s): 1. Placement beyond or satisfactory completion of ENG-073
2. Successful completion (grade of 2.0 or better) of BIO-120 or BIO-121 or CHEM-130. 3. Successful completion of High School biology with a 3.0 grade or better within the last 5-years. 4. Successful completion of High School chemistry with a 3.0 grade or better within the last 5 years. BIO 121 with a 2.0 or better is strongly recommended.

Fee: \$50.00

BIO-211 HUMAN ANATOMY & PHYSIOLOGY II**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is the second in a sequence of two intensive anatomy and physiology courses 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 the following body systems: cardiovascular (including blood), lymphatic and immune, respiratory, digestive, urinary, and reproductive. *4 credit hours/6 billed contact hours*

Requisite(s): Successful completion (grade 2.0 or better) of BIO-210*Fee:* \$50.00**BIO-230 MICROBIOLOGY****4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is an introduction to general microbiology. Topics include general properties of bacteria and fungi, disinfection, sterilization, sources and means of infection, infectious diseases and immunity. This is a lecture/laboratory combination course. In the laboratory, students will prepare culture media, isolate and propagate and study morphological and physiological characteristics of both pathogens and non-pathogens. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete BIO-121 and CHEM-130 with a grade of 2.0 or better*Fee:* \$60.00**BIO-275 BIOLOGY RESEARCH PROJECT****2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

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 Teaching & Learning.

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and permission of instructor

Business (BUS)

BUS-104 INTRO TO BUSINESS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG 073**BUS-105 BUSINESS MATHEMATICAL APPLICATIONS****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

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. This basic application of business concepts is extended to more complex decision-making with multiple variables and complex algebraic functions as they apply to business decisions. Utilization of graphing and modeling will help students improve their decision making ability in the ever-changing and complex business environment. Problem solving will involve the integration and the use of a calculator. *3 credit hours/4 billed contact hours*

Requisite(s): High School Algebra Recommended**BUS-110 FOUND ENTREPRENEURSHIP****2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course is designed to provide an overview of small business, what is necessary to start a small business, including small business in free enterprise, the entrepreneur, opportunities and trends, business plan, legal aspects, location, financing, organizational planning and marketing.

Requisite(s): Placement beyond or satisfactory completion of ENG-073**BUS-151 FUND OF SELLING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete BUS-104**BUS-152 PRIN OF RETAILING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete BUS-104**BUS-153 ADVERTISING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 and direct mail.

Requisite(s): Must complete BUS-104**BUS-205 BUSINESS STATISTICS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete MATH-117 or MATH-151 or MATH-201

BUS-250 PRIN OF MARKETING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete BUS-104

BUS-251 ORGANIZATIONAL BEHAVIOR**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete BUS-104

BUS-252 INTRO TO MANAGEMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 management areas, such as team work, ethics and decision making, will be introduced. The course is designed to furnish a strong foundation in management for management trainees or business transfer students.

Requisite(s): Must complete BUS-104

BUS-253 SUPERVISION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete BUS-104

BUS-255 BUSINESS LAW**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

BUS-260 SMALL BUSINESS MANAGEMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete BUS-105

BUS-271 INTERNSHIP I-BUSINESS**3 credit hours, 3 contact hours (3 Field Experience Hours Per Week)**

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 hours of on-the-job experience plus participation in a supplementary blackboard seminar. Some programs of study require an internship placement and others recommend it as an elective. Student usually arrange for their own internships. Contact the counseling office 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.

Chemistry (CHEM)

CHEM-130 CHEMISTRY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

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. *4 credit hours/5 billed contact hours*

Requisite(s): Must Complete MATH 100 with a grade of 2.0 or higher, or placement into MATH 104 or MATH 151 or equivalent college course
Fee: \$85.00

CHEM-133 GENERAL CHEMISTRY I**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is an introductory laboratory college chemistry course emphasizing mathematical relationships in chemistry. Contents include measurements, atomic theory, nomenclature, stoichiometry, chemical reactions, gases, thermodynamics and bonding. *4 credit hours/6 billed contact hours*

Requisite(s): CHEM 130 or one year of high school chemistry and either MATH 100 or placement into MATH 104 or equivalent college course
Fee: \$85.00

CHEM-134 GENERAL CHEMISTRY II**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is a continuation of CHEM-133. Topics covered include theories of covalent bonding, phase changes and intermolecular forces, properties of mixtures, organic compounds, kinetics, equilibrium, acid/base equilibria, equilibrium in aqueous systems and thermodynamics. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete CHEM-133
Fee: \$85.00

CHEM-210 ORGANIC CHEMISTRY I**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

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. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete CHEM-134
Fee: \$85.00

CHEM-211 ORGANIC CHEMISTRY II**4 credit hours, 6 contact hours (3 Lecture/3 Lab Hours Per Week)**

This is the second semester organic chemistry course covering the physical properties, analysis, preparation, reactions, and associated mechanisms involving alcohols, ethers, epoxides, aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, and amines. *4 credit hours/6 billed contact hours*

Requisite(s): Must take CHEM-210*Fee:* \$85.00

Communications (COM)

COM-110 INTERPERSONAL COMMUNICATIONS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual assignments, presentations, demonstrations/role-playing, and other projects.

COM-140 GEN COMMUNICATIONS: SPEECH**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

COM-150 PUBLIC SPEAKING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Computers (CIS)

CIS-100 USING THE INTERNET**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

A course which will enable students do develop those skills and confidences you will need to successfully work with the Internet. Students will learn to recognize and use key vocabulary terms commonly associated with the Internet, the physical and logical makeup of the Internet and how it runs worldwide web. Students will learn ways to connect to the Internet, create and use email accounts, and efficiently use current web browsers. Students will also learn how to effectively use search strategies utilizing popular search engines such as Yahoo, Google, and others.

Fee: \$50.00**CIS-101 INTRO TO COMPUTERS & SOFTWARE****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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 hand-on component where students will work with current productivity software such as Microsoft's Word, Excel and Access within the Windows Operating system.

Fee: \$60.00**CIS-112 CISCO I****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces the architecture, structure, functions, components and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes following security best practices. This is the first course to prepare students for the CCNA certification exam.

Requisite(s): Students must successfully complete CIS-101 or be granted permission by instructor*Fee:* \$50.00**CIS-113 CISCO II****3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course describes the architecture, components and operations of routers and switches in a small network. Students learn how to securely configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and configure and resolve common issues with Static and Dynamic routes, DHCP, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks following security best practices. Students will also configure network redundancy and WLANs following security best practices. This is the second course that will prepare students for a CCNA certification.

Requisite(s): Students must successfully complete CIS 112*Fee:* \$50.00**CIS-114 CISCO III****3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course provides a comprehensive, theoretical and practical approach to learning the technologies and protocols needed to design and implement an enterprise network. Students will work with routers and switches using OSPF in point-to-point and multiaccess networks. Mitigate threats and enhance network security using access control lists and security best practices. Understand virtualization, SDN and APIs and configuration management tools enable network automation. This is the third course that will prepare students for a CCNA certification.

Requisite(s): Students must successfully complete CIS-113*Fee:* \$50.00**CIS-117 VISUAL BASIC PROGRAMMING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will introduce the student to the fundamental concepts and structure objectorientated, event driven programming using Visual Basic computer language as used on microcomputers. Topics such as algorithm writing, program logic, program development and program execution will be covered. This course will improve a student's critical thinking and logical sequencing skills.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-121 COMPUTER SCIENCE I****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

Introduction to programming and computer science through lab and lecture. Simple and structured data types and program control structures. Problem analysis, algorithm design, and program documentation using a high-level language.

Requisite(s): TAKE MATH-151;*Fee:* \$50.00

CIS-122 COMPUTER SCIENCE II**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

Intermediate object-oriented programming: inheritance, abstract classes, interfaces and exception handling. Introduction to algorithms and data structures: recursion, searching, sorting, linked lists, stacks, queues, basics of trees and tree traversal algorithms, natural language processing and machine learning.

Requisite(s): TAKE CIS-121;*Fee:* \$50.00**CIS-132 PROGRAMMING IN JAVA****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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 writing small computer programs, students will gain a solid foundation to apply to further Java studies.

Requisite(s): Must successfully complete CIS-101**CIS-151 ETHICAL HACKING I****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is the first of two that cover the Certified Ethical Hacker (CEH) exam objectives. This course will focus on basic networking concepts, ethical hacking concepts and methodologies, and attack vectors and countermeasures. Students will be well grounded in the principles of protecting computer systems and networks.

Requisite(s): TAKE CIS-101;*Fee:* \$60.00**CIS-152 ETHICAL HACKING II****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This is the second course in a sequence that prepares students for the Certified Ethical Hacker (CEH) exam. It continues to focus on the tools and techniques used by ethical hackers. This course also examines the legal framework surrounding "computer hacking," intrusion detection, and penetration testing. Malware threats, packet sniffing, and social networking will also be discussed.

Requisite(s): TAKE CIS-151;*Fee:* \$60.00**CIS-161 CYBERSECURITY OPERATIONS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Cybersecurity Operations (CyberOps) prepares candidates to begin a career working with associate-level cybersecurity analysts within a Security Operations Center (SOC). The course focuses on how to monitor, detect and respond to cybersecurity threats. Plus, covers cryptography, host-based security analysis, security monitoring, computer forensics, attack methods and incident reporting and handling.

Requisite(s): TAKE CIS-101;*Fee:* \$50.00**CIS-162 INTRODUCTION TO COMPUTER FORENSICS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Computer forensics is to identify, preserve, recover, analyze from computers and detail media is a safe and secure matter to identify a computer attack or cybercrime. This course will introduce students to the forensics investigation process, gather and backup computer information for forensic analysis and avoid anti-forensics techniques.

Requisite(s): Student will successfully complete CIS-152.*Fee:* \$50.00**CIS-172 LINUX OPERATING SYSTEMS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course provides the skills and knowledge necessary to install, configure, and administer Linux desktop operating systems. This course introduces students to the basic skills used by all Linux distributions. Specifically, the course covers the objectives outlined by CompTIA for its Linux+ exam and certification.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-200 CONFIGURING WINDOWS DESKTOPS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course covers installing and upgrading to Windows 8, configuring hardware and applications, configuring network connectivity, configuring access to resources, configuring remote access, monitoring and maintaining windows clients, configuring backup and recovery options. This course covers the MCSA 70-687 exam objectives. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-243*Fee:* \$50.00**CIS-214 PRESENT GRAPHICS/PUBLISHING (PWPT/PUBL)****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 documents 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.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-220 COMPUTER TECHNICIAN ESSENTIALS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete CIS-101*Fee:* \$60.00**CIS-221 DATA STRUCTURES****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Advanced data structures, including lists, trees, sets and graphs. Analysis of algorithms. Emphasis on abstract data types, their representations and role as models in the development of computer algorithms.

Requisite(s): TAKE CIS-122;*Fee:* \$50.00**CIS-224 COMPUTER REPAIR ESSENTIALS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is a continuation of EDP 220 computer Technician Essentials. Students will learn more advanced skills for installing, configuring, supporting and troubleshooting computer hardware and software. Computer networks and security will be discussed as well as customer service skills. In addition, this course will assist the student in preparing for the A+ Certification tests.

Requisite(s): Must complete CIS 101*Fee:* \$60.00

CIS-227 CONCEPTS OF SPREADSHEETS LEVEL I**2 credit hours, 3 contact hours (2 Lecture/1 Lab Hours Per Week)**

This course is designed to teach students the basic concepts of spreadsheets using Microsoft Excel. Students will learn through demonstration, hands-on activities and computerized testing simulations, the skills necessary to pass the Excel MOS exam. *2 credit hours/3 billed contact hours*

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-233 CONCEPTS OF WORD PROCESSING LEVEL I****3 credit hours, 3 contact hours (2 Lecture/1 Lab Hours Per Week)**

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.

Requisite(s): Must complete CIS-101*Fee:* \$50.00**CIS-236 CONCEPTS OF WORD PROC (WORD) LEVEL II****2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

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.

Requisite(s): Must complete CIS-233*Fee:* \$50.00**CIS-240 INTRO TO NETWORKING****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces the student to Local Area Networks (LAN's) and Wide Area Networks (WAN's) 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.

Requisite(s): Must complete CIS-101*Fee:* \$60.00**CIS-241 INSTALL & CONFIGURE A WINDOWS NETWORK****3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will provide students with fundamentals skills to install and configure a Windows based server. Students will learn (through hands-on instruction) various ways to deploy a window server and configure server components including: storage, server roles, hyper-v, core services, and group policies. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-101 Must take with: CIS-240*Fee:* \$50.00**CIS-242 MNG/MAINT NETWORK SERVER WINDOWS2003/X****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces students to graphical tools and command-line utilities for installing, managing and maintaining a Windows base server. Students will learn Windows Server 2012 R2, Active Directory, and related services, such as Domain Name System, Certificate Services, Active Directory Lightweight Directory Services, Active Directory Rights Management Services, and Active Directory Federation Services. Windows Server feature such as Hyper-V, read only domain controllers, Server Manager, and Server Core are also covered.

Requisite(s): Must complete CIS-240*Fee:* \$50.00**CIS-243 ADMINISTRATING A WINDOWS SERVER****3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will provide hands-on instruction to demonstrate the ability to implement, administer, and troubleshoot information systems using Microsoft Windows Server infrastructure in an enterprise environment. This course will primarily cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-241*Fee:* \$50.00**CIS-244 ADVANCED MANAGEMENT OF A WINDOWS, NETWORK****3 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course will provide advanced instructions that will provide knowledge and ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows servers and clients. This course will also provide skills necessary to pass current Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-243*Fee:* \$50.00**CIS-245 NETWORK SECURITY****3 credit hours, 5 contact hours (1 Lecture/4 Lab Hours Per Week)**

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.

Requisite(s): Must complete CIS-240*Fee:* \$60.00**CIS-247 IMPLEMENTING AN ADVANCED SERVER, INFRASTRUCTURE****3 credit hours, 4 contact hours (1 Lecture/3 Lab Hours Per Week)**

This course will provide hands-on instruction to demonstrate the ability to implement, administer, and troubleshoot information systems using Microsoft Windows Server infrastructure in an enterprise environment. This course will primarily cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access Solutions such as DirectAccess, VPNs And Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CIS-244*Fee:* \$50.00

CIS-248 COMPUTER NETWORKING CAPSTONE**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course serves as the capstone course for all computer networking students and will integrate all of the networking skills acquired throughout the computer networking degree program. In this course, students will design, develop and implement a network design in either server infrastructure or router and switch infrastructure. Students will also prepare of an industry certification exam.

Requisite(s): Must complete CIS-114 and CIS-241 Co-requisite: CIS-244

Fee: \$65.00

CIS-252 WEB PAGE DESIGN LEVEL I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to teach students the concepts of Web Page creation using HTML5 markup language. Students will learn how to mark up content with current HTML5 elements, and use CSS to format HTML elements and control page layout that will display on multiple devices. Student will also learn how to create and maintain websites.

Requisite(s): Must complete CIS-101

Fee: \$50.00

CIS-253 WEB PAGE DESIGN LEVEL II**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is a continuation of CIS 252. Students will learn to create more advanced web pages utilizing JavaScript and DHTML. Areas of concentration will be, dynamic layout content, special effects, controlling mouse and keyboard events and creating windows and frames.

Requisite(s): Must complete CIS 252

Fee: \$50.00

CIS-270 PC OPERATING SYSTEMS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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 CompTIA certification exam objectives will be emphasized in the course.

Requisite(s): Must complete CIS-101

Fee: \$60.00

CIS-272 LINUX OPERATING SYSTEM ADMINISTRATION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This is a continuation of CIS 172 in which students will further master Linux installation, configuring and maintenance. Students will perform advance system administration, storage and file management and advance configuration networking and security. The course will follow LPIC-2 and CompTIA Linux+ Certifications Objectives.

Requisite(s): TAKE CIS-172;

Fee: \$35.00

CIS-290 COMPUTER SUPPORT TECH CAPSTONE**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course serves as the capstone course for all computer support technician students and will integrate all of the support skills acquired throughout the computer support technician degree program. In this course, students will design, develop and implement a computer hardware and software support policy for a small business or organization. Students will also prepare of an industry certification exam.

Requisite(s): Must complete CIS-224 and CIS-241 Co-requisites: CIS-245 and CIS-243

Fee: \$65.00

Criminal Justice (CRJU)

CRJU-110 INTRO TO LAW ENFORCEMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Placement into ENG 073

CRJU-111 POLICE ADMINISTRATION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The course covers the basic functions of a police organization; management, communications, recruiting, training, public relations, and coordination.

Requisite(s): Placement into ENG-121

CRJU-113 CRIMINAL INVESTIGATION**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses and interrogating suspects.

CRJU-114 INTRO TO CORRECTIONS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Overview of the criminal justice system's history, development, and evolution including subsystems of police, courts, and corrections.

CRJU-120 CRIMINOLOGY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete CRJU-110 Completion of ENG-121 or taken concurrently

CRJU-145 PHYSICAL EDUCATION FOR LAW ENFORCEMENT**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester. *2 credit hours/3 billed contact hours*

CRJU-146 INTIMATE PARTNER VIOLENCE**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will analyze the historical, social, legal and psychological aspects of Intimate Partner Violence. Includes definitions of the problem, demographics, survivors, perpetrators, children who witness, strategies and tactics of abuse and survival and core strategies for legal intervention.

CRJU-147 UNDERSTANDING CHILD ABUSE AND NEGLECT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Provides an overview of child abuse and neglect. Students will examine the types and causes of abuse, abused children, abusive parents, treatment, education and prevention, and resources available to assist children and families. An emphasis is placed upon intervention and mandatory reporting, as well as investigation and legal issues.

CRJU-150 INTRODUCTION TO COURTS**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course studies the judicial process from arrest through appeals, including search and seizure; interrogation; roles of defense attorneys, prosecutors, juries, grand juries, and judges; plea bargaining and guilty pleas; rights of criminal defendants at trial; appeals and habeas corpus.

CRJU-211 PREVENTION CRIME & JUV DELINQ**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete CRJU-110**CRJU-212 COMMUNITY RELATIONS****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Principles of community policing including youth-focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.

Requisite(s): Must complete CRJU-110**CRJU-214 PUBLIC SERVICE ADMINISTRATION****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete CRJU-110**CRJU-216 PROBATION & PAROLE****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete CRJU-110**CRJU-218 SOCIAL JUSTICE****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

Exploration of job stresses and the social value and ethics of the criminal justice process.

Requisite(s): Must complete CRJU-110

Drafting & Design (CADD)

CADD-215 BASIC AUTOCAD**3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is an entry level course for students to learn 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, product design, and architecture. *3 credit hours/4 billed contact hours*

Fee: \$65.00**CADD-216 ADVANCED AUTOCAD****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is intended to introduce the aspects of Advance Computer Aided Drafting techniques using AutoCAD. AutoCAD software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD 215*Fee:* \$65.00**CADD-217 COMPUTER AIDED MODELING-INVENTOR****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is intended to introduce the aspects of Advanced Computer Aided Drafting. Techniques using Inventor and SolidWorks. Inventor and SolidWorks software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-215 and CADD-216*Fee:* \$65.00**CADD-218 COMPUTER AIDED MODELING-SOLIDWORKS****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This course is intended to introduce the advanced aspects of 3D Modeling using SolidWorks. SolidWorks software will be used throughout the course. Topics include: advance terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-217*Fee:* \$65.00**CADD-219 ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is an advanced level course for students to learn 3D modeling using Inventor. Inventor software will be used throughout the course. Topics include: advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design. *3 credit hours/4 billed contact hours*

Requisite(s): Must complete CADD-217*Fee:* \$65.00**CADD-220 ARCHITECTURAL DRAWING****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is a beginning level course for students to learn AutoCAD software to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design. *3 credit hours/4 billed contact hours*

Fee: \$65.00**CADD-221 CADD 3D INDEPENDENT PROJECT****3 credit hours, 4 contact hours (3 Lecture/1 Lab Hours Per Week)**

This is an advanced level course for students to learn more about architectural and engineering softwares. The 3D software will be used to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design. *3 contact hours/4 billed credit hours*

Requisite(s): Must complete CADD-215

CADD-230 CADD CAPSTONE PROJECT**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This is an advanced level course for students to create a final CAD project that will exemplify their knowledge of CAD. Students will select Inventor, Solidworks, or an architectural project to construct a list of required drawings. Students will learn advanced CAD terminology, techniques, and applications of computer generated design as it relates to one final CAD project.

Requisite(s): Must complete CADD-215, CADD-216, CADD-217, CADD-218 or CADD-219, CADD-220

Economics (ECON)

ECON-203 PRIN OF ECONOMICS-MICRO**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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 monopoly, 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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073 and test into MATH-117

ECON-204 PRIN OF ECONOMICS-MACRO**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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, 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.

Requisite(s): Must complete ECON-203

Education (EDU)

EDU-100 ESSENTIALS OF EDUCATION**4 credit hours, 5 contact hours (3 Lecture/2 Field Experience Hours Per Week)**

This course will introduce students to social and behavioral sciences with a focus on their relationship to how schools function. In approaching educational issues from this perspective students should develop an understanding of our American schools and the complex relationship between schools and society. Students will also be introduced to the latest research and theories impacting educational practice. They will be given the opportunity to observe and identify these practices through 30 hours of a clinical experience in various classroom settings. The clinical experience will provide students the opportunity to gain firsthand experience in a school setting. Critical thinking and communication skills will be developed throughout the course.

EDU-105 FIELD EXPERIENCE IN EDUCATION**1 credit hour**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Electronics (ELEC)

ELEC-110 BASIC ELECTRICITY**4 credit hours, 6 contact hours (6 Lab Hours Per Week)**

Students are enrolling in an open entry open exit program and have one calendar year to complete coursework from the date of registration. All modules must be completed with a 2.0 GPA minimum competency level. Students completing ELEC 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. *4 credit hours/6 billed contact hours*

ELEC-111 INTRO TO AC/DC CIRCUITS**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry open exit program student may register at anytime. Modules must be completed with minimum of 2.0 GPA for credit 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. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-110

Fee: \$10.00

ELEC-116 RESIDENTIAL TECHNOLOGY**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

Students are enrolling in an open entry open exit program and have two semesters to complete coursework from the date of registration. All modules must be completed with a 75% minimum competency level. Students completing ELEC 116 will study basic electrical residential circuits, installation procedures, and codes. The student will be safe and competent when working with electricity in a residential setting. Students will wire various switching circuits, GFCI's, AFCI's, panels, fuse boxes, luminaries, and low voltage wiring. Upon completion of this course, the student should have the knowledge and ability to wire a residence according to the National Electrical Code. *4 credit hours/6 billed contact hours*

Requisite(s): Students must successfully complete ELEC-119.

Fee: \$10.00

ELEC-117 INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING**4 credit hours, 6 contact hours (3 Lab Hours Per Week)**

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. The course will prepare the students to have a basic knowledge of the components of a wiring distribution system. This will include topics of study including Raceways, Busways, Panelboards, Overcurrent protection, Low-voltage systems and Cable installation.

Requisite(s): Students must successfully complete ELEC-110, ELEC-111 and ELEC-119.

Fee: \$10.00

ELEC-119 INTRO TO THE NATIONAL ELECTRICAL CODE**4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

This is an open entry open exit class students may enroll at anytime. 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 e National Electrical Code a text that is updated every three years with several hundred changes. Students will learn to reference the NEC for answers to specific electrical questions and to back up why a special electrical job must be done using this information. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-111**ELEC-120 ELECTRICAL MOTOR CONTROLS I****4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

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, build, and troubleshoot motor control circuits. *4 credit hours/6 billed contact hours*

Requisite(s): Must complete ELEC-119;**ELEC-122 INTRODUCTION TO MOTORS AND TRANSFORMERS****4 credit hours, 6 contact hours (6 Lecture Hours Per Week)**

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. This course will prepare the students to have a basic knowledge of the components of a wiring distribution system. This will include topics of study in transformers, generators, AC and DC motors.

Requisite(s): Must complete ELEC-119

English (ENG)

ENG-073 ESSENTIALS OF COLLEGE WRITING I**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course is designed to help the student achieve competency in standard writing skills through the study of grammar, sentence structure and paragraph development, while enrolled concurrently in ENG-121.

ENG-121 ENGLISH COMPOSITION I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Appropriate placement based on assessment (ACT, SAT or placement) or successful completion of ENG-073**ENG-122 ENGLISH COMPOSITION II****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course extends the COM 121 English Composition I emphasis on expository writing and critical thinking to research writing. American Psychological Association (APA) format is introduced and applied to a primary research project.

Requisite(s): Must complete ENG-121 with a minimum grade of 2.0**ENG-126 CREATIVE WRITING I****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ENG-121**ENG-201 WOMEN & LITERATURE****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course will study feminine sensibility as revealed in literary themes and characterizations through a study of works written by women.

Requisite(s): Must complete ENG-121**ENG-226 CREATIVE WRITING II****3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ENG-126 with a 2.0 or higher**ENG-233 CHILDRENS LITERATURE****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is an introduction to narrative, biographical, and nonfictional reading materials for children from pre-school age to age twelve. The course is structured so that students will have an adequate bibliography of materials for nursery school teaching, the elementary school classroom, or for lay introduction of reading to children. Guest speakers and useful projects focus on understanding the needed ingredients for stimulating a reading interest in children. In addition to an exploration of current reading materials, the course presents a brief, historical survey of children's literature and discussion of possible adaptation to present classroom use.

Requisite(s): Must complete ENG-121**ENG-234 WORLD MYTHOLOGIES****4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ENG-121

General (GEN)

GEN-102 COLLEGE AND LIFE STRATEGIES FOR GENERAL, Education Majors**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

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, not taking, improving test scores, time management, and goal setting.

Geography (GEOG)

GEOG-142 PHYSICAL GEOGRAPHY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

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. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073*Fee:* \$40.00

Geology (GEOL)

GEOL-145 PHYSICAL GEOLOGY

4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)

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. *4 credit hours/5 billed contact hours*
Requisite(s): Placement beyond or satisfactory completion of ENG-073
Fee: \$40.00

History (HIST)

HIST-101 WEST CIV I: ANCIENT WORLD-1715

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

Defines the basic political, economic and social trends influencing western cultural development including Mesopotamia, Egypt, Greece, Roman Republic and Empire, the Christian Era (c. 1000 - 1500), the Reformation, and the Wars of Religion. Instruction employs critical analysis of significant historical eras and societies effecting western civilization.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

HIST-102 WESTERN CIV II

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

Continues the development of Western Civilization from c. 1700 to the 20th Century. Major political, economic, and social developments reviewed include the Scientific, French, and American revolutions, the Industrial Revolution, the European Balance of Power (c. 1815 - 1870), the origins of World War I and II, the Cold War era (c. 1945-1990). Instruction develops critical thinking skills relevant to understanding complex historical trends of this era.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

HIST-201 US HISTORY I

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

HIST-202 US HIST II: RECONSTRUC-PRESENT

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

HIST-204 HISTORY OF MICHIGAN

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

HIST-230 WOMEN IN THE WESTERN PAST

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course examines the condition of women in western civilization from Pre-history to 1815 with particular attention to women's changing status and experiences in the family and work. Study of various institutions, associations, and activities in which women expressed themselves becomes the basis for conclusion of women in society: their arts, sciences, and literature; and their political activities. This course allows students an opportunity to broaden their knowledge of the geography and culture of different countries while fulfilling the basic course learning objectives. This course is intended for students of all majors.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Humanities (HUM)

HUM-101 MODERN CULTURE & THE ARTS

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

HUM-234 WORLD MYTHOLOGIES

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

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.

Requisite(s): Must complete ENG-121

Industrial Studies (INDS)

INDS-151 MANUFACTURING PROCESSES

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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.

Language (LNG)

LNG-110 CONVERS SPANISH FOR BUS I

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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.

LNG-112 SPANISH FOR TEACHERS

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

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 conference, filling out registration information, explaining educational programs, and talking on the phone.

LNG-125 SPANISH FOR HEALTH CARE WORKERS

2 credit hours, 2 contact hours (2 Lecture Hours Per Week)

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.

LNG-161 SPANISH I

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This class offers an introduction to the Spanish language and culture. It is a course with 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.

LNG-162 SPANISH II

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This class is a continuation of LNG 161 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.

Requisite(s): Must complete LNG 161

LNG-163 SPANISH III

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This class is a continuation of LNG 162 Spanish II. 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 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.

Requisite(s): Must take LNG 162

LNG-261 SPANISH IV

4 credit hours, 4 contact hours (4 Lecture Hours Per Week)

This course is a continuation of the grammar review and cultural study offered in LNG 163 Spanish III and provides additional refinement of a student's speaking, listening, reading and writing skills. LNG 261 Spanish IV is equivalent to a second semester 200-level Spanish course at a four year institution.

Requisite(s): Must take LNG 163

Machine Tool (MACH)

MACH-105 MACHINE TOOL BASICS

0.17 credit hours, 0.27 contact hours (0.27 Lab Hours Per Week)

The manufacturing worker must effectively and efficiently use the Machinery's Handbook to reference technical information. This module will provide the student information necessary for the development of these skills and abilities as they apply to using the Machinery's Handbook. *.17 credit hours/.27 billed contact hours*

MACH-110 MACHINE TOOL SAFETY

0.17 credit hours, 0.27 contact hours (0.27 Lab Hours Per Week)

The manufacturing worker understands that safety is the most important concern, primarily in regards to proper dress, housekeeping, safe machine operation, managing chips, and making machine adjustments. This module will provide the student with information necessary for the development of this knowledge as it applies to the machining industry. *.17 credits/.27 billed contact hours*

Fee: \$90.00

MACH-115 BLUEPRINT READING

1.16 credit hours, 1.87 contact hours (1.87 Lab Hours Per Week)

The manufacturing worker must effectively and efficiently interpret engineering drawings. This module will provide the student with information necessary to develop these skills and abilities as they apply to reading blueprints and understanding GD & T symbols and feature control frames on blueprints. *.1.16 credit hours/1.87 contact hours*

MACH-120 FUNDAMENTAL SKILLS

1.98 credit hours, 3.2 contact hours (3.20 Lab Hours Per Week)

The manufacturing worker must effectively and efficiently perform fundamental machining technology skill operations. These modules will provide the student with information necessary for the development of these skills and abilities. *.1.98 credit hours/3.2 billed contact hours*

MACH-125 PRECISION MEASUREMENT

2.75 credit hours, 4.33 contact hours (4.33 Lab Hours Per Week)

The manufacturing worker must effectively and efficiently use measurement devices and apply precision measurement processes and practices. These modules will provide the student with information necessary for the development of these skills and abilities as they apply to using the various measurement devices. *.2.75 credit hours/4.33 billed contact hours*

MACH-130 DRILL PRESS AND BAND SAW**2.51 credit hours, 4 contact hours (4 Lab Hours Per Week)**

Modules will provide the student with the information necessary for the development of these skills and abilities as they apply to determining proper speeds and feeds in operating the drill press and band saw. *2.51 credit hours/4 billed contact hours*

Fee: \$125.00

MACH-135 TURNING ON LATHE**4.61 credit hours, 7.33 contact hours (7.33 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the set-up, operation and maintenance of manual lathes to manufacture parts that meet specifications. *4.61 credit hours/7.33 billed contact hours*

Fee: \$70.00

MACH-140 ELECTRONIC DISCHARGE MACHINING**0.79 credit hours, 1.27 contact hours (1.27 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the principles of electronic discharge machining. *.79 credit hours/1.27 billed contact hours*

Fee: \$70.00

MACH-145 VERTICAL/HORIZONTAL MILLING**5.84 credit hours, 9.33 contact hours (9.33 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of these skills and abilities as they apply to the set-up and operation of manual milling machines to manufacture parts that meet specifications. *5.84 credit hours/9.33 billed contact hours*

Fee: \$195.00

MACH-150 SURFACE GRINDING**2.75 credit hours, 4.4 contact hours (4.40 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of the skills and abilities necessary when using a surface grinder and associated fixtures to manufacture parts that meet specifications. *2.75 credit hours/4.4 billed contact hours*

Fee: \$105.00

MACH-155 CYLINDRICAL GRINDING**1.50 credit hours, 2.4 contact hours (2.40 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of the skills and abilities to effectively and efficiently set-up and operate cylindrical grinding machines to manufacture parts that meet specifications. *1.5 credit hours/2.4 billed contact hours*

Fee: \$70.00

MACH-160 TOOL AND CUTTER GRINDING**3 credit hours, 4.8 contact hours (4.80 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities to effectively and efficiently set-up and operate cutter grinding machines to sharpen and/or manufacture cutting tools that meet specifications. *3 credit hours/4.8 billed contact hours*

Fee: \$80.00

MACH-165 CNC PROGRAMMING AND MACHINING**6.25 credit hours, 10 contact hours (10 Lab Hours Per Week)**

Modules will provide the student with information necessary for the development of skills and abilities necessary to effectively and efficiently program, set-up and operate computer numerically controlled (CNC) machine tools to manufacture components that meet customer and print specifications. *6.25 credit hours/10 billed contact hours*

Fee: \$90.00

MACH-170 MACHINE TOOL PROJECTS**5.58 credit hours, 8.93 contact hours (8.93 Lab Hours Per Week)**

Modules will provide the student with information and hands-on training necessary to effectively and efficiently set-up and operate machines to produce precision gages, fixtures, tooling and other associated devices. *5.58 credit hours/8.93 billed contact hours*

Fee: \$90.00

MACH-175 MASTERCAM**4.50 credit hours, 7.2 contact hours (7.20 Lab Hours Per Week)**

Modules will provide information necessary to effectively and efficiently work with CAD/CAM software. *4.5 credit hours/7.2 billed contact hours*

Fee: \$110.00

MACH-180 PLASMA CUTTER**1.84 credit hours, 2.93 contact hours (2.93 Lab Hours Per Week)**

Modules will provide students with the understanding and skills necessary as they relate to plasma and oxy-fuel metal cutting processes including CNC plasma oxy fuel cutting. CNC plasma machine components, CNC plasma controls and advanced CNC plasma. *1.84 credit hours/2.93 billed contact hours*

Fee: \$90.00

Mathematics (MATH)

MATH-081 QUANTITATIVE REASONING FUNDAMENTALS**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course provides extra support for students concurrently enrolled in MATH-101 through a review of mathematical topics needed to be successful in quantitative reasoning, and will offer students the opportunity to review, ask questions and receive additional help with the content of MATH-101.

Requisite(s): Students must take MATH 081 concurrently with MATH-101. Grade of 2.0 or better required.

Fee: \$25.00

MATH-084 BEGINNING ALGEBRA**4 credit hours**

This course provides extra support for students concurrently enrolled in MATH-104 by building algebraic skills through working with expressions and linear and quadratic equations. The course particularly emphasizes graphs and equations of lines, factoring techniques, methods of solving quadratic equations and linear and quadratic modeling.

Requisite(s): Students must take concurrently with MATH-104, Intermediate Algebra.

Fee: \$25.00

MATH-091 ALGEBRA FOR STATISTICS**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course provides extra support for students concurrently enrolled in MATH-201 by introducing fundamental algebraic concepts within an underlying framework of statistics and mathematical modeling based on real-world data. Major concepts and themes include: problem solving and experimental design; unit analysis and error in measurement; dimensional analysis and scientific notation; representing data and coordinate graphing; introduction to basic descriptive statistics and probability theorems; basic geometric principles (area, volume, perimeter); arithmetic operations on numbers, ratios, summations, and percents; solution of formulas; modeling relationships (linear regression); solving equations and inequalities; and function arithmetic and graphing.

Requisite(s): Students must complete MATH-201 concurrently.

Fee: \$25.00

MATH-101 QUANTITATIVE REASONING**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course develops student skills in analyzing, synthesizing and communicating quantitative information, cultivates algebraic reasoning and modeling skills through a quantitative literacy lens and emphasizes critical thinking and the use of multiple strategies in applied contexts. Topics include proportional and statistical reasoning, probability and evaluation of bias and validity.

Requisite(s): Students must take MATH-081 concurrently or complete MATH-081 with a 2.0 grade or better. Students may also place into MATH-101 with placement test scores.

Fee: \$25.00

MATH-104 INTERMEDIATE ALGEBRA**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is an extension of Introductory Algebra and prepares students for College Algebra, Finite Math, Statistics and 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.

Requisite(s): Placement into MATH-104 or take MATH 084 concurrently.

Fee: \$25.00

MATH-109 MATH FOR TECHNICIANS I**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is intended for technology students or business and industry employees who seek to acquire a basic knowledge of mathematics including arithmetic review, applied algebra and use of simple calculators.

MATH-117 FINITE MATHEMATICS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course provides the non-calculus mathematics background necessary for students in business, management and the life and social sciences. Emphasis throughout is to enhance students' understanding of the modeling process and how mathematics is used in real-world applications. Topics include set theory, systems of linear equations and inequalities, vectors and matrices, probability and statistics, random variables and distribution functions, and linear programming.

Requisite(s): must complete MATH 104 or MATH 151

Fee: \$25.00

MATH-119 MATH FOR TECHNICIANS II**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is intended for those students seeking an advanced knowledge of mathematics for work in their specific field. The areas of instruction include selected topics from geometry and trigonometry.

Requisite(s): Must complete MATH-109

MATH-151 COLLEGE ALGEBRA**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Must complete MATH-104 or placement into MATH-151

Fee: \$25.00

MATH-161 CALCULUS I & ANALYTIC GEOMETRY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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 limits, continuity, derivatives, differentials, areas, definite and indefinite integrals.

Requisite(s): Must complete MATH-151 or placement into MATH-161

MATH-162 CALCULUS II & ANALYTIC GEOM**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed to follow NSM 161 Calculus I, providing mathematics and science majors with further background in analytic geometry and in differential and integral calculus. Topics include applications of the definite integral (e.g. volumes, arc length, areas and moments), hyperbolic functions, integration techniques, infinite sequences and series, parametric equations and polar coordinates.

Requisite(s): Must complete MATH-161

MATH-201 INTRO TO STATISTICS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

An introductory course in statistics to include: probability, descriptive statistics, probability distributions and hypothesis testing.

Requisite(s): Must place into MATH 201 or take MATH 091 concurrently.

Fee: \$25.00

MATH-990 INDEPENDENT STUDY IN MATH**2 credit hours**

The 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 instructor/professor

Fee: \$25.00

Music (MUS)

MUS-150 MUSIC APPRECIATION**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Nursing (NUR)

NUR-101 FUND OF NURSING

7 credit hours, 15 contact hours (4 Lecture/5 Lab/6 Clinical Hours Per Week)

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. *Clinicals run 11 weeks of the semester* *13 billed contact hours*

Requisite(s): Acceptance into the Nursing Program. Students must take NUR-109 concurrently

Fee: \$180.00

NUR-109 PHARMACOLOGY I

1 credit hour, 1 contact hour (1 Lecture Hour Per Week)

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.

Requisite(s): Acceptance into the Nursing Program Students must take NUR 101 concurrently

Fee: \$50.00

NUR-111 MEDICAL-SURGICAL NURSING I

8 credit hours, 17 contact hours (5 Lecture/3 Lab/9 Clinical Hours Per Week)

This course is an introduction to the theory and practice of providing nursing care for adult clients having common health care needs. Objectives are met through classroom theory and activities, a short period of directed learning activities in the nursing skills laboratory, and assignments in clinical agencies. The nursing process is emphasized in classroom theory and in the practical application of client care. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered. Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences which reinforce the learning process. *8 credit hours/15 billed contact hours*

Requisite(s): Students must complete NUR 101 and NUR 109 with a minimum grade of 2.5 as pre-requisites Students must take NUR 119 concurrently

Fee: \$180.00

NUR-119 PHARMACOLOGY II

2 credit hours, 2 contact hours (2 Lecture Hours Per Week)

This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing for Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Requisite(s): Must complete NUR 101 and 109 with a minimum grade of 2.5 as pre-requisites Students must take NUR-111 concurrently

Fee: \$90.00

NUR-204 NURSING ROLE TRANSITION

2 credit hours, 5 contact hours (2 Lecture/3 Lab Hours Per Week)

This course supports the student through role transition to the registered nurse level of practice. Opportunities to learn and practice advanced nursing skills will be provided. *2 credit hours/5 billed contact hours*

Requisite(s): Must transfer in an LPN certificate from another institution

Fee: \$150.00

NUR-211 MEDICAL-SURGICAL NURSING II

6 credit hours, 16 contact hours (4 Lecture/3 Lab/9 Clinical Hours Per Week)

This course is designed to provide advanced integration of the pathophysiology of complex acute conditions that affect adults. This course introduces the theory and practice of providing nursing care for adult clients having acute health care needs. The nursing process is emphasized in relation to the care of adults with high-risk health problems or combination of multiple health problems which indicate complexity. 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 during which selected topics/procedures are presented and students share their learning experiences. Student learning outcomes will be met through classroom theory, directed learning activities and assignments in clinical agencies. *9 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR NUR-204 (minimum grade of 2.5) and transfer in an LPN certificate from a previous institution Students must take NUR-218 and NUR-219 concurrently

Fee: \$100.00

NUR-218 MENTAL HEALTH NURSING

4 credit hours, 12 contact hours (3 Lecture/9 Clinical Hours Per Week)

The focus of this course is to provide students with knowledge and skills related to the individual with emotional and/or mental health needs.

The course will help the student identify aberrations in personality and behavior as well as techniques or methods available in the community to restore mental health. The clinic experience will utilize available community resources and support the student to develop therapeutic communication and interaction techniques. *7 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR complete NUR-204 (Minimum grade of 2.5) and transfer in an LPN certificate from a previous institution. Students must complete NUR-211 and NUR-219 concurrently.

Fee: \$50.00

NUR-219 PHARMACOLOGY III**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course is a structured systematic approach to the study of drug therapy as it relates to the management of disorders included in NUR 112 Medical-Surgical Nursing of Adults II which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111 and NUR-119 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204 (Minimum grade 2.5) and transfer in an LPN certificate from a previous institution Students must complete NUR-211 and NUR-218 concurrently

Fee: \$90.00

NUR-221 MEDICAL/SURGICAL NURSING III**5 credit hours, 13 contact hours (4 Lecture/9 Clinical Hours Per Week)**

This course is designed to provide advanced integration of the pathophysiology of complex acute conditions that affect adults. This course introduces the theory and practice of providing nursing care for adult clients having acute health care needs. The nursing process is emphasized in relation to the care of adults with high-risk health problems or combination of multiple health problems which indicate complexity. 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 during which selected topics/procedures are presented and students share their learning experiences. Student learning outcomes will be met through classroom theory, directed learning activities and assignments in clinical agencies. *8 billed contact hours*

Requisite(s): Students must complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Students must complete NUR-224 and NUR 230 concurrently

Fee: \$50.00

NUR-224 FAMILY NURSING**6 credit hours, 14 contact hours (5 Lecture/9 Clinical Hours Per Week)**

The nursing process is used as the foundation for providing care along a continuum beginning with pregnancy and progressing through childbirth, postpartum care, care of the child from newborn up to and including adolescence. Content identifies emotional needs of the family and individual members, complications of the maternity cycle and seriousness of health problems affecting children. Student learning outcomes are met through classroom theory, activities, assignments, as well as directed learning activities in the nursing skills laboratory using simulation and assignments in the clinical agencies. *9 billed contact hours*

Requisite(s): Students must successfully complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Students must complete NUR-221 and NUR-230 concurrently

Fee: \$100.00

NUR-230 PROFESSIONAL ISSUES IN NURSING**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

Professional Issues in Nursing is intended to expand on the integration of the student into the role of a professional nurse. Current trends and issues in nursing are presented with a brief historical perspective. Scope of Practice, Code of Ethics and Legal issues are presented and discussed as they apply to current nursing and healthcare issues. Licensure, professional organization membership, employability skills, levels of educational preparation for nursing and an emphasis for lifelong learning complete the preparation for the professional role.

Requisite(s): Students must successfully complete NUR-101, NUR-109, NUR-111, NUR-119, NUR-211, NUR-218 and NUR-219 with a minimum grade of 2.5 as pre-requisites OR Complete NUR-204, NUR-211, NUR-218, NUR-219 with a minimum grade of 2.5 and transfer in an LPN certificate from a previous institution Student must successfully complete NUR-221 and NUR-224 concurrently with NUR-230.

Philosophy (PHIL)

PHIL-210 ETHICS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

PHIL-230 INTRO TO PHILOSOPHY**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Physical Education (PHED)

PHED-100 FITNESS/WELLNESS LAB 1**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

This course is designed for individuals interested in improving total fitness through our super circuit program. This is for students who have little or no workout experience. A qualified instructor will develop a specific program for the student with special health concerns. Will include an individual fitness assessment. Following the scheduled orientation session, students will be allowed to meet course requirements through an open schedule. *1 credit hours/2 billed contact hours*

Fee: \$25.00

PHED-104 FITNESS/WELLNESS LAB 2**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

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. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-100 or PHED-106

Fee: \$25.00

PHED-105 FITNESS/WELLNESS LAB 3**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

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. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-104

Fee: \$25.00

PHED-106 WELLNESS & LIFESTYLE**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

A course designed to teach the appreciation of the skills necessary to obtain fitness for a lifetime. It will take you from your current level of fitness toward increased cardiovascular endurance, proper weight control, increased strength and flexibility. Wellness and Lifestyle encourages optimal development of the six dimensions of wellness: Physical, intellectual, emotional, social, spiritual and occupational. *2 credit hours/3 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Fee: \$25.00

PHED-107 FITNESS/WELLNESS LAB 4**1 credit hour, 2 contact hours (2 Lab Hours Per Week)**

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. *1 credit hours/2 billed contact hours*

Requisite(s): Must Complete PHED-105

Fee: \$25.00

PHED-119 AEROBICS I**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

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 AEROBICS II**1 credit hour, 1 contact hour (1 Lecture Hour Per Week)**

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-145 PHYSICAL EDUCATION FOR LAW ENFORCEMENT**2 credit hours, 3 contact hours (1 Lecture/2 Lab Hours Per Week)**

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester. *2 credit hours/3 billed contact hours*

PHED-212 COACHING PRINCIPLES**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

A course designed to cover the fundamental techniques of coaching major sports. Coaching principles of conditioning, drills, team organization and game strategy will be stressed.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Physics (PHYS)

PHYS-144 ASTRONOMY**4 credit hours, 5 contact hours (3 Lecture/2 Lab Hours Per Week)**

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. *4 credit hours/5 billed contact hours*

Requisite(s): Placement beyond or satisfactory completion of ENG-073

PHYS-251 PHYSICS I**5 credit hours, 7 contact hours (4 Lecture/3 Lab Hours Per Week)**

This is the first semester of calculus-based physics that covers the laws of motion, work and energy. *5 credit hours/7 contact hours*

Requisite(s): Must Complete MATH-161

Fee: \$60.00

PHYS-253 PHYSICS II**5 credit hours, 7 contact hours (4 Lecture/3 Lab Hours Per Week)**

A continuation of PHYS-251 Physics I. Included are topics in heat, electricity, magnetism, light and elements of modern physics. *5 credit hours/7 billed contact hours*

Requisite(s): Must complete PHYS-251

Fee: \$60.00

PHYS-275 PHYSICAL SCIENCE RESEARCH PROJECT**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

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 science, design and conduct an experiment or investigation, 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 pursuing 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.

Requisite(s): Permission of instructor/professor

Fee: \$135.00

Political Science (PSI)

PSI-110 AMERICAN GOV'T & POLITICAL SCI**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

PSI-111 STATE & LOCAL GOVERNMENT**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

A study of structure and functions of states, municipalities, and other units of local government.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Psychology (PSY)

PSY-101 PSYCHOLOGY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

PSY-210 HUMAN GROWTH & DEVELOPMENT**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is a life span study of the influences and processes in the physical, social, emotional and mental growth and development of individuals.

Requisite(s): Must complete PSY-101 Must complete ENG 121 or take concurrently

PSY-220 ABNORMAL PSYCHOLOGY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Must complete PSY-101 Must complete ENG-121 or take concurrently

PSY-250 HUMAN SEXUALITY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Must complete ENG-121 or take concurrently

PSY-260 SOCIAL PSYCHOLOGY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course is designed to give 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.

Requisite(s): Must complete ENG-121 or take concurrently

Religion (REL)

REL-231 COMPARATIVE RELIGION**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

REL-233 NEW TESTAMENT**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Social Work (SWK)

SWK-150 INTRO TO SOCIAL WORK**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course introduces students to the social work profession; its code of ethics, value base, and commitment to social justice which include its history, practice settings, professional roles, agencies, political implications, and values related to social work careers. Students will be introduced to concepts fundamental to understanding the helping professions' efforts on behalf of vulnerable populations including the delivery of social work services to minority and majority groups in the public and private sectors. This course includes field experience as part of the course requirements.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Sociology (SOC)

SOC-120 PRIN OF SOCIOLOGY**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073.

SOC-121 MODERN SOCIAL PROBLEMS**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

SOC-220 MARRIAGE & FAMILY LIVING**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

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.

Requisite(s): Placement beyond or satisfactory completion of ENG-073

Technology (TECH)

TECH-271 INTERNSHIP I-TECHNOLOGY

3 credit hours, 3 contact hours (3 Field Experience Hours Per Week)

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 hours of on-the-job experience plus participation in a supplementary blackboard 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 counseling office 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. Note: Automotive students are expected to have their own tools.

Welding (WELD)

WELD-105 BASICS OF WELDING

0.50 credit hours, 0.67 contact hours (0.67 Lab Hours Per Week)

Course will review welding shop safety rules, American Welding Society specifications for the welding joint numbering system and how to properly use a square and tape measure in accordance with industrial standards. *.5 credit hours/0.67 billed contact hours*

WELD-110 OXYACETYLENE WELDING

2 credit hours, 2.47 contact hours (2.47 Lab Hours Per Week)

Modules will provide students with a basic knowledge of the oxyfuel welding process including how to properly set up an oxyfuel welding station, establish a welding puddle with and without filler rod and production of basic welds in the flat position using the oxy-fuel gas welding process in accordance with the American Welding Society standards. *2 credit hours/2.47 billed contact hours*

Fee: \$50.00

WELD-115 CUTTING PROCESSES

1 credit hour, 1.27 contact hours (1.27 Lab Hours Per Week)

Modules will review oxy-fuel cutting process and fundamental skills necessary in production and non-production settings. Students will also further develop oxy-fuel cutting techniques to cut materials and review the plasma cutting process to be used in production and non-production settings. *1 credit hour/1.27 billed contact hours*

Fee: \$50.00

WELD-120 BRAZING AND SOLDERING

1 credit hour, 1.47 contact hours (1.47 Lab Hours Per Week)

Modules will include knowledge and skills necessary to set up brazing and soldering station, perform basic brazing techniques, perform a braze weld on 1/4" plate, identify and silver-braze copper to stainless steel, and solder copper fittings using 95-5 solder all as defined by the American Welding Society. *1 credit hour/1.47 billed contact hours*

Fee: \$60.00

WELD-125 SHIELDED METAL ARC WELDING

4 credit hours, 6.4 contact hours (6.40 Lab Hours Per Week)

Modules will include a basic understanding of the history and fundamentals of the shielded metal arc welding process, the electrode numbering system as established by the American Welding Society, as well as striking the arc and running stringer beads E6010 and E7018 electrodes. Materials will also overview the characteristics that allow operators to produce quality welds in order to meet the American Welding Society standards. *4 credit hours/6.4 billed contact hours*

Fee: \$75.00

WELD-130 ADVANCED ARC WELDING

6 credit hours, 9.2 contact hours (9.20 Lab Hours Per Week)

Modules include knowledge and skills for student to effectively complete various advanced arc welding functions including the vertical, horizontal and overhead tee joints and butt joints to meet the specific standards as determined by the American Welding Society. *6 credit hours/9.2 contact hours*

Fee: \$125.00

WELD-135 WELDING METALLURGY

1.50 credit hours, 2 contact hours (2 Lab Hours Per Week)

Modules contain an introduction to metallurgy, including blue-print reading, the differences between non-ferrous and ferrous metals, the numbering systems associated with metals, repairing cast iron, repairing stainless steel and the weld testing procedures as determined by the American Welding Society. *1.5 credit hours/2 billed contact hours*

Fee: \$50.00

WELD-140 GAS METAL ARC WELDING

3 credit hours, 4.47 contact hours (4.47 Lab Hours Per Week)

Modules contain information necessary to acquire the knowledge and skills students need to effectively perform gas metal arc welding in accordance with standards set by the American Welding Society. Modules will explain the GMAW, arc run beads, all positions of weld joints and GMAW of aluminum. *3 credit hours/4.47 billed contact hours*

Fee: \$100.00

WELD-145 GAS TUNGSTEN ARC WELDING

5 credit hours, 8 contact hours (8 Lab Hours Per Week)

Modules will consist of teaching the basics of the gas tungsten arc welding process including the TIG process and equipment maintenance, welding aluminum in the flat position (GTAW), and the knowledge and skills necessary to run beads in three positions when welding the four basic joints: but, tee, lap and corner. *5 credit hours/8 billed contact hours*

Fee: \$110.00

WELD-150 PIPE WELDING

4 credit hours, 7 contact hours (7 Lab Hours Per Week)

Modules in this course contain knowledge and practice to equip students to accurately identify all aspects of pipe welding techniques and applications. Students will develop the skills to produce various quality pipe welds in accordance with the American Welding Society. *4 credit hours/7 billed contact hours*

Fee: \$90.00

WELD-155 SPECIAL APPLICATIONS

2 credit hours, 2.67 contact hours (2.67 Lab Hours Per Week)

Modules will provide a comprehensive knowledge of special welding applications including fabricating a project, cast iron repair, hardsurfacing, and tool and die welding. *2 credit hours/2.67 billed contact hours*

Fee: \$60.00

WELD-190 APPLIED WELDING FOR SKILLED TRADES**4 credit hours, 4 contact hours (4 Lecture Hours Per Week)**

This course provides basic welding skills for students in the skilled trades programs (such as Automotive and Agricultural Equipment Technology).

American Welding Society specifications and proper selection and use of welding processes for specific trade applications are covered.

Fee: \$60.00

PERSONNEL

Faculty

In addition to these full-time professors and instructors, Glen Oaks employs many part-time instructors who are not listed in the catalog.

B

Alyse Bannister

Instructor, Welding

Welding Certificate

Melissa Blair

Instructor, Nursing

MSN - Fort Hays State University

BSN - The Robert B. Miller College

ASN - Kellogg Community College

Sara Boylan

Instructor, Nursing

MSH - Michigan State University

BSN - Bethal College

ADN - Glen Oaks Community College

Dr. Rebecca Burch

Professor, Psychology/Student Success

MA - Western Michigan University

BA - Western Michigan University

C

Pam Carrel

Professor, Nursing

MSN - Goshen College

BSN - Goshen College

Nursing Home Admin Certificate - Michigan State University

Associate of Science - Southwestern Michigan College

LPN - Glen Oaks Community College

Kevin Conner

Professor, Information Technology

MS - Capella University Michigan

BAS - Davenport University

AASB - Glen Oaks Community College

Lisa Cripe

Instructor, Nursing

MSN - Aspen University

BSN - Eastern Michigan University

ASN - Kellogg Community College

D

Jim Deroshia

Instructor, Automotive Technology

AAS - Glen Oaks Community College

Computer Support Technician Certificate - Glen Oaks Community College

Hydraulic Maintenance and Repair Certificate - Vickets Hydraulic School

F

Nathan Franz

Instructor, Chemistry

BS - Manchester University, Indiana

G

Karen Goodman

Professor, Nursing

MSN - Capella University

BSN - Goshen College

ADN - Kalamazoo Valley Community College

LPN - Kalamazoo Valley Community College

H

Dr. Ren Hartung

Professor, Science

PhD - University of South Carolina School of Medicine

BA - Albion College

Lori Hatfield

Professor, English

MA - National University

BA - Thomas Edison

AA - Kalamazoo Valley Community College

Coursework - Adrian College & Michigan State University

Jeffery Hucko

Professor, Biology

MS - Eastern Kentucky

MS - University of Louisiana at Lafayette

BS - University of Kentucky

K

Dr. Lester Keith

Professor, Business Administration

DBA - Argosy University, Sarasota

MBA - University of Texas at San Antonio

BBA - University of Texas at San Antonio

AA - San Antonio College

AS San Antonio College

Ciera Kline

Instructor, Graphic Design

BA - Southern New Hampshire University

L

Reid Leaverton

Professor, Agricultural Technology

Caterpillar Equipment Mechanic - Reedley College

CAT - John Deere training

M

Sara Main

Instructor, Mathematics

MA - Western Michigan University

BA - Central Michigan University

Michelle McNamara

Professor, Communications

MA - Spring Arbor University

MA - Spring Arbor University

BAS - Davenport University

AA - Glen Oaks Community College

N

Michael Northrop

Professor, Art

MFA - Western Michigan University
BM - Olivet College

P

Steven Proefrock

Professor, Physical Education

MA - Eastern Kentucky University
BS - Central Michigan University

R

Stephen Ryno

Professor, English

MA - Western Michigan University
Med - Aquinas College
Secondary Teaching Certificate - Aquinas College
BA - Western Michigan University

S

Michael Sandelin

Professor, Mathematics

MA - Miami University
BS - Taylor University

Cheryl Schmitt

Professor, Business

MBA - Davenport University
MCTE - Western Michigan University
BBA - Western Michigan University
Teacher Education Certification - Western Michigan University

W

Carol Weatherford

Instructor, English

MA - Andrews University
BS - Western Michigan University

Chad Worthington

Professor, Psychology

MA - North Central University
MA - Western Michigan University
BA - Trinity International University

Annual Faculty

Julie Evans

CTE Teaching Academy, Education

MED - Eastern Michigan University
BA - Michigan State University

Rachel Metzger

Instructor, Allied Health

BS - Indiana Wesleyan University

Wayne (Rusty) Stitt

CTE Teaching Academy, Education

PhD - Western Michigan University

MA - Western Michigan University

BS - Indiana University - South Bend

Andrea Stemaly

Instructor, English

MA - Western Michigan University
BA - Western Michigan University
AASN - Kellogg Community College

College Administration & Administrative Staff

College Administration Administrative Staff

Executive Leadership

Dr. David Devier

President/Professor

PhD - The Ohio State University
MA - Kent State University
BA - Ohio Northern University

Diane Zinsmaster

Executive Associate to President and Board of Trustees

Coursework - Glen Oaks Community College

Valorie Juergens

Executive Director of Communications and Marketing

MED - The University of Toledo
BS - The University of Toledo

Robert Kuhlman

Director of Institutional Innovation

MS - Central Missouri State University
BA - University of Minnesota

Vonda Marrow

Executive Director, Glen Oaks Foundation

JD - Valparaiso University School of Law
BA - Adrian College
AA - Southwestern Michigan College

Barb Murk

Institutional Research Assistant

BS - Spring Arbor University
AGS - Glen Oaks Community College
AA - Davenport College

Dr. Tammy Russell

Executive Director of Institutional Planning, Assessment and Research

PhD - Western Michigan University
MSW - Western Michigan University
BA - Hope College

Kristine Stevens

Director of Business Outreach and Services

MBA - Northwest Nazarene University
BS - Central Michigan University

Lauren Weiderman

Communications and Marketing Assistant

MSW - Western Michigan University
BS - Trine University

Academic Affairs/Instruction

Lanre Ajayi

Dean for Advanced Technologies and Public Service

MA - Western Michigan University
BS - Suffolk University

Sara Birch

Associate Dean of Health Sciences

MSN - Spring Arbor University
MBA - Spring Arbor University
BSN - Spring Arbor University
ADN - Kellogg Community College

Adam Cloutier

Vice-President of Academics

Ed.D - Ferris State University
MS - Michigan State University
BS - Michigan State University
AS - Delta College

Trista Nelson

Director of Learning Commons

MLIS - Wayne State University
BA - Western Michigan University
AGS - Glen Oaks Community College

Rachel Smith

Asst. Director of the Learning Commons

MA - Grand Canyon University
BS - Ferris State University
AA - Southwestern Michigan College

Christina Steele

Director of Allied Health

BS-Central Michigan University
AAS - Macomb Community College
MA - Ross Medical Education Center

Dawn Wood

Administrative Assistant to the VP of Academics

BAM - Trine University
Diploma - International Business College
AD - Davenport University
AASB - Glen Oaks Community College
AASAH Health Insurance Coder/Biller Certificate - Glen Oaks Community College

College Operations

Jamie Bennett-Yesh

Director of Human Resources

BBA - Robert B. Miller College
AB - Glen Oaks Community College

Candy Bohacz

Human Resources Coordinator

BBA - Western Michigan University
AB - Glen Oaks Community College

Eric Connelly

Web & Information Systems Associate

AAS - Glen Oaks Community College
LPN Certificate - Glen Oaks Community College
Computer Technician Certificate - Glen Oaks Community College

Evan Dembskey

Director of Information Technology

MA - University of South Africa
METCH - Tshwane University of Technology

Larry Diekman

Director of Building and Grounds

Michigan State Police Academy

Jennifer Dodson

Chief Financial Officer and Controller

MS - Southern New Hampshire University
BS - Ferris State University
AAS - Southwestern Michigan College

Stacie Hart

Senior Accountant

MBA - Trine University
BS - Trine University
AB - Glen Oaks Community College

Larry Mericle

Custodial Supervisor

Coursework - Glen Oaks Community College

Joel Mishler

Athletic Director

BS - Grand Canyon University

Christian Monsivaes

IT Support Specialist

AASB - Glen Oaks Community College

Robert Stuck

Network Administrator

BS - Baker College of Jackson

Tucker Waddups

Fitness and Wellness Coach

MS - Mount Vernon Nazarene University
BS - Taylor University

Student Services

Tonya Howden

Vice-President of Student Services

MSEd - Capella University
BA - Fort Hays State University, Kansas

Danielle Easterday

Admissions Representative

BS - Grand Valley State University
AB - Glen Oaks Community College

Michael Elliott

Residential Life Coordinator

BS - Indiana University-Purdue University Indianapolis
ASB - Glen Oaks Community College

Benjamin Fries

Director of Student Success and Advising

MSL - Trine University
BS - Indiana University - South Bend

Hannah Fries

TRIO SSS Project Advisor

MA - Spring Arbor University
BA - Western Michigan University

Amber Gerth

Disability and Support Services Advisor

MSW - Spring Arbor University
BSW - Spring Arbor University
AGS - Glen Oaks Community College
ECE - Glen Oaks Community College

Angela King

Program Coordinator - Michigan State University Institute of Agricultural Technology

MA - Liberty University
BA - Western Michigan University

Sarah Kohler

Director of Admissions

MA - Southern New Hampshire University
BS - Ferris State University
AAS - Mid-Michigan College

Anita Lopez-Schlabach

Director of Early Middle College

BA - Spring Arbor
AA - Western Mennonite College

Meryn Mostrom

TRIO SSS Project Advisor

BA - Michigan State university
AA - Glen Oaks Community College

Claudia Pahls

Dual Enrollment Coordinator

MA - Ball State University
BA - Ball State University

Anne Springsteen, LPC, NCC

TRIO SSS Project Director

MA - Western Michigan University
BS - Western Michigan University
AA - Southwestern Michigan College

Leanne Steward

Assistant Director of Financial Aid/Academic Advisor

MS - Marygrove College - Detroit
BS - Trine University
Certified in Psychology/Sociology

Rachel Templin

Student Success Advisor

BA - Hope College

Ayla Wilder

Director of Housing Operations and Residential Life

MPS - University of Indianapolis
MS - University of Indianapolis
BS - University of Indianapolis

Amy Young

Executive Director of of Academic Records and Registrar

BA - Cornerstone University

Jean Zimmerman

Director of Financial Aid

BS - University of Illinois

Support Staff

Dalton Anderson

Maintenance Assistant

Coursework - Glen Oaks Community College

Mark Arrington

Custodian

Coursework - Glen Oaks Community College

Kayla Bachinski

Executive Assistant to Director of Financial Aid

BS - Ferris State University

Nicole Bontrager

Custodian

Judy Fetch

Librarian Technician

AAS - Ferris State University
Coursework - Glen Oaks Community College

Anne Fries

Executive Assistant to Associate Dean of Health Sciences

AAS - Glen Oaks Community College

Melanie Golden

Learning Commons Clerk

BS - Walsh College
AS - Schoolcraft College

Jordan (Levi) Gowan

Maintenance Assistant

Clarice Green

Assistant to Vice-President of Academics/Faculty

BS - Spring Arbor University
AB - Glen Oaks Community College

Jordan Haack

Custodian

Coursework - Washtenaw Community College

Nicholas Henneman

Custodian

Coursework - Glen Oaks Community College

Amanda Ludwig

Maintenance Assistant

Paul Martin

Maintenance Assistant

Corrections Academy, Lansing, MI

Michael McCoy

Maintenance Assistant

BS - Western Michigan University

Tonya Miller

Learning Commons Clerk

AASB - Glen Oaks Community College
AB Glen Oaks Community Colelge
Mngt/Mktg Cert - Glen Oaks Community College

Dan Scott

Executive Assistant to the Director of Fitness and Wellness Center
Coursework - Glen Oaks Community College/Trine University

Misty Sanderson

Learning Commons Clerk
AASB - Glen Oaks Community College

Kylie Southworth

Assistant to the VP of Student Services/Registration and Records
AS - Glen Oaks Community College

Barbara Thole

Accounts Payable/Payroll Assistant
AAS - Glen Oaks Community College
Bus. Admin. Diploma - Argubright Business College

Christine Wheeler

EMC Assistant
AASB - Glen Oaks Community College

On-Campus Partners - Michigan State University

Angela King, MSU Program Coordinator
MS Liberty University; BS Western Michigan University

Presidents Emeriti

Glenn Oxender, President
Dr. Philip Ward, President
Dr. Gary Wheeler, President

Professors Emeriti

Gerald Barkley, Professor, Math/Science
James Cook - Professor, Computer-Aided Design & Drafting
Richard Cripe (D) - Professor, Counselor
Phyllis Cupp - Professor, Physical Education
Judy DeMink - Professor, Spanish
Susan Deter - Professor, Math
William Furr - Professor, Business
Kevin Gave - Professor, English/Communication
Harvey Gordon - Professor, Art
David Gosling (D) - Professor, Biology
Robert Gray (D) - Professor, Music/Data Processing
Larry Hass - Professor, Business/Accounting
Charlie Hayes - Professor, Automotive
Daryl Herrmann - Professor, Communications
Dr. Frank Janca - Professor, Science
Bill Lederman - Professor, Nursing
Janell Lederman - Professor, Nursing
Denise Martin - Professor, Data Processing/Computers
James Martin (D) - Electronics
Ron Miazga (D), Professor - English/Literature/Photography
Wayne Moss - Professor, Science
JoAnne Purlee - Professor, Nursing
Susan Reardon - Professor, Psychology
Jeanne Reed - Professor, Social Science/Humanities/Study Abroad
Richard Schlimgen - Professor, Counselor
Kenneth Schuler (D) - Professor, Physical Education
David G. Smith (D) - Professor, Business
Sharon Smith - Professor, Information Processing
Thomas Soper - (D) Professor, English/Physical Education
Bernard Swartz (D) - Professor, Mathematics
Ellen Stuckey - Professor, Information Processing
Leland Thornton - Professor, History

Barbara Timby - Professor, Nursing
Donald Van Zuilen (D) - Professor, Science
Robert Wathen (D) - Professor, History
Lucy Zimmerman - Professor, English

Trustee Emeriti

Dr. Robert L. Mowry (D), 22 Years
E. J. Shaheen (D), 24 Years
Eugene Schmidt (D), 20 Years
Gretchen Dresser, 18 Years
Jim Moshier (D), 18 Years
Barry A. Mumby (D), 18 Years
David F. Locey (D), 16 Years
Taylor C. Snow, 16 Years
Richard Maurer (D), 14 Years
Patrick J. Haas, 13 Years
Norman H. Haas (D), 12 years

PROGRAMS OF STUDY

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

Selecting Transfer or Non-Transfer Degrees

The Associate of General Studies, Associate of Arts, Associate of Business, Associate of Science and Associate of Visual Arts 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.

Program	Credential
Associate of Applied Science in Agricultural Equipment Technology (p. 88)	Associate Degree
Agricultural Equipment Technology Certificate (p. 87)	Certificate
Agricultural Operations Certificate – MSU (p. 88)	Certificate
Associate of Science in Agricultural Operations Degree - MSU (p. 90)	Associate Degree
Associate of Applied Science in Agricultural Operations – MSU (p. 89)	Associate Degree
Agriculture Water Technology (p. 87)	
Mechanized Irrigation Certificate of Achievement (p. 92)	Certificate of Achievement
Mechanized Irrigation Certificate (p. 91)	Certificate
Associate of Arts in Visual Arts: Emphasis in Commercial Photography (p. 92)	Associate Degree
Associate of Arts in Visual Arts: Emphasis in Fine Art (p. 93)	Associate Degree
Associate of Arts in Visual Arts: Emphasis in Graphic Design (p. 94)	Associate Degree
Arts Communications (p. 92)	
Accounting Certificate (p. 96)	Certificate
Associate of Applied Science in Business Degree (p. 96)	Associate Degree
Associate of Business Degree (p. 99)	Associate Degree
Business, Management Marketing (p. 95)	
Management/Marketing Certificate (p. 100)	Certificate
Management/Supervision Certificate (p. 101)	Certificate
Associate of Applied Science in Computer Information Systems (p. 102)	Associate Degree
Associate of Science in Computer Information Systems (https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-information-systems-as/)	Associate Degree
Associate of Arts in Computer Science (p. 104)	Associate Degree
Computer Support Technician Certificate of Achievement (https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-support-technician-certificate-of-achievement/)	Certificate of Achievement
Computer Support Technician Certificate (p. 107)	Certificate
Associate of Arts in Cybersecurity (p. 105)	Associate Degree
Cybersecurity Certificate of Achievement (https://catalog.glenoaks.edu/programs/computer-science-information-technology/cybersecurity-certificate-of-achievement/)	Certificate of Achievement
Cybersecurity Certificate (p. 107)	Certificate
Computer Science Information Technology (p. 101)	
Network Administration Technician Certificate (p. 107)	Certificate
Network Management Certificate of Achievement (https://catalog.glenoaks.edu/programs/computer-science-information-technology/network-management-certificate-of-achievement/)	Certificate of Achievement

Associate of Arts Degree (p. 108)	Associate Degree
Associate of General Studies Degree (p. 109)	Associate Degree
Associate of Science Degree (p. 109)	Associate Degree
General Studies Certificate (p. 111)	Certificate
General (p. 108)	
Associate of Applied Science in Allied Health Degree (p. 113)	Associate Degree
Medical Coding and Billing Specialist (p. 124)	Certificate
Associate of Applied Science in Criminal Justice (p. 115)	Associate Degree
Health Human Services (p. 112)	
Medical Administrative Specialist Certificate (p. 125)	Certificate
Medical Assistant Certificate (p. 126)	Certificate
Associate of Applied Science in Nursing- LPN to RN Track (p. 120)	Associate Degree
Associate of Applied Science in Nursing (p. 115)	Associate Degree
Phlebotomy Technician Certificate (p. 127)	Certificate
Automotive Service Certificate of Achievement (p. 130)	Certificate of Achievement
Automotive Technician Certificate (p. 130)	Certificate
Computer Aided Drafting and Design Certificate (p. 131)	Certificate
Electrical Technologies Certificate (p. 132)	Certificate
Manufacturing Industrial Technology (p. 128)	
Machine Tool Certificate (p. 132)	Certificate
Associate of Applied Science in Technology (p. 128)	Associate Degree
Welding Certificate (p. 132)	Certificate

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.

Agriculture & Water Technology

Degrees

- Associate of Applied Science in Agricultural Equipment Technology (p. 88)
- Associate of Applied Science in Agricultural Operations – MSU (p. 89)
- Associate of Science in Agricultural Operations Degree - MSU (p. 90)

Certificates

- Agricultural Equipment Technology Certificate (p. 87)
- Agricultural Operations Certificate – MSU (p. 88)
- Mechanized Irrigation Certificate (p. 91)

Certificates of Achievement

- Mechanized Irrigation Certificate of Achievement (p. 92)

Agricultural Equipment Technology Certificate

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-

the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Requirements

Code	Title	Credits
Agricultural Courses		41.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-102	PRODUCTION AGRICULTURE	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	
AGT-109	HEATING, VENTING & AC SYSTEMS	
AGT-112	SEEDING & TILLAGE EQUIPMENT	
AGT-113	HYDRAULIC SYSTEMS ¹	
AGT-116	COMBINE MAINTENANCE & REPAIR	
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS ¹	
AGT-122	PRECISION FARMING SYSTEMS ¹	
AGT-125	TRACTION DRIVELINES	
AGT-207	ADVANCED HYDRAULICS ¹	
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP ¹	
AGT-216	EQUIPMENT SHOP PROJECT ¹	
AGT-220	DIESEL TECH FIELD EXPERIENCE (Internship)	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Total Credits		41.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: AGT-220 DIESEL TECH FIELD EXPERIENCE is billed by credit hour

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework		10.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-102	PRODUCTION AGRICULTURE	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS	
Credits		10.00
Winter 1		
Required Coursework		12.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	
AGT-113	HYDRAULIC SYSTEMS	
AGT-116	COMBINE MAINTENANCE & REPAIR	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Credits		12.00
Summer 1		
Required Coursework		2.00
AGT-220	DIESEL TECH FIELD EXPERIENCE	
Credits		2
Fall 2		
Required Coursework		9.00
AGT-112	SEEDING & TILLAGE EQUIPMENT	
AGT-125	TRACTION DRIVELINES	
AGT-207	ADVANCED HYDRAULICS	
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP	
Credits		9.00
Winter 2		
Required Coursework		8.00
AGT-109	HEATING, VENTING & AC SYSTEMS	
AGT-122	PRECISION FARMING SYSTEMS	
AGT-216	EQUIPMENT SHOP PROJECT	
Credits		8.00
Total Credits		41.00

Agricultural Operations Certificate – MSU

The following program is offered by Michigan State University as part of the Associate of Applied Science in Agricultural Operations - MSU. The certificate program is awarded by Michigan State University Institute of Agricultural Technology.

Requirements

Code	Title	Credits
MSU IAT Requirements		35.00
ABM 130	FARM MANAGEMENT 1	
AE 131	WATER RESOURCE PROTECTION AND MANAGEMENT	
AE 143	APPLICATION OF PRECISION AGRICULTURE TECHNOLOGIES	
AT 202	AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE	
AT 293	PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY	
CSS 101	INTRODUCTION TO CROP SCIENCE	
CSS 105	AGRICULTURAL INDUSTRIES SEMINAR	

CSS 126	INTRODUCTION TO WEED MANAGEMENT	
CSS 143	APPLIED SOIL SCIENCE	
ENT 110	APPLIED ENTOMOLOGY OF ECONOMIC PLANTS	
PLP 105	FUNDAMENTALS OF APPLIED PLANT PATHOLOGY	
MSU ELECTIVES		
Total Credits		35.00

MSU Courses are billed through MSU.

Associate of Applied Science in Agricultural Equipment Technology

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Requirements

Code	Title	Credits
Communications		6.00
COM-150	PUBLIC SPEAKING ¹	
or COM-110 INTERPERSONAL COMMUNICATIONS		
ENG-121	ENGLISH COMPOSITION I ¹	
Humanities/Social Science		3.00
Select at least 1 course, at least 3 credits		
Any ANTH course		
Any ART course		
ENG-126	CREATIVE WRITING I (or higher) ¹	
COM 110 (if not taken for Communications Requirement)		
COM 150 (If not taken for Communications Requirement) ¹		
Any ECON course		
Any HIST course		
Any HUM course		
Any LNG course		
Any MUS course		
Any PHIL course		
Any PSI course		
Any PSY course		
Any REL course		
Any SOC course		
Mathematics/Natural Science		3.00
MATH-109	MATH FOR TECHNICIANS I	
General Education		3.00
Complete 3 additional general education credits to meet a minimum of 15		
Required Courses		48.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-102	PRODUCTION AGRICULTURE	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	
AGT-109	HEATING, VENTING & AC SYSTEMS	
AGT-112	SEEDING & TILLAGE EQUIPMENT	

AGT-113	HYDRAULIC SYSTEMS ¹
AGT-116	COMBINE MAINTENANCE & REPAIR
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS ¹
AGT-122	PRECISION FARMING SYSTEMS ¹
AGT-125	TRACTION DRIVELINES
AGT-207	ADVANCED HYDRAULICS ¹
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP ¹
AGT-216	EQUIPMENT SHOP PROJECT ¹
AGT-220	DIESEL TECH FIELD EXPERIENCE (Internship)
BUS-104	INTRO TO BUSINESS ¹
INDS-151	MANUFACTURING PROCESSES
WELD-190	APPLIED WELDING FOR SKILLED TRADES

Total Credits **63.00**

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: AGT-220 DIESEL TECH FIELD EXPERIENCE is billed by credits. No courses below 100 level will be accepted toward this degree.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework		13.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-102	PRODUCTION AGRICULTURE	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-119	VEH/EQUIP ELEC SYST OPER & DIAGNOSTICS	
INDS-151	MANUFACTURING PROCESSES	
Credits		13.00
Winter 1		
Required Coursework		15.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	
AGT-113	HYDRAULIC SYSTEMS	
AGT-116	COMBINE MAINTENANCE & REPAIR	
ENG-121	ENGLISH COMPOSITION I	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Credits		15.00
Summer 1		
Required Coursework		2.00
AGT-220	DIESEL TECH FIELD EXPERIENCE	
Credits		2
Fall 2		
Required Coursework		16.00
AGT-112	SEEDING & TILLAGE EQUIPMENT	
AGT-125	TRACTION DRIVELINES	
AGT-207	ADVANCED HYDRAULICS	
AGT-213	DIESEL ENG PERF ANALYSIS/TUNE UP	
BUS-104	INTRO TO BUSINESS	
MATH-109	MATH FOR TECHNICIANS I	
Credits		16.00
Winter 2		
Required Coursework		17.00
AGT-109	HEATING, VENTING & AC SYSTEMS	
AGT-122	PRECISION FARMING SYSTEMS	
AGT-216	EQUIPMENT SHOP PROJECT	

COM-110	INTERPERSONAL COMMUNICATIONS
or COM-150	or PUBLIC SPEAKING
GENERAL EDUCATION ELECTIVE	
HUMANITIES/SOCIAL SCIENCE ELECTIVE	
Credits	
17.00	
Total Credits	
63.00	

Associate of Applied Science in Agricultural Operations – MSU

Students seeking an Associates of Applied Science in Agricultural Operations can move directly in the workforce or continue on to further studies. Students will take courses concurrently from Glen Oaks and Michigan State University Institute of Agricultural Technology to earn the AAS degree and certificate. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, natural resource and land management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and IAT program coordinator on course selection.

Requirements

Code	Title	Credits
Communication		6.00
Select 6 credit hours, from MTA list:		
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II ²	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ²	
Humanities/Social Science		3.00
Select 3-4 credits, from MTA list:		
ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY (Select 3-4 credits, from MTA list:) ²	
ART-100	ART APPRECIATION ²	
ART-220	HISTORY OF ART I ²	
ART-221	HISTORY OF ART II ²	
ENG-201	WOMEN & LITERATURE ²	
ENG-233	CHILDRENS LITERATURE ²	
ENG/HUM-234	WORLD MYTHOLOGIES ²	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ²	
HIST-102	WESTERN CIV II ²	
HIST-201	US HISTORY I ²	
HIST-202	US HIST II: RECONSTRUC-PRESENT ²	
HIST-204	HISTORY OF MICHIGAN ²	
HUM-101	MODERN CULTURE & THE ARTS ²	
Any LNG Course		
MUS-150	MUSIC APPRECIATION ²	
PHIL-210	ETHICS ²	
PHIL-230	INTRO TO PHILOSOPHY ²	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ²	
PSI-111	STATE & LOCAL GOVERNMENT ²	
PSY-101	PSYCHOLOGY	
PSY-210	HUMAN GROWTH & DEVELOPMENT ²	
PSY-220	ABNORMAL PSYCHOLOGY ²	
PSY-250	HUMAN SEXUALITY ²	
PSY-260	SOCIAL PSYCHOLOGY ²	

Any REL Course	
Any SOC Course ²	
Other courses in ART, ENG (126 or higher), HIST, MUS, PSY can be used by Advisor approval	
Mathematics/Natural Sciences	3.00
Select 3-5 credits, from MTA list	
BIO-101	HUMAN BIOLOGY (Select 3-5 credits, from MTA list) ²
BIO-110	BIOLOGICAL FORM AND FUNCTION ²
BIO-120	INTRODUCTION TO BIOLOGY ²
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ²
BIO-122	ORGANISMAL BIOLOGY ²
BIO-125	ENVIRONMENT AND SOCIETY ²
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ²
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ²
BIO-230	MICROBIOLOGY ²
Any CHEM Course ²	
GEOG-142	PHYSICAL GEOGRAPHY ²
GEOL-145	PHYSICAL GEOLOGY ²
MATH-117	FINITE MATHEMATICS ²
MATH-151	COLLEGE ALGEBRA ^{1,2}
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ²
MATH-162	CALCULUS II & ANALYTIC GEOM ²
MATH-201	INTRO TO STATISTICS ²
PHYS-144	ASTRONOMY ²
PHYS-251	PHYSICS I ²
PHYS-253	PHYSICS II ²
Other courses in BIO, MATH, PHYS can be used by Advisor approval	
General Education	3.00
Complete 3 additional general education credits to meet a minimum of 15	
Elective Courses	19.00
Select 16-19 elective credits as needed to reach 34 total GOCC credit hours - 3 must be general education credits	
Total Credits	34.00

¹ Minimum requirements to for transfer to MSU

² Course has prerequisite(s).

Note: No courses under 100 level are accepted toward this degree.

Suggested Electives

Code	Title	Credits
ACCT Courses		
AGT-101	HYDRAULIC THEORY & OPERATION	2.00
AGT-102	PRODUCTION AGRICULTURE	2.00
AGT-104	VEHICLE/EQUIPMENT ELEC FUNDAMENTALS	3.00
AGT-109	HEATING, VENTING & AC SYSTEMS	2.00
AGT-116	COMBINE MAINTENANCE & REPAIR	3.00
ART-115	INTRODUCTION TO GRAPHIC DESIGN	3.00
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	3.00
ART-170	IMAGE MANIPULATION: PHOTOSHOP	3.00

ART-172	DIGITAL ILLUSTRATION ¹	3.00
ART-274	TYPOGRAPHY ¹	3.00
ART-276	ADVERTISING DESIGN ¹	3.00
BUS-104	INTRO TO BUSINESS ¹	4.00
COM Courses		3.00

¹ Course has prerequisite(s).

MSU IAT Requirements

Code	Title	Credits
MSU IAT REQUIREMENTS		
		34.00
ABM 130 FARM MANAGEMENT I		
AE 131 WATER RESOURCE PROTECTION AND MANAGEMENT		
AE 143 APPLICATION OF PRECISION AG TECHNOLOGIES		
AT 202 AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE		
AT 293 PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY		
CSS 101 INTRODUCTION TO CROP SCIENCE		
CSS 105 AGRICULTURAL INDUSTRIES SEMINAR		
CSS 126 INTRODUCTION TO WEED MANAGEMENT		
CSS 143 APPLIED SOIL SCIENCE		
ENT 110 APPLIED ENTOMOLOGY OF ECONOMIC PLANTS		
PLP 105 FUNDAMENTALS OF APPLIED PLANT PATHOLOGY		
MSU ELECTIVES		
Total Credits		34.00

Total Credit Hours: 68 credits

MSU Courses are billed through MSU.
 GOCC Tuition is calculated on contact hours.
 Current/Updated: 07/01/2023

Associate of Science in Agricultural Operations Degree - MSU

Students seeking an Associates of Science in Agricultural Operations are prepared to go on to further studies in agriculture. Students will take courses from Glen Oaks and Michigan State University Institute of Agricultural Technology (IAT) to earn the AS degree and certificate. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and IAT program coordinator on course selection to ensure transferability.

Requirements

Code	Title	Credits
Communication		
		6.00
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities/Social Science		7.00
Select two courses from two different prefixes:		
ART-100	ART APPRECIATION ¹	

ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
COM-110	INTERPERSONAL COMMUNICATIONS
COM-150	PUBLIC SPEAKING ¹
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
ENG-234	WORLD MYTHOLOGIES ¹
	or HUM-234 WORLD MYTHOLOGIES
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
LNG-161	SPANISH I
LNG-162	SPANISH II ¹
LNG-163	SPANISH III ¹
LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
PHIL-230	INTRO TO PHILOSOPHY ¹
REL-231	COMPARATIVE RELIGION
REL-233	NEW TESTAMENT

Mathematics 4.00MATH-151 COLLEGE ALGEBRA ¹**Natural Science 3.00**

Select one of the following:

BIO-101	HUMAN BIOLOGY (Select one of the following) ¹
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹
BIO-120	INTRODUCTION TO BIOLOGY ¹
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
BIO-125	ENVIRONMENT AND SOCIETY ¹
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹
BIO-230	MICROBIOLOGY ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Social Science 3.00

Select one of the following:

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY (Select one of the following) ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PHIL-210 may be used to fulfill Social Science credit (if not used for Humanities requirement)	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT ¹
PSY-101	PSYCHOLOGY

PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Required Courses 8.00

CHEM-133	GENERAL CHEMISTRY I ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹

Electives 3.00

Select 0-3 elective credits as needed to reach 34 total GOCC credit hours

Total Credits 34.00¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Note: No courses under 100 level are accepted toward this degree.

All GOCC courses must be completed with a grade of 2.0 or higher.

MSU IAT Requirements

Code	Title	Credits
ABM FARM MANAGEMENT I		3.00
AE 131 WATER RESOURCE PROTECTION AND MANAGEMENT		3.00
AE 143 APPLICATION OF PRECISION AGRICULTURE TECHNOLOGIES		3.00
AT 202 AGRICULTURAL REGULATION, COMPLIANCE AND SAFETY COURSE		3.00
AT 293 PROFESSIONAL INTERNSHIP IN AGRICULTURAL TECHNOLOGY		3.00
CSS 101 INTRODUCTION TO CROP SCIENCE		3.00
CSS 105 AGRICULTURAL INDUSTRIES SEMINAR		1.00
CSS 126 INTRODUCTION TO WEED MANAGEMENT		2.00
CSS 143 APPLIED SOIL SCIENCE		2.00
ENT 110 APPLIED ENTOMOLOGY OF ECONOMIC PLANTS		3.00
PLP 105 FUNDAMENTALS OF APPLIED PLANT PATHOLOGY		2.00
MSU ELECTIVES		6.00
Total Credits		34.00

Total: 68 Credits

MSU Courses are billed through MSU

GOCC tuition is calculated on contact hours.

Current/Updated: 07/01/2023

Mechanized Irrigation Certificate

This program prepares students to become mechanized irrigation technicians, preparing them with basic concepts and skills of agricultural equipment technology, electrical technology, welding, as well as specialized knowledge and skills in mechanized irrigation systems. Students will receive a work-based learning experience via a co-op/field experience with a local irrigation dealership placement.

Requirements

Code	Title	Credits
Required Coursework		30.00
AGT-101	HYDRAULIC THEORY & OPERATION	
AGT-103	FUNDAMENTALS OF ENGINES	
AGT-220	DIESEL TECH FIELD EXPERIENCE ¹	
AGT-250	MECHANIZED IRRIGATION SYSTEMS	
COM-150	PUBLIC SPEAKING ¹	
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRO TO AC/DC CIRCUITS	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Total Credits		30.00

1

Billing for Field Experience (Co-Op) courses is on the basis of credits, not contact hours.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Mechanized Irrigation Certificate of Achievement

This short certificate of achievement program imparts basic skills for students to become mechanized irrigation technicians, preparing them with basic concepts and skills of electrical technology and mechanized irrigation systems. Students will receive a work-based learning experience via a co-op/field experience with a local irrigation dealership placement.

Requirements

Code	Title	Credits
Required Coursework		18.00
AGT-220	DIESEL TECH FIELD EXPERIENCE ¹	
AGT-250	MECHANIZED IRRIGATION SYSTEMS	
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRO TO AC/DC CIRCUITS	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	
Total Credits		18.00

1

Billing for Field Experience (Co-Op) courses is on the basis of credits, not contact hours.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Arts & Communications

Degrees

- Associate of Arts in Visual Arts: Emphasis in Commercial Photography (p. 92)
- Associate of Arts in Visual Arts: Emphasis in Fine Art (p. 93)

- Associate of Arts in Visual Arts: Emphasis in Graphic Design (p. 94)

Associate of Arts in Visual Arts: Emphasis in Commercial Photography

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.

Requirements

Code	Title	Credits
Art History		8.00
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
Art Studio Requirements		12.00
ART-107	TWO-DIMENSIONAL DESIGN	
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	
ART-170	IMAGE MANIPULATION: PHOTOSHOP	
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART ¹	
Art Studio Electives		9.00
Select nine credit hours of the following:		
ART-104	OBJECT DRAWING	
ART-105	DRAWING AND CREATIVITY	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-115	INTRODUCTION TO GRAPHIC DESIGN	
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	
ART-172	DIGITAL ILLUSTRATION ¹	
ART-210	LIFE DRAWING ¹	
ART-231	SCULPTURE ¹	
ART-240	PAINTING	
ART-242	WATERCOLOR I	
ART-243	WATERCOLOR II ¹	
ART-244	OIL PAINTING I	
ART-245	OIL PAINTING II ¹	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN	
Capstone Course		2.00
ART-290	ART PORTFOLIO ¹	
Communications		9.00
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I	
ENG-122	ENGLISH COMPOSITION II ¹	
Computers		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Humanities		4.00

Select one of the following:

ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
ENG-234	WORLD MYTHOLOGIES ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
LNG-161	SPANISH I
LNG-162	SPANISH II ¹
LNG-163	SPANISH III ¹
LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION
REL-233	NEW TESTAMENT

Mathematics 4.00

Select one of the following:

MATH-104	INTERMEDIATE ALGEBRA ¹
MATH-117	FINITE MATHEMATICS ¹
MATH-151	COLLEGE ALGEBRA ¹
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹
MATH-162	CALCULUS II & ANALYTIC GEOM ¹
MATH-201	INTRO TO STATISTICS

Natural Science 4.00

Select one of the following:

BIO-120	INTRODUCTION TO BIOLOGY ¹
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹
BIO-230	MICROBIOLOGY ¹
CHEM-130	CHEMISTRY ¹
CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Social Science 8.00

Select two courses from two different prefixes:

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
ECON-204	PRIN OF ECONOMICS-MACRO ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSY-101	PSYCHOLOGY
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹

PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Total Credits 64.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Associate of Arts in Visual Arts: 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.

Requirements

Code	Title	Credits
Art History		8.00
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
Art Studio Requirements		12.00
Select 12 credit hours from the following:		
ART-104	OBJECT DRAWING	
ART-105	DRAWING AND CREATIVITY	
ART-107	TWO-DIMENSIONAL DESIGN	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN ¹	
Art Studio Electives		9.00
Choose 9 credit hours from the following:		
ART-210	LIFE DRAWING ¹	
ART-240	PAINTING	
Art Elective (200 level course)		
Capstone Course		2.00
ART-290	ART PORTFOLIO ¹	
Communications		9.00
COM-150	PUBLIC SPEAKING ¹	
or COM-110 INTERPERSONAL COMMUNICATIONS		
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		4.00
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
Mathematics		4.00
MATH-151	COLLEGE ALGEBRA ¹	

Natural Science	4.00
BIO-121 MOLECULAR AND CELLULAR BIOLOGY (Natural Science) ¹	
Social Science	8.00
PSY-101 PSYCHOLOGY (Social Science)	
SOC-120 PRIN OF SOCIOLOGY ¹	
Total Credits	60.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework		13.00
ART-104	OBJECT DRAWING	
ART-107	TWO-DIMENSIONAL DESIGN	
ENG-121	ENGLISH COMPOSITION I	
MATH-151	COLLEGE ALGEBRA	
Credits		13.00
Winter 1		
Required Coursework		16.00
ART-105	DRAWING AND CREATIVITY	
ART-108	THREE-DIMENSIONAL DESIGN	
COM-150	PUBLIC SPEAKING	
ENG-122	ENGLISH COMPOSITION II	
HIST-101	WEST CIV I: ANCIENT WORLD-1715	
Credits		16.00
Fall 2		
Required Coursework		15.00
ART-220	HISTORY OF ART I	
ART-240	PAINTING	
PSY-101	PSYCHOLOGY	
SOC-120	PRIN OF SOCIOLOGY	
Credits		15.00
Winter 2		
Required Coursework		16.00
ART-210	LIFE DRAWING	
ART-221	HISTORY OF ART II	
ART 200 Level Elective		
ART-290	ART PORTFOLIO	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	
Credits		16.00
Total Credits		60.00

Associate of Arts in Visual Arts: 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.

Requirements

Code	Title	Credits
Art History		
4.00		
Select one course from the following:		
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
Art Studio Requirements		
18.00		
ART-115	INTRODUCTION TO GRAPHIC DESIGN	
ART-116	COLOR THEORY FOR GRAPHIC DESIGN ¹	
ART-170	IMAGE MANIPULATION: PHOTOSHOP	
ART-172	DIGITAL ILLUSTRATION ¹	
ART-274	TYPOGRAPHY ¹	
ART-276	ADVERTISING DESIGN ¹	
Art Studio Electives		
6.00		
Select two courses from the following:		
ART-104	OBJECT DRAWING (Select two courses from the following:)	
ART-107	TWO-DIMENSIONAL DESIGN	
ART-108	THREE-DIMENSIONAL DESIGN	
ART-160	BEGIN PHOTOGRAPHY: DIGITAL & DARKROOM	
ART-210	LIFE DRAWING ¹	
ART-231	SCULPTURE	
ART-240	PAINTING	
ART-242	WATERCOLOR I	
ART-243	WATERCOLOR II ¹	
ART-244	OIL PAINTING I	
ART-245	OIL PAINTING II ¹	
ART-260	ADV PHOTOGRAPHY: COMMERCIAL & FINE ART ¹	
Capstone Course		
2.00		
ART-290	ART PORTFOLIO ¹	
Business Requirements		
7.00		
BUS-104	INTRO TO BUSINESS ¹	
BUS-153	ADVERTISING ¹	
Communications		
9.00		
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		
3.00		
Select one course from the following:		
COM-110	INTERPERSONAL COMMUNICATIONS (Select one course from the following:)	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
ENG-234	WORLD MYTHOLOGIES ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	

LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION
REL-233	NEW TESTAMENT

Mathematics 4.00

Select one course from the following

MATH-101	QUANTITATIVE REASONING ¹
MATH-104	INTERMEDIATE ALGEBRA ¹
MATH-117	FINITE MATHEMATICS ¹
MATH-151	COLLEGE ALGEBRA ¹
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹
MATH-162	CALCULUS II & ANALYTIC GEOM ¹
MATH-201	INTRO TO STATISTICS ¹

Social Science 7.00

Select two courses from the following

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY (Select two courses from the following) ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
ECON-204	PRIN OF ECONOMICS-MACRO ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT
PSY-101	PSYCHOLOGY
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Natural Science 4.00

Select 1 course w/lab

BIO-120	INTRODUCTION TO BIOLOGY ¹
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
BIO-125	ENVIRONMENT AND SOCIETY ¹
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹
BIO-230	MICROBIOLOGY ¹
CHEM-130	CHEMISTRY ¹
CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
CHEM-210	ORGANIC CHEMISTRY I ¹
CHEM-211	ORGANIC CHEMISTRY II ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹

PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Total Credits 64.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/02/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework		16.00
ART-104	OBJECT DRAWING	
ART-115	INTRODUCTION TO GRAPHIC DESIGN	
ART-116	COLOR THEORY FOR GRAPHIC DESIGN	
ENG-121	ENGLISH COMPOSITION I	
MATH-151	COLLEGE ALGEBRA	
Credits		16.00
Winter 1		
Required Coursework		17.00
ART-170	IMAGE MANIPULATION: PHOTOSHOP	
BUS-104	INTRO TO BUSINESS	
COM-150	PUBLIC SPEAKING	
ENG-122	ENGLISH COMPOSITION II	
HUM-101	MODERN CULTURE & THE ARTS	
Credits		17.00
Fall 2		
Required Coursework		16.00
ART-107	TWO-DIMENSIONAL DESIGN	
ART-172	DIGITAL ILLUSTRATION	
ART-220	HISTORY OF ART I	
ART-274	TYPOGRAPHY	
BUS-153	ADVERTISING	
Credits		16.00
Winter 2		
Required Coursework		17.00
ART-276	ADVERTISING DESIGN	
ART-290	ART PORTFOLIO	
GEOG-142	PHYSICAL GEOGRAPHY	
PSY-101	PSYCHOLOGY	
SOC-120	PRIN OF SOCIOLOGY	
Credits		17.00
Total Credits		66.00

Business, Management & Marketing Degrees

- Associate of Applied Science in Business Degree (p. 96)
- Associate of Business Degree (p. 99)

Certificates

- Accounting Certificate (p. 96)
- Management/Marketing Certificate (p. 100)
- Management/Supervision Certificate (p. 101)

Accounting Certificate

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

Requirements

Code	Title	Credits
Required Coursework		21.00
ACCT-109	PAYROLL ACCOUNTING ¹	
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	
ACCT-113	QUICKBOOKS FOR ACCOUNTING ¹	
ACCT-204	SM BUS TAX ACCOUNTING	
ACCT-213	COST ACCOUNTING ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		21.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
ACCT-109	PAYROLL ACCOUNTING	2.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	4.00
Credits		6.00
Winter 1		
ACCT-113	QUICKBOOKS FOR ACCOUNTING	2.00
ACCT-204	SM BUS TAX ACCOUNTING	2.00
Credits		4.00
Fall 2		
ACCT-112	PRINCIPLES OF ACCOUNTING II	4.00
ACCT-213	COST ACCOUNTING	3.00
Credits		7.00
Total Credits		17.00

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 advisor to choose classes that pertain to their area of concentration.

Requirements

General Education

Code	Title	Credits
Program Introduction		4.00
BUS-104	INTRO TO BUSINESS ¹	
Communications		9.00
ENG-121	ENGLISH COMPOSITION I ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
Computers		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Humanities Elective		3.00
HUMANITIES ELECTIVE: MTA LIST		
Economics		8.00
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
Social Sciences		3.00
SOCIAL SCIENCE ELECTIVE: MTA LIST		
Mathematics		3.00
MATHEMATICS: 100-LEVEL OR ABOVE		
Certificate Program Requirement		18.00-35.00

To be granted an Associate of Applied Science in Business Degree the student must complete (1) of the following:

Accounting Certificate	
Computer Support Technician Certificate	
Management/Marketing Certificate	
Management/Supervision Certificate	
Medical Administrative Specialist	
Medical Assistant	
Elective courses	8.00-0.00
Select up to 8 business elective credits as needed to meet 60 credit hours	
Total Credits	60.00-69.00

1

Course has prerequisite(s)

Total: 60 credits

Under certain categories, substitutions are possible with approval
Tuition is calculated by contact hours per semester.
Current/Updated: 07/01/2023

Accounting Certificate

Code	Title	Credits
Required Coursework		21.00
ACCT-109	PAYROLL ACCOUNTING ¹	
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	
ACCT-113	QUICKBOOKS FOR ACCOUNTING ¹	
ACCT-204	SM BUS TAX ACCOUNTING	
ACCT-213	COST ACCOUNTING ¹	

BUS-104	INTRO TO BUSINESS ¹	
Total Credits		21.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		
		29.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I ¹	
CIS-121	COMPUTER SCIENCE I ¹	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
Select 2 courses from the following		6.00
CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		35.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/23/2019

Management/Marketing Certificate

Code	Title	Credits
Required Coursework		
		21.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-153	ADVERTISING	
BUS-250	PRIN OF MARKETING	
7 elective credits with "ACCT" or "BUS" prefix		
Total Credits		21.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Management/Supervision Certificate

Code	Title	Credits
Required Coursework		
		18.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-252	INTRO TO MANAGEMENT	

BUS-253	SUPERVISION	
4 elective credits with "ACCT" or "BUS" prefix		
Total Credits		18.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Medical Administrative Specialist

Code	Title	Credits
Required Coursework		
		24.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

Medical Assistant

Code	Title	Credits
Required Coursework		
		31.00
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING ¹	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-238	MEDICAL ASSISTANT PRACTICUM ¹	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Total Credits		31.00

1

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.5 in all ALH courses.

- Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
- Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.
 Current/Updated: 07/22/2022

Suggested Schedule

AASB with Accounting Certificate

Course	Title	Credits
Fall 1		
Required Coursework		15.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-104	INTRO TO BUSINESS	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
ENG-121	ENGLISH COMPOSITION I	
Credits		15.00
Winter 1		
Required Coursework		15.00
ACCT-109	PAYROLL ACCOUNTING	
ACCT-112	PRINCIPLES OF ACCOUNTING II	
COM-110	INTERPERSONAL COMMUNICATIONS	
BUS-252	INTRO TO MANAGEMENT	
MATHEMATICS: 100-LEVEL OR ABOVE		
Credits		15.00
Fall 2		
Required Coursework		15.00
ACCT-113	QUICKBOOKS FOR ACCOUNTING	
ACCT-213	COST ACCOUNTING	
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
SOCIAL SCIENCE ELECTIVE: MTA LIST		
Credits		15.00
Winter 2		
Required Coursework		15.00
ACCT-204	SM BUS TAX ACCOUNTING	
BUSINESS ELECTIVES		
ECON-204	PRIN OF ECONOMICS-MACRO	
HUMANITIES ELECTIVE: MTA LIST		
Credits		15.00
Total Credits		60.00

1
 Course is optional

AASB with Management/Marketing Certificate

Course	Title	Credits
Fall 1		
Required Coursework		15.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-104	INTRO TO BUSINESS	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
ENG-121	ENGLISH COMPOSITION I	
Credits		15.00
Winter 1		
Required Coursework		16.00
BUSINESS ELECTIVE (ACCT-112 RECOMMENDED)		
BUSINESS ELECTIVE (BUS-252 RECOMMENDED)		

COM-110	INTERPERSONAL COMMUNICATIONS	
ELECTIVES		
MATHEMATICS: 100-LEVEL OR ABOVE		
Credits		16.00
Fall 2		
Required Coursework		13.00
BUS-250	PRIN OF MARKETING	
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
SOCIAL SCIENCE ELECTIVE:MTA LIST		
Credits		13.00
Winter 2		
Required Coursework		16.00
BUS-153	ADVERTISING	
ECON-204	PRIN OF ECONOMICS-MACRO	
ELECTIVES		
HUMANITIES ELECTIVE:MTA LIST		
Credits		16.00
Total Credits		60.00

1
 Course is optional

AASB with Management Supervision Certificate

Course	Title	Credits
Fall 1		
Required Coursework		15.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-104	INTRO TO BUSINESS	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
ENG-121	ENGLISH COMPOSITION I	
Credits		15.00
Winter 1		
Required Coursework		16.00
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
COM-110	INTERPERSONAL COMMUNICATIONS	
MATHEMATICS: 100-LEVEL OR ABOVE		
ELECTIVES (RECOMMEND BUS-251)		
Credits		16.00
Fall 2		
Required Coursework		14.00
BUSINESS ELECTIVE (RECOMMEND ACCT-112)		
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
SOCIAL SCIENCE ELECTIVE: MTA LIST		
Credits		14.00
Winter 2		
Required Coursework		15.00
ECON-204	PRIN OF ECONOMICS-MACRO	
ELECTIVES		
HUMANITIES ELECTIVE: MTA LIST		
Credits		15.00
Total Credits		60.00

1
 Course is optional

AASB with Computer Support Technician Certificate

Course	Title	Credits
Fall 1		
Required Coursework		17.00
BUS-104	INTRO TO BUSINESS	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS ELECTIVE		
ENG-121	ENGLISH COMPOSITION I	
MATHEMATICS: 100-level or above		
Credits		17.00
Winter 1		
Required Coursework		15.00
CIS-112	CISCO I	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	
CIS-224	COMPUTER REPAIR ESSENTIALS	
COM-110	INTERPERSONAL COMMUNICATIONS	
SOCIAL SCIENCE ELECTIVE: MTA LIST		
Credits		15.00
Fall 2		
Required Coursework		17.00
CIS-121	COMPUTER SCIENCE I	
CIS-240	INTRO TO NETWORKING	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
Credits		17.00
Winter 2		
Required Coursework		16.00
CIS-245	NETWORK SECURITY (Required Coursework)	
CIS-270	PC OPERATING SYSTEMS	
CIS ELECTIVE		
ECON-204	PRIN OF ECONOMICS-MACRO	
HUMANITIES ELECTIVE: MTA LIST		
Credits		16.00
Total Credits		65.00

AASB with Medical Assistant Certificate

Course	Title	Credits
Fall 1		
FIRST 8 WEEKS		9.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
SECOND 8 WEEKS		9.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Credits		18.00
Winter 1		
FIRST 8 WEEKS		10.00
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	
SECOND 8 WEEKS		3.00
ALH-238	MEDICAL ASSISTANT PRACTICUM	
FULL SEMESTER		3.00
MATHEMATICS: 100-level or above		
Credits		16.00
Fall 2		
Required Coursework		18.00
BUS-104	INTRO TO BUSINESS	

CIS-101	INTRO TO COMPUTERS & SOFTWARE	
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
ENG-121	ENGLISH COMPOSITION I	
Credits		18.00
Winter 2		
Required Coursework		13.00
COM-110	INTERPERSONAL COMMUNICATIONS (Required Coursework)	
ECON-204	PRIN OF ECONOMICS-MACRO	
HUMANITIES ELECTIVE: MTA LIST		
SOCIAL SCIENCE ELECTIVE: MTA LIST		
Credits		13.00
Total Credits		65.00

AASB with Medical Administrative Specialist Certificate

Course	Title	Credits
Fall 1		
FIRST 8 WEEKS		9.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
SECOND 8 WEEKS		6.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Credits		15.00
Winter 1		
FIRST 8 WEEKS		3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	
SECOND 8 WEEKS		3.00
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM	
FULL SEMESTER		7.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	4.00
MATHEMATICS: 100-level or above		
Credits		17.00
Fall 2		
Required Coursework		17.00
BUS-104	INTRO TO BUSINESS	
ENG-121	ENGLISH COMPOSITION I	
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
ELECTIVE (3 credits)		
Credits		17.00
Winter 2		
Required Coursework		16.00
COM-110	INTERPERSONAL COMMUNICATIONS	
ECON-204	PRIN OF ECONOMICS-MACRO	
HUMANITIES ELECTIVE: MTA LIST		
SOCIAL SCIENCE ELECTIVE: MTA LIST		
ELECTIVES (3 credits)		
Credits		16.00
Total Credits		65.00

Associate of Business Degree

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 designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. 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.

Requirements

Code	Title	Credits
Communications 6.00		
ENG-121	ENGLISH COMPOSITION I ¹	
COM-150	PUBLIC SPEAKING ¹	
Humanities 7.00		
Select two courses from two different prefixes (MTA LIST)		
Mathematics 3.00		
Choose 1 MATHEMATICS course (BUS-205 or MATH-201 RECOMMENDED)		
Natural Science 7.00		
Select two courses from two different prefixes – one must have a lab: MTA LIST		
Social Science 3.00		
Select one course: MTA LIST		
Required Coursework 23.00		
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
ACCT-112	PRINCIPLES OF ACCOUNTING II ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-255	BUSINESS LAW ¹	
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
Elective Courses 11.00		
Select a minimum of eleven elective credit hours as needed to reach 60 total credits		
Total Credits		60.00

1

Course has prerequisite(s).

Business Electives to Consider

Code	Title	Credits
BUS-205	BUSINESS STATISTICS ¹	3.00
BUS-250	PRIN OF MARKETING ¹	3.00
BUS-251	ORGANIZATIONAL BEHAVIOR ¹	3.00
BUS-252	INTRO TO MANAGEMENT ¹	3.00

Other ACCT/BUS Courses – in consultation with Advisor

1

Course has prerequisite(s).

Note: No courses under 100 level are accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework 15.00		
ACCT-111	PRINCIPLES OF ACCOUNTING I (Required Coursework)	

BUS-104	INTRO TO BUSINESS	
ENG-121	ENGLISH COMPOSITION I	
ELECTIVES		
Credits		15.00
Winter 1		
Required Coursework 15.00		
ACCT-112	PRINCIPLES OF ACCOUNTING II (Required Coursework)	
ELECTIVES		
HUMANITIES ELECTIVE: MTA LIST		
MATHEMATICS (RECOMMENDED BUS-205 or MATH-201)		
Credits		15.00
Fall 2		
Required Coursework 17.00		
BUS-255	BUSINESS LAW (Required Coursework)	
COM-150	PUBLIC SPEAKING	
ECON-203	PRIN OF ECONOMICS-MICRO	
MTA NATURAL SCIENCE WITH LAB		
SOCIAL SCIENCE ELECTIVE: MTA LIST		
Credits		17.00
Winter 2		
Required Coursework 13.00		
ECON-204	PRIN OF ECONOMICS-MACRO	
NATURAL SCIENCE ELECTIVE: MTA LIST		
ELECTIVES		
HUMANITIES ELECTIVE: MTA LIST		
Credits		13.00
Total Credits		60.00

Management/Marketing Certificate

The Management/Marketing Certificate will prepare the student for entry-level positions in marketing for all types of businesses. The program will familiarize the student with the skills needed for understanding the effects of marketing on an organization. Areas of study will include advertising, promotions, market research, retailing, and forecasting. Completion of this certificate can prepare students for industry-wide certification. The Management/Marketing Certificate can also be used toward an Associate of Applied Science in Business Degree.

Requirements

Code	Title	Credits
Required Coursework 21.00		
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-153	ADVERTISING	
BUS-250	PRIN OF MARKETING	
7 elective credits with "ACCT" or "BUS" prefix		
Total Credits		21.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Suggested Schedule

Two Semester Path

Course	Title	Credits
Fall 1		
Required Coursework		8.00
BUS-104	INTRO TO BUSINESS	
BUS Elective		
Credits		8.00
Winter 1		
Required Coursework		13.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-153	ADVERTISING	
BUS-250	PRIN OF MARKETING	
BUS or ACCT elective		
Credits		13.00
Total Credits		21.00

Three Semester Path

Course	Title	Credits
Fall 1		
Required Coursework		12.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-104	INTRO TO BUSINESS	
BUS Elective		
Credits		12.00
Winter 1		
Required Coursework		6.00
BUS-153	ADVERTISING	
BUS-250	PRIN OF MARKETING	
Credits		6.00
Fall 2		
Required Coursework		3.00
BUS or ACCT elective		
Credits		3.00
Total Credits		21.00

Management/Supervision Certificate

This certificate prepares students for entry-level management/supervision positions. This program will introduce the student to the concepts and theories of management and provide practical skills essential for managing employees in the modern workplace. Completion of this certificate can prepare students for industry-wide certification. The Management/Supervision Certificate can also be used toward an Associate of Applied Science in Business Degree.

Requirements

Code	Title	Credits
Required Coursework		18.00
ACCT-111	PRINCIPLES OF ACCOUNTING I ¹	
BUS-104	INTRO TO BUSINESS ¹	
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
4 elective credits with "ACCT" or "BUS" prefix		
Total Credits		18.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Suggested Schedule

Two Semester Path

Course	Title	Credits
Fall 1		
Required Coursework		8.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-104	INTRO TO BUSINESS	
Credits		8.00
Winter 1		
Required Coursework		9.00-10.00
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
BUS or ACCT ELECTIVE		
Credits		9.00-10.00
Total Credits		17.00-18.00

Three Semester Path

Course	Title	Credits
Fall 1		
Required Coursework		8.00
ACCT-111	PRINCIPLES OF ACCOUNTING I	
BUS-104	INTRO TO BUSINESS	
Credits		8.00
Winter 1		
Required Coursework		6.00
BUS-252	INTRO TO MANAGEMENT	
BUS-253	SUPERVISION	
Credits		6.00
Fall 2		
Required Coursework		4.00
BUS or ACCT Elective		
Credits		4.00
Total Credits		18.00

¹

Course is optional

Computer Science & Information Technology

Degrees

- Associate of Applied Science in Computer Information Systems (p. 102)
- Associate of Arts in Computer Science (p. 104)
- Associate of Arts in Cybersecurity (p. 105)
- Associate of Science in Computer Information Systems (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-information-systems-as/>)

Certificates

- Computer Support Technician Certificate (p. 107)
- Cybersecurity Certificate (p. 107)
- Network Administration Technician Certificate (p. 107)

Certificates of Achievement

- Computer Support Technician Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-support-technician-certificate-of-achievement/>)
- Cybersecurity Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/cybersecurity-certificate-of-achievement/>)
- Network Management Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/network-management-certificate-of-achievement/>)

Associate of Applied Science in Computer Information Systems

The Associates of Applied Science in Computer Information Systems (CIS) at Glen Oaks will prepare students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. Glen Oaks offers both Associates in Applied Science and Certificate programs, and the programs cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Code	Title	Credits
Communications		6.00
Choose 2 courses from the following		
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities/Social Science		3.00
Choose a minimum of 3 credit hours from the following courses:		
Any ANTH course		
Any ART course		
ENG 126 or higher ¹		
Any ECON course		
Any HIST course		
Any HUM course		
Any LNG course		
Any MUS course		
Any PHIL course		
Any PSI course		
Any PSY course		
Any REL course		
Any SOC course		
Mathematics		4.00
Choose 1 math course from the following		
MATH-151	COLLEGE ALGEBRA (Choose 1 math course from the following)	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-201	INTRO TO STATISTICS	
Natural Science		3.00
Choose a minimum of 3 credit hours from the following courses:		
BIO 101 or higher ¹		

CHEM 130 or higher ¹	
Any GEOG course	
Any GEOL course	
Any PHYS course	
Required Certificates	44.00
Must choose one of five options below	
Total Credits	60.00

¹
Course has prerequisite(s)

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

Certificate Options

Must choose one of the following options:

Option 1 - Computer Support Technician Certificate (p. 107) + Cybersecurity Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/cybersecurity-certificate-of-achievement/>) + CIS-113 & CIS-243

Option 2 - Cybersecurity Certificate (p. 107) + Computer Support Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-support-technician-certificate-of-achievement/>)

Option 3 - Cybersecurity Certificate (p. 107) + Network Management Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/network-management-certificate-of-achievement/>) + CIS-243 and 3 CIS elective credits

Option 4 - Network Administration Technician Certificate (p. 107) + Computer Support Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/computer-support-technician-certificate-of-achievement/>) + CIS elective credit hours to reach 60 credits

Option 5 - Network Administration Technician Certificate (p. 107) + Cybersecurity Certificate of Achievement (<https://catalog.glenoaks.edu/programs/computer-science-information-technology/cybersecurity-certificate-of-achievement/>) +8-10 CIS elective credit hours to reach 60

Tuition is calculated on contact hours

Current/Updated: Fall 2021

Option 1

Course	Title	Credits
Fall 1		
Required Coursework		15.00
CIS-121	COMPUTER SCIENCE I	
CIS-151	ETHICAL HACKING I	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	
CIS-240	INTRO TO NETWORKING COMMUNICATIONS COURSE	
Credits		15.00
Winter 1		
Required Coursework		16.00
CIS-112	CISCO I	
CIS-161	CYBERSECURITY OPERATIONS	
CIS-224	COMPUTER REPAIR ESSENTIALS	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	

MATH 151 or MATH 161 or MATH 201		
Credits		16.00
Fall 2		
Required Coursework		16.00
CIS-113	CISCO II	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-245	NETWORK SECURITY	
NATURAL SCIENCE COURSE		
COMMUNICATIONS COURSE		
Credits		16.00
Winter 2		
Required Coursework		13.00
CIS-243	ADMINISTRATING A WINDOWS SERVER	
CIS-270	PC OPERATING SYSTEMS	
HUMANITIES/SOCIAL SCIENCE COURSE		
CIS Elective		
Credits		13.00
Total Credits		60.00

Option 2

Course	Title	Credits
Fall 1		
Required Coursework		12.00
CIS-112	CISCO I	
CIS-151	ETHICAL HACKING I	
CIS-172 or CIS-121	LINUX OPERATING SYSTEMS or COMPUTER SCIENCE I	
COMMUNICATIONS COURSE		
Credits		12.00
Winter 1		
Required Coursework		16.00
CIS-113	CISCO II (Required Coursework)	
CIS-152	ETHICAL HACKING II	
CIS-161	CYBERSECURITY OPERATIONS	
CIS-245	NETWORK SECURITY	
MATH-151 or MATH-161 or MATH-201		
Credits		16.00
Fall 2		
Required Coursework		16.00
CIS-114	CISCO III	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	
CIS-240	INTRO TO NETWORKING	
NATURAL SCIENCE COURSE (4 credits)		
COMMUNICATIONS COURSE		
Credits		16.00
Winter 2		
Required Coursework		16.00
CIS-224	COMPUTER REPAIR ESSENTIALS	
CIS-270	PC OPERATING SYSTEMS	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
HUMANITIES/SOCIAL SCIENCE COURSE		
CIS ELECTIVE		
Credits		16.00
Total Credits		60.00

Option 3

Course	Title	Credits
Fall 1		
Required Coursework		15.00
CIS-112	CISCO I	

CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-240	INTRO TO NETWORKING	
COMMUNICATIONS COURSE		
Credits		15.00
Winter 1		
Required Coursework		16.00
CIS-113	CISCO II	
CIS-152	ETHICAL HACKING II	
CIS-161	CYBERSECURITY OPERATIONS	
CIS-245	NETWORK SECURITY	
MATH-151 or MATH-161 or MATH-201		
Credits		16.00
Fall 2		
Required Coursework		15.00
CIS-114	CISCO III	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	
CIS-243	ADMINISTRATING A WINDOWS SERVER	
NATURAL SCIENCE ELECTIVE		
COMMUNICATIONS COURSE		
Credits		15.00
Winter 2		
Required Coursework		15.00
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	
CIS-270	PC OPERATING SYSTEMS	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
HUMANITIES/SOCIAL SCIENCE COURSE		
CIS ELECTIVE		
Credits		15.00
Total Credits		61.00

Option 4

Course	Title	Credits
Fall 1		
Required Coursework		16.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-240	INTRO TO NETWORKING	
COMMUNICATIONS COURSE		
Credits		16.00
Winter 1		
Required Coursework		17.00
CIS-113	CISCO II	
CIS-121	COMPUTER SCIENCE I	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	
CIS-245	NETWORK SECURITY	
MATH-151 OR MATH-161 OR MATH-201		
Credits		17.00
Fall 2		
Required Coursework		15.00
CIS-114	CISCO III	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS	
CIS-243	ADMINISTRATING A WINDOWS SERVER	
NATURAL SCIENCE COURSE		
COMMUNICATIONS COURSE		
Credits		15.00
Winter 2		
Required Coursework		15.00
CIS-224	COMPUTER REPAIR ESSENTIALS	
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK	

CIS-270	PC OPERATING SYSTEMS	
HUMANITIES/SOCIAL SCIENCE ELECTIVE		
CIS ELECTIVE		
	Credits	15.00
	Total Credits	63.00

Option 5

Course	Title	Credits
Fall 1		
Required Coursework		15.00
CIS-112	CISCO I	
CIS-151	ETHICAL HACKING I	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-240	INTRO TO NETWORKING	
COMMUNICATIONS COURSE		
	Credits	15.00
Winter 1		
Required Coursework		16.00
CIS-113	CISCO II	
CIS-152	ETHICAL HACKING II	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK	
CIS-245	NETWORK SECURITY	
MATH-151 OR MATH-161 OR MATH-201		
	Credits	16.00
Fall 2		
Required Coursework		15.00
CIS-114	CISCO III	
CIS-161	CYBERSECURITY OPERATIONS	
CIS-243	ADMINISTRATING A WINDOWS SERVER	
NATURAL SCIENCE COURSE		
COMMUNICATIONS COURSE		
	Credits	15.00
Winter 2		
Required Coursework		16.00
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS, NETWORK	
HUMANITIES/SOCIAL SCIENCE COURSE		
CIS ELECTIVE		
CIS-270	PC OPERATING SYSTEMS	
	Credits	16.00
	Total Credits	62.00

Associate of Arts in Computer Science

The Associate of Arts in Computer Science degree will provide the foundational requirements to students who wish to transfer to a four-year institution and pursue a bachelor's degree in Computer Science. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer. In addition to general education and mathematics, students will receive appropriate preparation in computer programming algorithms, data structures, fundamental syntax of an object-oriented language, data types, control structures, file I/O, classes, objects, methods, and arrays. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Requirements

Code	Title	Credits
Communications		6.00
Must complete ENG 121 and COM-150 OR ENG-122:		
ENG-121	ENGLISH COMPOSITION I ¹	
COM-150	PUBLIC SPEAKING ((OR)) ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		7.00
Select two courses from two different prefixes:		
COM 150 may be applied to Humanities requirements if not being used for Communications requirements		
ART-100	ART APPRECIATION ¹	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
HUM-234	WORLD MYTHOLOGIES ¹	
LNG-161	SPANISH I ¹	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	
PHIL-230	INTRO TO PHILOSOPHY ¹	
REL-231	COMPARATIVE RELIGION ¹	
REL-233	NEW TESTAMENT ¹	
Mathematics		12.00
Select two to three courses from the following:		
MATH-151	COLLEGE ALGEBRA	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
MATH-162	CALCULUS II & ANALYTIC GEOM	
MATH-201	INTRO TO STATISTICS	
Natural Science		7.00
Select two courses from two different prefixes – one must have a lab		
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I	
CHEM-211	ORGANIC CHEMISTRY II	

GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Social Science 7.00

Select two courses from two different prefixes:

PHIL 210 Ethics may be applied for Social Science requirement if not using for Humanities requirement

ECON-203	PRIN OF ECONOMICS-MICRO ¹
ECON-204	PRIN OF ECONOMICS-MACRO ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT ¹
PSY-101	PSYCHOLOGY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Required Courses 15.00

15 credit hours

CIS-121	COMPUTER SCIENCE I ¹
CIS-122	COMPUTER SCIENCE II ¹
CIS-132	PROGRAMMING IN JAVA ¹
CIS-221	DATA STRUCTURES ¹

Elective Courses 6.00

Select elective credit hours as needed to reach 60 total credits

CIS-101 is recommended as an elective

Total Credits 60.00

¹

Course has prerequisite(s).

Tuition is calculated on contact hours.

Note: No courses under the 100 level will be accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Current/Updated: 04/09/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-121	COMPUTER SCIENCE I	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
MATH-151	COLLEGE ALGEBRA	4.00
MTA Social Science Course (4 credits)		4.00
Credits		15.00

Winter 1

CIS-122	COMPUTER SCIENCE II	4.00
COM-150	PUBLIC SPEAKING	3.00
or ENG-122	or ENGLISH COMPOSITION II	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	4.00
MTA Humanities course (4 credits)		4.00
Credits		15.00

Fall 2

CIS-221	DATA STRUCTURES	3.00
MATH-201	INTRO TO STATISTICS	4.00
MTA Humanities course		4.00
MTA Natural Science w/ lab		4.00
Credits		15.00

Winter 2

CIS-132	PROGRAMMING IN JAVA	4.00
MTA Humanities course (4 credits)		4.00
MTA Natural Science course		3.00
MTA Social Science course		4.00
Credits		15.00

Total Credits

60.00

Associate of Arts in Cybersecurity

The Associate of Arts in Cybersecurity degree is designed for students interested in a career in the area of protecting computer systems and networks. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer to a four-year institution. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain insight in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+, CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Requirements

Code	Title	Credits
Communications		6.00

Must complete ENG 121 and COM-150 OR ENG-122:

ENG-121	ENGLISH COMPOSITION I ¹
COM-150	PUBLIC SPEAKING ((OR)) ¹
ENG-122	ENGLISH COMPOSITION II ¹

Humanities 7.00

Select two courses from two different prefixes:

ART-100	ART APPRECIATION ¹
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COM 150 may be applied to Humanities required if not being applied to fulfill Communications requirement

ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
COM-110	INTERPERSONAL COMMUNICATIONS
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES ¹

LNG-161	SPANISH I
LNG-162	SPANISH II ¹
LNG-163	SPANISH III ¹
LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
PHIL-230	INTRO TO PHILOSOPHY ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT ¹

Mathematics 4.00

Select one, Calculus recommended

MATH-151	COLLEGE ALGEBRA ¹
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹

Natural Science 7.00

Select two courses from two different prefixes – one must have a lab

BIO-101	HUMAN BIOLOGY ¹
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹
BIO-120	INTRODUCTION TO BIOLOGY ¹
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
BIO-125	ENVIRONMENT AND SOCIETY ¹
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹
BIO-230	MICROBIOLOGY ¹
CHEM-130	CHEMISTRY ¹
CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
CHEM-210	ORGANIC CHEMISTRY I ¹
CHEM-211	ORGANIC CHEMISTRY II ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹
PHYS-144	ASTRONOMY ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Social Science 7.00

Select two courses from two different prefixes:

ECON-203	PRIN OF ECONOMICS-MICRO ¹
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PHIL 210 Ethics may be applied for Social Science requirement if not using for Humanities requirement

ECON-204	PRIN OF ECONOMICS-MACRO ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSI-111	STATE & LOCAL GOVERNMENT ¹
PSY-101	PSYCHOLOGY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹

SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Cybersecurity Certificate 30.00

CIS-112	CISCO I
CIS-113	CISCO II
CIS-151	ETHICAL HACKING I ¹
CIS-152	ETHICAL HACKING II ¹
CIS-161	CYBERSECURITY OPERATIONS ¹
CIS-162	INTRODUCTION TO COMPUTER FORENSICS
CIS-172	LINUX OPERATING SYSTEMS ¹
CIS-245	NETWORK SECURITY ¹
CIS-270	PC OPERATING SYSTEMS ¹
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹

Total Credits 61.00¹

Course has prerequisite(s).

Note: No courses under the 100 level will be accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Tuition is calculated on contact hours.

Current/Updated: 05/14/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
CIS-112	CISCO I	3.00
CIS-151	ETHICAL HACKING I	3.00
CIS-172	LINUX OPERATING SYSTEMS	3.00
ENG-121	ENGLISH COMPOSITION I	3.00
MTA Humanities course		3.00
Credits		15.00
Winter 1		
CIS-113	CISCO II	3.00
CIS-152	ETHICAL HACKING II	3.00
CIS-161	CYBERSECURITY OPERATIONS	3.00
CIS-245	NETWORK SECURITY	3.00
COM-150 or ENG-122	PUBLIC SPEAKING or ENGLISH COMPOSITION II	3.00
Credits		15.00
Fall 2		
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	3.00
MATH-151 or MATH-161	COLLEGE ALGEBRA or CALCULUS I & ANALYTIC GEOMETRY	4.00
MTA Humanities course		4.00
MTA Natural Science w/ lab		4.00
MTA Social Science course		3.00
Credits		18.00
Winter 2		
CIS-270	PC OPERATING SYSTEMS	3.00
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	3.00
MTA Natural Science course		3.00
MTA Social Science course		4.00
Credits		13.00
Total Credits		61.00

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 Associate of Applied Science in Technology.

Requirements

Code	Title	Credits
Required Coursework		29.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I ¹	
CIS-121	COMPUTER SCIENCE I ¹	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
Select 2 courses from the following		6.00
CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		35.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/23/2019

Cybersecurity Certificate

The Cybersecurity certificate is designed for students interested in a career in the area of protecting computer systems and networks, preparing students for career advancement and serving as the major core of the Associate of Arts in Cybersecurity degree for transfer students. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+; CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate.

Requirements

Code	Title	Credits
Required Coursework		30.00
CIS-112	CISCO I ¹	

CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-152	ETHICAL HACKING II ¹	
CIS-161	CYBERSECURITY OPERATIONS ¹	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		30.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework		15.00
CIS-112	CISCO I	
CIS-151	ETHICAL HACKING I	
CIS-161	CYBERSECURITY OPERATIONS	
CIS-172	LINUX OPERATING SYSTEMS	
CIS-270	PC OPERATING SYSTEMS	
Credits		15.00
Winter 1		
Required Coursework		15.00
CIS-113	CISCO II	
CIS-152	ETHICAL HACKING II	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS	
CIS-245	NETWORK SECURITY	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION	
Credits		15.00
Total Credits		30.00

Network Administration Technician Certificate

Network Administration plays a vital part in all companies from start-ups to the largest global players. Network Administration is a highly sought after skill that can provide students with job security and enhanced earning potential. The Network Administration program is an affordable and convenient way to get the training students need to launch a rewarding career in the expanding IT field. The certificate provides a comprehensive overview of networking concepts and skills, from network applications to the protocols and services provided to those applications by the lower layers of the network, with an emphasis on practical application and workforce readiness. Also, the certificate teaches the advanced skills needed to install, configure, monitor, and troubleshoot small to medium-sized networks and manage wireless, and security. Completion of this certificate can prepare students for industry-wide certification. The Network Administration Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Requirements

Code	Title	Credits
Required Coursework		28.00
CIS-112	CISCO I ¹	
CIS-113	CISCO II ¹	
CIS-114	CISCO III ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	
CIS-244	ADVANCED MANAGEMENT OF A WINDOWS,NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
Electives Coursework		3.00
Choose a minimum of 3 credit hours from the following courses:		
CIS-151	ETHICAL HACKING I (cannot be applied to AACIS degree, Option 5) ¹	
CIS-162	INTRODUCTION TO COMPUTER FORENSICS ¹	
CIS-270	PC OPERATING SYSTEMS ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	
Total Credits		31.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 08/05/2019

General

Degrees

- Associate of Arts Degree (p. 108)
- Associate of General Studies Degree (p. 109)
- Associate of Science Degree (p. 109)

Certificates

- General Studies Certificate (p. 111)

Associate of Arts Degree

The Associate of Arts degree is designed for students who desire a rigorous liberal arts education that emphasizes depth of intellectual and academic experience and wish to transfer to a four-year institution. The degree is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for further study, and it can also serve as the basis for career advancement. Since 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.

Requirements

Code	Title	Credits
Communications		6.00
ENG-121	ENGLISH COMPOSITION I ¹	
Select one of the following:		
COM-110	INTERPERSONAL COMMUNICATIONS	

COM-150	PUBLIC SPEAKING ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Humanities		6.00
Select two courses from two different prefixes:		
COM 110 and COM 150 may fulfill Humanities requirement if not being used towards Communications requirement		
ART-100	ART APPRECIATION ¹	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
HUM-234	WORLD MYTHOLOGIES ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	
PHIL-230	INTRO TO PHILOSOPHY ¹	
REL-231	COMPARATIVE RELIGION	
REL-233	NEW TESTAMENT	
Mathematics		4.00
Select one of the following:		
MATH-101	QUANTITATIVE REASONING (Select one of the following:) ¹	
MATH-117	FINITE MATHEMATICS ¹	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	
MATH-201	INTRO TO STATISTICS ¹	
Natural Science		7.00
Select two courses from two different prefixes – one must have a lab		
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I	
CHEM-211	ORGANIC CHEMISTRY II	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	

PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	
Social Science		7.00
Select two courses from two different prefixes:		
PHIL 210 Ethics may be applied for Social Science requirement if not using for Humanities requirement ¹		
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	
Elective Courses		30.00
Minimum of 30 elective credit hours as needed to reach 60 total credits		
Total Credits		60.00

1

Course has prerequisite(s)

Note: No courses under the 100 level will be accepted toward this degree. Tuition is calculated by contact hours per semester. Current/Updated: 07/01/2023

Associate of General Studies Degree

(Can be completed in online format)

The Associate of General Studies degree enables students to fulfill the College's minimum graduation requirements (the General Education 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. This degree is intended as a flexible "completer" degree for students who are not pursuing a specified curriculum in the transfer or professional-technical area. General Studies graduates may continue their studies at a college or university in diverse fields.

Requirements

Code	Title	Credits
Communications		6.00
Select two courses from the following:		
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	

ENG-122	ENGLISH COMPOSITION II ¹	
Humanities/Social Science		3.00
Select at least one course from the following:		
Any ANTH course		
Any ART course		
ENG-126	CREATIVE WRITING I (or higher) ¹	
Any ECON course		
Any HIST course		
Any HUM course		
Any LNG course		
Any MUS course		
Any PHIL course		
Any PSI course		
Any PSY course		
Any REL course		
Any SOC course		
Mathematics/Natural Science		3.00
Select at least one course from the following:		
BIO-101	HUMAN BIOLOGY (or higher) ¹	
CHEM-130	CHEMISTRY (or higher) ¹	
Any GEOG course		
Any GEOL course		
MATH-104	INTERMEDIATE ALGEBRA (or higher) ¹	
Any PHYS course		
General Education		3.00
Must complete at least 3 elective general education credits		
Electives		45.00
Minimum of 45 elective credit hours as needed to reach 60 total credits		
Total Credits		60.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester. Current/Updated: 07/01/2023

Associate of Science Degree

The Associate of Science degree is appropriate for those students who plan to pursue further study in Astronomy, Biology, Chemistry, Geology, Mathematics or Physics. This degree is also appropriate for those interested in careers in Statistics, Mathematics, Bio-technology, Medical Sciences, Engineering and Secondary Education majors who plan to major in a Science (e.g. Math, Biology, Geology, Chemistry or Physics teachers).

It is required that individuals considering a career in science meet with one of the science faculty to discuss specific courses to meet their academic needs.

Degree seekers should choose from one of two pathways: Life Sciences or Physical Sciences.

Requirements

Life Sciences

Code	Title	Credits
Communications		6.00

COM-150	PUBLIC SPEAKING ¹
ENG-121	ENGLISH COMPOSITION I ¹

Humanities		8.00
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Select two courses from two different prefixes to equal 8 credits

ART-100	ART APPRECIATION ¹
ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
ENG-234	WORLD MYTHOLOGIES ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES
LNG-161	SPANISH I
LNG-162	SPANISH II ¹
LNG-163	SPANISH III ¹
LNG-261	SPANISH IV ¹
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION
REL-233	NEW TESTAMENT

Social Science		8.00
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Select two courses from two different prefixes to equal 8 credits:

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹
PSY-101	PSYCHOLOGY
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Life Sciences (includes MTA requirements for Mathematics and Natural Sciences)		31.00
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BIO-110	BIOLOGICAL FORM AND FUNCTION
BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹
BIO-122	ORGANISMAL BIOLOGY ¹
CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
CHEM-210	ORGANIC CHEMISTRY I
CHEM-211	ORGANIC CHEMISTRY II
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹

Plus select two classes from the following (Must equal 7 or 8 credits):

BIO-101	HUMAN BIOLOGY ¹
BIO-125	ENVIRONMENT AND SOCIETY ¹
BIO-230	MICROBIOLOGY ¹
GEOG-142	PHYSICAL GEOGRAPHY ¹
GEOL-145	PHYSICAL GEOLOGY ¹

Total Credits	60.00
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¹

Course has prerequisite(s)

Minimum Credits needed 60 credits

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

Note: Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Physical Sciences

Code	Title	Credits
Communications		6.00

COM-150	PUBLIC SPEAKING ¹
ENG-121	ENGLISH COMPOSITION I ¹

Humanities		8.00
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Select two courses from two different prefixes:

ART-100	ART APPRECIATION ¹
ART-220	HISTORY OF ART I ¹
ART-221	HISTORY OF ART II ¹
ENG-201	WOMEN & LITERATURE ¹
ENG-233	CHILDRENS LITERATURE ¹
ENG-234	WORLD MYTHOLOGIES ¹
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹
HIST-102	WESTERN CIV II ¹
HUM-101	MODERN CULTURE & THE ARTS ¹
HUM-234	WORLD MYTHOLOGIES
LNG-161	SPANISH I
LNG-162	SPANISH II
LNG-163	SPANISH III
LNG-261	SPANISH IV
MUS-150	MUSIC APPRECIATION ¹
PHIL-210	ETHICS ¹
REL-231	COMPARATIVE RELIGION ¹
REL-233	NEW TESTAMENT ¹

Social Science		8.00
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Select two courses from two different prefixes:

ANTH-201	INTRO TO CULTURAL ANTHROPOLOGY ¹
ECON-203	PRIN OF ECONOMICS-MICRO ¹
HIST-201	US HISTORY I ¹
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹
HIST-204	HISTORY OF MICHIGAN ¹
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹

PSY-101	PSYCHOLOGY ¹
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹
PSY-220	ABNORMAL PSYCHOLOGY ¹
PSY-250	HUMAN SEXUALITY ¹
PSY-260	SOCIAL PSYCHOLOGY ¹
SOC-120	PRIN OF SOCIOLOGY ¹
SOC-121	MODERN SOCIAL PROBLEMS ¹
SOC-220	MARRIAGE & FAMILY LIVING ¹

Physical Sciences (includes MTA requirements for Mathematics and Natural Sciences) 4.00

CHEM-133	GENERAL CHEMISTRY I ¹
CHEM-134	GENERAL CHEMISTRY II ¹
CHEM-210	ORGANIC CHEMISTRY I
CHEM-211	ORGANIC CHEMISTRY II
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹
MATH-162	CALCULUS II & ANALYTIC GEOM ¹
PHYS-251	PHYSICS I ¹
PHYS-253	PHYSICS II ¹

Natural Science Elective	4.00
Total Credits	60.00

1

Course has prerequisite(s)

Minimum Credits needed 60 credits

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

Note: Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Suggested Schedule

Life Sciences Pathway (Biological or Biomedical Sciences)

Course	Title	Credits
Fall 1		
Required Coursework		14.00-18.00
BIO-110 or BIO-125	BIOLOGICAL FORM AND FUNCTION or ENVIRONMENT AND SOCIETY	
CHEM-133	GENERAL CHEMISTRY I	
ENG-121	ENGLISH COMPOSITION I	
Humanities or Social Science		
MATH-104	INTERMEDIATE ALGEBRA (if needed)	
Credits		14.00-18.00
Winter 1		
Required Coursework		15.00-19.00
BIO-121	MOLECULAR AND CELLULAR BIOLOGY	
CHEM-134	GENERAL CHEMISTRY II	
COM-150	PUBLIC SPEAKING	
Humanities or Social Science		
MATH-151	COLLEGE ALGEBRA (if needed) ¹	
Credits		15.00-19.00
Fall 2		
Required Coursework		16.00
BIO-122	ORGANISMAL BIOLOGY	

CHEM-210	ORGANIC CHEMISTRY I	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
Science Elective		
Credits		16.00
Winter 2		
Required Coursework		15.00
CHEM-211	ORGANIC CHEMISTRY II	
Humanities or Social Science		
Humanities or Social Science		
Natural Science Elective		
Credits		15.00
Total Credits		60.00-68.00

1

Recommended for students placing in MATH lower than MATH-161 CALCULUS I & ANALYTIC GEOMETRY, will not count towards Science degree --Science elective may come from BIO, CHEM, GEOG, or GEOL prefix

Physical Sciences Pathway (Chemistry, Physics or Pre-Engineering)

Course	Title	Credits
Fall 1		
Required Coursework		15.00
CHEM-133	GENERAL CHEMISTRY I	
ENG-121	ENGLISH COMPOSITION I	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY	
Humanities or Social Science		
Credits		15.00
Winter 1		
Required Coursework		15.00
CHEM-134	GENERAL CHEMISTRY II	
COM-150	PUBLIC SPEAKING	
MATH-162	CALCULUS II & ANALYTIC GEOM	
Humanities or Social Science		
Credits		15.00
Fall 2		
Required Coursework		17.00
CHEM-210	ORGANIC CHEMISTRY I	
PHYS-251	PHYSICS I	
Humanities or Social Science		
Natural Science Elective Credits (4)		
Credits		17.00
Winter 2		
Required Coursework		13.00
CHEM-211	ORGANIC CHEMISTRY II	
PHYS-253	PHYSICS II	
Humanities or Social Science		
Credits		13.00
Total Credits		60.00

General Studies Certificate

This certificate is designed to facilitate transfer from one institution to another under the Michigan Transfer Agreement. At least 30 credit hours of 100-200 level general education from the sending institution will be accepted as a block of at least 30 credit hours by the receiving institution. Students may complete the Michigan Transfer Agreement as part of an associate degree or as a certificate.

This 30-credit program, designed for students intending to pursue an associate degree from Glen Oaks Community College, documents the completion of general education requirements.

Program not eligible for federal financial aid A certificate in General Studies is awarded to those who complete a minimum of 30 credit hours with a minimum grade of 2.0 in each course. A minimum of 15 credit hours must be earned at Glen Oaks.

Requirements

Code	Title	Credits
Communications		6.00
Select 2 courses		
ENG-121	ENGLISH COMPOSITION I ¹	
Select one of the following:		
ENG-122	ENGLISH COMPOSITION II ¹	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING ¹	
Mathematics		4.00
Select one of the following:		
MATH-101	QUANTITATIVE REASONING ¹	
MATH-117	FINITE MATHEMATICS ¹	
MATH-151	COLLEGE ALGEBRA	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	
MATH-201	INTRO TO STATISTICS ¹	
Humanities		6.00
Select two courses of the following, from two different disciplines excluding studio and performance classes:		
COM 110 and COM 150 may fulfill Humanities requirement if not applied to Communications requirement		
ART-100	ART APPRECIATION	
ART-220	HISTORY OF ART I ¹	
ART-221	HISTORY OF ART II ¹	
ENG-201	WOMEN & LITERATURE ¹	
ENG-233	CHILDRENS LITERATURE ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HUM-101	MODERN CULTURE & THE ARTS ¹	
HUM-234	WORLD MYTHOLOGIES ¹	
LNG-161	SPANISH I	
LNG-162	SPANISH II ¹	
LNG-163	SPANISH III ¹	
LNG-261	SPANISH IV ¹	
MUS-150	MUSIC APPRECIATION ¹	
PHIL-210	ETHICS ¹	
PHIL-230	INTRO TO PHILOSOPHY ¹	
REL-231	COMPARATIVE RELIGION	
REL-233	NEW TESTAMENT	
Natural Sciences		7.00
Choose 2 courses from 2 different disciplines - 1 must have a lab		
BIO-101	HUMAN BIOLOGY ¹	
BIO-110	BIOLOGICAL FORM AND FUNCTION ¹	
BIO-120	INTRODUCTION TO BIOLOGY ¹	

BIO-121	MOLECULAR AND CELLULAR BIOLOGY ¹	
BIO-122	ORGANISMAL BIOLOGY ¹	
BIO-125	ENVIRONMENT AND SOCIETY ¹	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ¹	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ¹	
BIO-230	MICROBIOLOGY ¹	
CHEM-130	CHEMISTRY ¹	
CHEM-133	GENERAL CHEMISTRY I ¹	
CHEM-134	GENERAL CHEMISTRY II ¹	
CHEM-210	ORGANIC CHEMISTRY I ¹	
CHEM-211	ORGANIC CHEMISTRY II ¹	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
GEOL-145	PHYSICAL GEOLOGY ¹	
PHYS-144	ASTRONOMY ¹	
PHYS-251	PHYSICS I ¹	
PHYS-253	PHYSICS II ¹	
Social Sciences		7.00
Choose 2 courses from 2 different disciplines		
PHIL 210 Ethics may be applied for Social Science requirement if not using for Humanities requirement		
ECON-203	PRIN OF ECONOMICS-MICRO ¹	
ECON-204	PRIN OF ECONOMICS-MACRO ¹	
HIST-101	WEST CIV I: ANCIENT WORLD-1715 ¹	
HIST-102	WESTERN CIV II ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-204	HISTORY OF MICHIGAN ¹	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-220	ABNORMAL PSYCHOLOGY ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-121	MODERN SOCIAL PROBLEMS ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	
Total Credits		30.00

¹

Course has prerequisite(s)

Total: 30 credits minimum

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Health & Human Services

Degrees

- Associate of Applied Science in Allied Health Degree (p. 113)
- Associate of Applied Science in Criminal Justice (p. 115)
- Associate of Applied Science in Nursing (p. 115)
- Associate of Applied Science in Nursing- LPN to RN Track (p. 120)

Certificates

- Medical Administrative Specialist Certificate (p. 125)
- Medical Assistant Certificate (p. 126)
- Medical Coding and Billing Specialist (p. 124)
- Phlebotomy Technician Certificate (p. 127)

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.

Employment Information

Health care careers offer job stability, often above average financial reward, and the opportunity to join one of the most exciting and fastest growing fields in the United States. In the coming years, with an aging baby boomer population, there are expected to be more jobs than there are health care professionals to fill them. Job duties range greatly depending upon the chosen area of specialization. Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. Healthcare support occupations (such as home health aides, occupational therapy assistants, and medical transcriptionists) had a median annual wage of \$29,880 in May 2021, lower than the median annual wage for all occupations in the economy.

According to the U.S Bureau of Labor Services (BLS) occupations that typically require workers to have a certificate or other postsecondary nondegree award had a median annual wage of \$37,670 in 2017; those that typically require workers to have some college but no degree had a median annual wage of \$35,250.

Program Information

This degree prepares the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

Is this for me?

Allied health professionals should possess good communication skills and enjoy working with people. They typically have an interest in science and must be able to utilize computer software programs. Additionally, they must be a "hands-on" person with good eye/hand coordination.

Outlook

According to the U.S. Department of Labor, employment of healthcare occupations is projected to grow 16 percent from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs. Healthcare occupations will add more jobs than any other group of occupations. This growth is expected due to an aging population and because federal health insurance reform should increase the number of individuals who have access to health insurance.

To be granted the AASAH the student must obtain one of the following Occupational

Certificates (averaging 30 credits):
Coding Specialist/Physician-Based
Medical Administrative Specialist
Medical Assistant
Phlebotomy Technician

General Education

Code	Title	Credits
Allied Health Core		8.00
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Communications		9.00
COM-110	INTERPERSONAL COMMUNICATIONS	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	
Social Sciences		8.00
PSY-101	PSYCHOLOGY	
SOC-120	PRIN OF SOCIOLOGY ¹	
MATH		4.00
MATH-101	QUANTITATIVE REASONING ¹	
NATURAL SCIENCES		8.00
BIO-120	INTRODUCTION TO BIOLOGY ¹	
GEOG-142	PHYSICAL GEOGRAPHY ¹	
HUMANITIES		6.00
LNG-125	SPANISH FOR HEALTH CARE WORKERS	
PHIL-210	ETHICS ¹	
Allied Health Certificate Requirement		17.00
To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates:		
Coding Specialist / Physician-Based plus 1 credit hour of electives to meet degree requirement		
Medical Administrative Specialist plus 1 credit hour of electives to meet degree requirement		
Medical Assistant		
Phlebotomy Technician plus 6 credit hours of electives to meet degree requirement ²		
Elective courses chosen must be 100 level or above. Courses with prefixes AGT, AUTO, CRJU, ELEC, EMT, INDS, MACH or WELD cannot be taken for elective credit		
Total Credits		60.00

1

Course has prerequisite(s)

2

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

3

For Level I Nursing Students: Substitute BIO-121 MOLECULAR AND CELLULAR BIOLOGY for BIO-101 HUMAN BIOLOGY due to changes made to the nursing prerequisites.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

Coding Specialist / Physician-Based

Code	Title	Credits
Required Coursework		24.00
ALH-111	DIAGNOSTIC CODING ¹	
ALH-210	PROCEDURAL CODING ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-240	INSURANCE CLAIMS PROCESSING ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-280	CODING SPECIALIST PRACTICUM ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a 2.5 GPA in all ALH curriculum courses.
2. Qualifications for the practicum require that students have all course work completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

Medical Administrative Specialist

Code	Title	Credits
Required Coursework		24.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Total Credits		24.00

1

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

Medical Assistant

Code	Title	Credits
Required Coursework		31.00
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING ¹	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	

ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-238	MEDICAL ASSISTANT PRACTICUM ¹	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Total Credits		31.00

1

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.5 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

Phlebotomy Technician

Code	Title	Credits
Required Coursework		19.00
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-285	PHLEBOTOMY TECHNICIAN PRACTICUM ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		19.00

1

Course has prerequisite(s)

1. The student must achieve a minimum grade of 2.5 in ALH curriculum courses.
2. Qualifications for the practicum require the student to have all course work completed with an overall 2.5 GPA or above.
3. This certificate can be applied to the Associate of Applied Science in Allied Health Degree.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

- Register for admission to the college.
- Meet Placement Evaluation in basic Reading, Math and English criteria:
- Declare interest in completing the Associate of Applied Science in Allied Health.
- To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates:

- Coding Specialist – Physician Based
 - Medical Administrative Specialist
 - Medical Assistant
 - Phlebotomy Technician
- Meet with Admissions and Director of Allied Health to discuss the guided pathway for successful completion of the program.
 - A minimum of a 2.5 GPA required at all times – with no grade lower than a 2.5 in all ALH courses
 - Apply for graduation certificates and/or degrees through the MYGOCC student portal.

Associate of Applied Science in Criminal Justice

Evening Program Options Available

Criminal Justice/Law Enforcement Administration

This program 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.
- Evaluate situations and determine sound moral, ethical, and legal implications.

Requirements

Code	Title	Credits
Required Coursework		56.00
COM-150	PUBLIC SPEAKING ¹	
CRJU-110	INTRO TO LAW ENFORCEMENT	
CRJU-111	POLICE ADMINISTRATION ¹	
CRJU-113	CRIMINAL INVESTIGATION	
CRJU-114	INTRO TO CORRECTIONS	
CRJU-120	CRIMINOLOGY ¹	
CRJU/PHED-145	PHYSICAL EDUCATION FOR LAW ENFORCEMENT	
CRJU-211	PREVENTION CRIME & JUV DELINQ ¹	
CRJU-212	COMMUNITY RELATIONS ¹	
CRJU-214	PUBLIC SERVICE ADMINISTRATION ¹	
CRJU-216	PROBATION & PAROLE ¹	
CRJU-218	SOCIAL JUSTICE ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
ENG-122	ENGLISH COMPOSITION II ¹	

PHIL-210	ETHICS ¹	
PSI-111	STATE & LOCAL GOVERNMENT ¹	
PSY-101	PSYCHOLOGY	
SOC-120	PRIN OF SOCIOLOGY ¹	
Mathematics		4.00
Select one of the following Mathematics courses		
MATH-117	FINITE MATHEMATICS ¹	
MATH-201	INTRO TO STATISTICS ¹	
Total Credits		60.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 08/14/2019

Suggested Schedule

Course	Title	Credits
Fall 1		
Required Coursework		13.00
CRJU-110	INTRO TO LAW ENFORCEMENT	
CRJU-114	INTRO TO CORRECTIONS	
ENG-121	ENGLISH COMPOSITION I	
MATH-117 or MATH-201	FINITE MATHEMATICS or INTRO TO STATISTICS	
Credits		13.00
Winter 1		
Required Coursework		16.00
CRJU-111	POLICE ADMINISTRATION	
CRJU-120	CRIMINOLOGY	
CRJU-113	CRIMINAL INVESTIGATION	
ENG-122	ENGLISH COMPOSITION II	
SOC-120	PRIN OF SOCIOLOGY	
Credits		16.00
Fall 2		
Required Coursework		16.00
COM-150	PUBLIC SPEAKING	
CRJU-211	PREVENTION CRIME & JUV DELINQ	
CRJU-212	COMMUNITY RELATIONS	
CRJU-214	PUBLIC SERVICE ADMINISTRATION	
PSY-101	PSYCHOLOGY	
Credits		16.00
Winter 2		
Required Coursework		15.00
CRJU-216	PROBATION & PAROLE	
CRJU-218	SOCIAL JUSTICE	
PHIL-210	ETHICS	
PSI-111	STATE & LOCAL GOVERNMENT	
CRJU/PHED-145	PHYSICAL EDUCATION FOR LAW ENFORCEMENT	
Credits		15.00
Total Credits		60.00

Associate of Applied Science in Nursing

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be

licensed as a Registered Nurse by the State Board of Nursing. 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. There are no electives in the program. Admission to the program is contingent upon completion, at the appropriate level of performance, of prerequisite courses and a pre-entrance examination, as well as appropriate math placement. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN. This program prepares you to take the NCLEX Exam in the State of Michigan. Graduates who want to practice in other states should review the requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.htm>

Admission Requirements

All applicants, except those holding a Practical Nurse license, must meet the following requirements:

- Complete all prerequisite courses (marked above) with a grade of 2.5 or higher
- Submit a completed Nursing program application to the Nursing Division office
- Obtain a minimum decision score of 65% on the Kaplan Entrance test

Program Requirements

- Students may not enroll in NUR courses until they have been accepted into the program by the Director of Nursing.
- Students accepted into the program must receive a grade of 2.5 or higher in each course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

All courses except BIO-101 HUMAN BIOLOGY must be completed with a grade of 2.5 or higher.

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. 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 40 students every Fall Semester.

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 GOCC orientation process
 - Complete the Course Placement Evaluation, given free of charge and administered by the Tutoring and Testing Center
 - Submit a transcript verifying high school completion or scores of the General Education Development (GED) examination
 - Submit a transcript from all other institutions of higher education that were attended
2. 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**:
 - 1 credit of high school Algebra AND placement into MATH 104 Intermediate Algebra on GOCC Accuplacer, OR **ACT/SAT, OR MATH 100 Introductory Algebra with 2.5 or higher grade.
 - ALH-218 Medical Terminology
 - BIO-101 Human Biology
 - BIO-210 Human Anatomy & Physiology I
 - ENG-121 English Composition I
3. Meet with the Director of Nursing (DON) and submit a nursing application.
4. Take the Kaplan Nursing Entrance Exam administered by the Nursing Division of Glen Oaks Community College and achieve the required minimum score.
5. Applicants who pass the Kaplan Nursing Entrance Exam are ranked to determine selection. Ranking is determined by the numerical total of the pre-admission score and the GPA of prerequisite courses. Entrance ranking formula consists of the following: Kaplan Nursing Entrance Exam score percentage = 75%, GPA of the pre-requisites = 25%.
6. When equally ranked applicants exceed available seats, the following criteria in descending order will be used to determine admission:
 - In-district applicant
 - Date nursing application was received
 - Date Glen Oaks admission application was received
7. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:
 - a. Passing a physical examination
 - b. Record of current immunizations per the immunization policy
 - c. Current CPR for the health care provider card from the American Heart Association.
 - d. CPR card and the immunizations must be kept current for the duration of the program.
 - e. Negative criminal background check

- f. Negative drug plus alcohol screen
- g. All of the above must be submitted prior to start of classes

8. 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.

9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 40 students each year. Priority for admission will be given to the highest ranked applicants.

Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
 2. Detailed nature of the circumstances leading to exit from the program.
 3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS. SEE BELOW:

Appeals Process

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

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 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

GPA Requirements in Nursing

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. 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 ten (10) years ago.

Attendance Policy For Nursing Students

Policy 3.21A

Any student missing 15% of the total hours in a clinical, classroom and/or lab course, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any Student missing 20% or more of the classroom lecture will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

The student must notify the faculty by phone when absent or tardy one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If you are to be in clinical that day, call the clinical agency and notify them of your absence.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, 9/14/05, reviewed 9/17/14, revised 5/2020.

Grievance Procedure: Nursing Students

Policy 3.21B

Students must try to resolve clinical/lab or theory 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 (Policy 3.65A) and submit it to the Vice President of Academics.

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

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

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.

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 by Board of Trustees 4/12/06, reviewed 9/17/14, revised 5/2020.

Nursing & Allied Health Policy Criminal Background Check Policy

Policy 3.21E

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

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now known as The Joint Commission, 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 JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, 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 either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

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 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- 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.
- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/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 Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

Grades: Nursing Program Requirements

Policy 3.22A

Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next clinical course until they have repeated the course and achieved at least a 2.5 final grade.

Clinical

Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty 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 is to be completed and signed by both the student and faculty member at both mid-point, if appropriate and final evaluation.

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 $\frac{1}{4}$ for clinical and $\frac{3}{4}$ for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

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 9/17/14, revised 5/2020.

Nursing Course Progression Grading Policy Within The Nursing Division

Policy 3.22A

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:

Grade Point	Percentage
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 two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

Requirements

Code	Title	Credits
Communication		6.00
ENG-121	ENGLISH COMPOSITION I ^{1,2,3}	
ENG-122	ENGLISH COMPOSITION II ^{1,3}	
Humanities/Social Science		4.00
PSY-101	PSYCHOLOGY ^{2,3}	
Mathematics/Natural Sciences		12.00
BIO-101	HUMAN BIOLOGY ^{1,2,3}	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I ^{1,2,3}	
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II ^{1,2,3}	
Required Courses		45.00
ALH-218	MEDICAL TERMINOLOGY ^{2,3}	
NUR-101	FUND OF NURSING	
NUR-109	PHARMACOLOGY I	
NUR-111	MEDICAL-SURGICAL NURSING I ¹	
NUR-119	PHARMACOLOGY II ¹	
NUR-211	MEDICAL-SURGICAL NURSING II ¹	
NUR-218	MENTAL HEALTH NURSING ¹	
NUR-219	PHARMACOLOGY III ¹	
NUR-221	MEDICAL/SURGICAL NURSING III ¹	
NUR-224	FAMILY NURSING ¹	
NUR-230	PROFESSIONAL ISSUES IN NURSING ¹	
Total Credits		67.00

1

Course has prerequisite(s).

2

Prerequisite courses must be completed prior to program admission.

3

Complete with a grade of 2.5 or higher

Suggested Schedule

Course	Title	Credits
Summer		
Required Coursework		13.00
ALH-218	MEDICAL TERMINOLOGY	
BIO-101	HUMAN BIOLOGY	
BIO-210	HUMAN ANATOMY & PHYSIOLOGY I	
ENG-121	ENGLISH COMPOSITION I	
Credits		13.00
Fall 1		
Required Coursework		12.00
BIO-211	HUMAN ANATOMY & PHYSIOLOGY II	
NUR-101	FUND OF NURSING	
NUR-109	PHARMACOLOGY I	
Credits		12.00
Winter 1		
Required Coursework		14.00
PSY-101	PSYCHOLOGY	
NUR-111	MEDICAL-SURGICAL NURSING I	
NUR-119	PHARMACOLOGY II	
Credits		14.00
Fall 2		
Required Coursework		15.00

ENG-122	ENGLISH COMPOSITION II	
NUR-211	MEDICAL-SURGICAL NURSING II	
NUR-218	MENTAL HEALTH NURSING	
NUR-219	PHARMACOLOGY III	
Credits		15.00
Winter 2		
Required Coursework		13.00
NUR-221	MEDICAL/SURGICAL NURSING III	
NUR-224	FAMILY NURSING	
NUR-230	PROFESSIONAL ISSUES IN NURSING	
Credits		13.00
Total Credits		67.00

Associate of Applied Science in Nursing- LPN to RN Track

The Associate of Applied Science in Nursing degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered Nurse (RN) level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse by the State Board of Nursing. 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. There are no electives in the program. The LPN to RN track is designed for Practical Nurses with current licensure. Many graduates continue their studies to attain a Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) credentials, with some achieving licensure as Nurse Practitioners (NP) upon completion of the MSN.

This program prepares you to take the NCLEX exam in the state of Michigan. Graduates who want to practice in other states should review those requirements via the Board of Nursing. For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.html>

Admission of Nursing Students (Policy 3.1)

Glen Oaks Community College has an Associate of Applied Science in Nursing Degree Program. The program prepares students to sit for the National Council Licensing Examination (NCLEX) in Nursing at the Registered

Nurse (RN) level. In addition to meeting the general requirements of the college for admission, there are requirements pertinent to the nursing program. 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 40 students every Fall Semester.

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 GOCC orientation process

- Submit a transcript from all other institutions of higher education that were attended indicating completion of the Practical Nursing certificate with a 2.5 GPA or higher.

2. Complete or transfer ENG-122 (English Composition II) or its equivalency.

3. Meet with the Director of Nursing (DON) and submit a nursing application

- Submit a copy of current unencumbered LPN license
- Submit 1 professional letter of recommendation
- Confirmation of minimum of 540 hours' employment as an LPN within last year

4. Student will complete a dosage calculation test administered in the Nursing office. The top 10 students will be placed into NUR-204 Nursing Transitions. If students complete NUR-204 with a GPA of 2.5 or higher, students will be eligible to begin second year nursing classes beginning the following Fall semester.

5. Acceptance into the Nursing Program is conditional until documentation supports the student has met the following health guidelines:

- Passing a physical examination
- Record of current immunizations per the immunization policy
- Current CPR for the health care provider card from the American Heart Association.
- CPR card and the immunizations must be kept current for the duration of the program.
- Negative criminal background check
- Negative drug plus alcohol screen
- All of the above must be submitted prior to start of classes

8. 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.

9. Seats are limited and set by the Michigan Board of Nursing. Enrollment is limited to 10 students each year. Priority for admission will be given to the highest ranked applicants.

Readmission to the Nursing Program

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

I. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:

1. Meet with the Director of Nursing (DON) and submit a signed Application for Re-Admission. The application MUST address the following:
 2. Detailed nature of the circumstances leading to exit from the program.
 3. Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's Application for Re-Admission and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

B. If the Nursing Faculty Readmission Committee determines the reasons for withdrawal or exiting the program have been corrected or improved, the student shall be required to repeat any course in the nursing curriculum for which they received a grade less than 3.0 or W.

II. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS, SEE BELOW:

Appeals Process

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Director of Nursing. If the Director denies readmission, then the student may appeal in writing to the Vice president of Academics. Denial for re-entry by the Vice-President of Academics means the student may appeal to the President of GOCC. This step however is the END of the appeals process.

If the student is readmitted following this Appeals Process, they shall be required to successfully complete with a 2.5 or higher, any NUR course for which they had received a grade below 3.0.

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 9/17/14, 8/12/15, position titles updated 11/1/2019, 1/2020, Nursing Program updated 5/2020

GPA Requirements in Nursing

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. 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.
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one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

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Grievance Procedure: Nursing Students

Policy 3.21B

Students must try to resolve clinical/lab or theory 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.

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

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

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.

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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 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

- Abuse, neglect, assault, battery
- Criminal sexual conduct
- 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.

- Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
- For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/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 Allied Health or Nursing no later than 3 days after the occurrence.

Adopted by Board of Trustees 4/12/06, revised 2/10, 2/13, 2/16, reviewed 5/2020.

Grades: Nursing Program Requirements

Policy 3.22A

Classroom

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

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Students must meet with their clinical faculty member at midpoint if required, and again at the end of their clinical rotation to participate in a self-evaluation/faculty 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 is to be completed and signed by both the student and faculty member at both mid-point, if appropriate and final evaluation.

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 $\frac{1}{4}$ for clinical and $\frac{3}{4}$ for theory. Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

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 9/17/14, revised 5/2020.

Nursing Course Progression Grading Policy Within The Nursing Division

Policy 3.22A

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:

Grade Point	Percentage
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 two courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17, reviewed 5/2020.

Requirements

Code	Title	Credits
Communication		
Three credit hours		
ENG-122	ENGLISH COMPOSITION II ^{1,3}	3.00
Required Credential		
Practical Nurse Certificate or Licensure (at least 30 Credits) ³		30.00
Required Courses		
27 credit hours		
NUR-204	NURSING ROLE TRANSITION	2.00
NUR-211	MEDICAL-SURGICAL NURSING II ¹	6.00
NUR-218	MENTAL HEALTH NURSING ¹	4.00
NUR-219	PHARMACOLOGY III ¹	2.00
NUR-221	MEDICAL/SURGICAL NURSING III ¹	5.00
NUR-224	FAMILY NURSING ¹	6.00
NUR-230	PROFESSIONAL ISSUES IN NURSING ¹	2.00
Total Credits includes pre-requisites		
Total Credits		60.00

1

Course has prerequisite(s).

2

Courses typically transferred in from the student's LPN program. Appropriate substitutions may be approved upon request.

3

Some of the 30 credit-hour block corresponding to the Practical Nurse certificate contains program prerequisites listed above

All courses taken at GOCC that apply towards the degree must be completed with a grade of 2.5 or higher.

Current/Updated: 05/14/2020

Admission Requirements

All applicants holding a Practical Nurse license must meet the following requirements:

- Submit a completed Nursing program application to the Nursing Division office
- Submit a copy of the applicant's current Michigan LPN license to the Nursing Division office
- Submit a letter from an employer confirming a minimum of 540 hours of employment as an LPN within the past year. Individuals who do not meet the employment requirements may meet with the Director of Nursing to discuss options.
- Submit two (2) references, one from the applicant's Director of Nursing and one from the applicant's nurse supervisor, which speak to the applicant's professionalism and clinical competence
- Complete the NUR-204 NURSING ROLE TRANSITION course with a grade of 2.5 or higher
- Be placed into an open seat in the Nursing Program

Program Requirements

- Students may enroll in NUR-204 NURSING ROLE TRANSITION prior to acceptance into the Nursing Program.
- Students accepted into the program must receive a grade of 2.5 or higher in each required course taken at GOCC.
- Students who receive any final grades below 2.5 in a course will not be allowed to progress until they have made up their deficiencies by repeating the course(s) and earning at least a 2.5 final grade.
- If a student fails two courses in the nursing curriculum (could be the same course), they are dismissed from the program and shall not be readmitted.
- Any student who leaves the program for any reason cannot be guaranteed readmission.

Suggested Schedule

Course	Title	Credits
Winter 1		
NUR-204	NURSING ROLE TRANSITION	2.00
		Credits
		2.00
Fall 2		
NUR-211	MEDICAL-SURGICAL NURSING II	6.00
NUR-218	MENTAL HEALTH NURSING	4.00
NUR-219	PHARMACOLOGY III	2.00
ENG-122	ENGLISH COMPOSITION II	3.00
		Credits
		15.00
Winter 2		
NUR-221	MEDICAL/SURGICAL NURSING III	5.00
NUR-224	FAMILY NURSING	6.00

NUR-230	PROFESSIONAL ISSUES IN NURSING	2.00
	Credits	13.00
	Total Credits	30.00

Medical Coding and Billing Specialist

Can be completed in online format.

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-10-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. This program offers the knowledge and skills to sit for both the Certified Coding Specialist-Physician Office – CCS-P and/or the Certified Coding Specialist- CCS credentialing exams offered by the **American Health Information Management Association (AHIMA)** and meets the education eligibility requirements as outlined by that association.

Employment Information

Coding specialists compile, process and maintain medical records of hospital and clinic patients. They are familiar with coding systems and stay up-to-date on health care documentation. Day-to-day responsibilities include reviewing patient records for accuracy and completeness, and tracking patient outcomes for quality, organization and maintenance of data for clinical databases and registries. Coding specialists are familiar with classification software and assign clinical codes for reimbursement and data analysis. Most health information technicians work in hospitals or physicians' offices. The median annual wage for health information technicians was \$45,240 per year or \$21.75 per hour in 2020. Overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations.

Credentialing

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

Is this for me?

Medical records are stored electronically so those choosing this profession will need to be comfortable with using software programs and working with different databases. Patient health information is protected by law, and confidentiality is required of medical records and data security.

Employment Outlook

According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to increase by 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages and should lead to an increased need for technicians to organize and manage the associated medical records.

- Register for admission to the college.
- Declare Medical Coding and Billing Specialist Program interest and register for all required Fall semester courses.

- Meet placement criteria in basic math and English criteria:
- If course placement criteria not met, student may enroll in appropriate remedial course/s to bring skill level up to criteria.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Coding and Billing Specialist Program may be completed in three semesters beginning in the fall

Requirements

Code	Title	Credits
Required Coursework		24.00
ALH-111	DIAGNOSTIC CODING ¹	
ALH-210	PROCEDURAL CODING ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-240	INSURANCE CLAIMS PROCESSING ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-280	CODING SPECIALIST PRACTICUM ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		24.00

¹

Course has prerequisite(s)

1. The student must achieve a 2.5 GPA in all ALH curriculum courses.
2. Qualifications for the practicum require that students have all course work completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (8 weeks)		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (8 weeks)		
ALH-111	DIAGNOSTIC CODING	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		11.00
Winter 1		
Winter 1 (8 weeks)		
ALH-210	PROCEDURAL CODING	3.00
Winter 2 (8 weeks)		
ALH-240	INSURANCE CLAIMS PROCESSING	3.00
BUS-104	INTRO TO BUSINESS (Full semester course)	4.00
Credits		10.00
Summer 1		
(8 weeks)		
ALH-280	CODING SPECIALIST PRACTICUM	3.00
Credits		3.00
Total Credits		24.00

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).

Employment Information

Medical Administrative Specialists are multi-skilled in medical records and health information and play key roles in the medical office, clinic or hospital setting. They organize and manage health information data, insurance processing, coding and billing, practice finance and fundamental office management tasks. A Medical Administrative Specialist is very familiar with clinical and technical concepts required to coordinate administrative office functions in a health care setting. Jobs are available in physicians' offices, health clinics, outpatient facilities, medical laboratories, hospitals, health insurance companies, medical supply and equipment businesses, and pharmaceutical companies.

Duties and skills vary by the size of office. In a small practice, the job may include greeting patients, scheduling appointments, composing and processing correspondence, collecting and recording payments, maintaining financial reports and patient files. In a large office, the job will focus on more of the non-patient, office duties and work more directly with the facility's administrative office team. Physician office coding specialists are in high demand; these medical records employees classify diagnoses and procedures to facilitate billing and reimbursement from insurance companies.

Program Information

Glen Oaks offers a coding certification which, added to either a medical assistant or medical administrative specialist certification, is a path to greater advantages in this ever-growing field. In the medical administrative specialist program, you may choose the original "business" route, the "coding" route or both. You may also, if you have the prerequisites, take the coding courses to update your skills! Graduates of the medical administrative specialist program may receive national certification as a Certified Medical Administrative Specialist (CMAS) from American Medical Technologists (AMT); those who take the coding option are prepared to sit for the Certified Coding Specialist-Physician Office (CCS-P) or the Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA).

Employment Outlook

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2016 median salary for medical records and health information specialists was \$45,240 per year or \$21.75 per hour, and for secretaries and administrative assistants was \$39,680 per year or \$19.08 per hour. Apply your certificate toward a degree This certificate can also be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices,

health care clinics, hospital-based clinics, hospitals and small health care businesses.

The Bureau of Labor Statistics predicts a growth in overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations. About 34,300 openings for medical records and health information specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The demand for health services is expected to increase as the population ages. Those who have experience with coding, word processing and create spreadsheets, should have the best job prospects.

Is this for me?

Consider a career in the field of medical records or health information if you pay attention to detail, are extremely organized, type well, can communicate information accurately between one person and another, and can maintain a high degree of confidentiality.

- Register for admission to the college
- Declare Medical Administrative Specialist Program interest and register for ALL required Fall semester courses
- Meet placement criteria in basic Math and English criteria:
- If course placement criteria not met, student may enroll in appropriate remedial course(s) to bring skill level up to criteria.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Administrative Specialist may be completed in two semesters beginning in the fall.

Requirements

Code	Title	Credits
Required Coursework		24.00
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Total Credits		24.00

¹

Course has prerequisite(s)

1. The student must achieve a "C" or 2.0 GPA in all curriculum courses.
2. Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (8 weeks)		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (8 weeks)		
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		14.00
Winter 1		
Winter 1 (8 weeks)		
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
Winter 2 (8 weeks)		
ALH-281	MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM	3.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE (Full semester course)	4.00
Credits		10.00
Total Credits		24.00

Medical Assistant Certificate

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

9355 113th St. North 7709
Seminole, FL 33772
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-AAMA). 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: Placement Evaluation required prior to admission into the Medical Assistant program

Medical Assistant Information and Accreditation

Medical assistants help physicians and other health care professionals examine and treat patients, as well as perform routine tasks needed to keep a medical office running efficiently. They measure vital signs, help patients feel comfortable in the doctor's office, document patient history, and often explain the doctor's instructions. Jobs are available in physician offices, hospitals, outpatient or health care facilities, such as specialty offices and clinics. Work ranges from answering phones, greeting patients and scheduling appointments to taking

medical histories, performing basic laboratory tests and administering medications, assisting the physician with minor surgical procedures, and removing sutures and changing dressings. Requirements of the role include knowledge of medical terminology, communication skills, technical skills and office management skills. The ability to maintain confidentiality is a must, as medical assistants deal with sensitive patient data.

Program Information

The goal of this program is to prepare entry-level medical assistants who are competent in both administrative and clinical duties. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Medical Assistant Certificate is diverse and flexible. Graduates are eligible for national certification and can become certified medical assistants (CMA-AAMA).

Is this for me?

Consider a career in medical assisting if you enjoy helping people during stressful times in their lives and can move seamlessly between being hands-on with patients and handling phones and paperwork.

Employment Outlook

Apply your certificate toward a degree This certificate can be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2021 median salary for medical assistants was \$37,190 per year or \$17.88 per hour. The Bureau of Labor Statistics predicts a growth in employment of medical assistants of 18 percent from 2020 to 2030, much faster than the average for all occupations. About 104,400 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Medical assistants who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects.

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 29355 113th St. North #7709, Seminole, FL 33772, Phone: 727-210-2350. www.caahep.org

"The goal of the Glen Oaks Community College Medical Assistant Program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

- Register for admission to the college
- Declare Medical Assistant Program interest and register for ALL required Fall semester courses
- Meet placement criteria in basic Math and English criteria:

- If course placement criteria not met, student may enroll in appropriate remedial course(s) to bring skill level up to criteria
- No course may be transferred into the Medical Assistant program that contains MAERB core competencies. No experiential credit is awarded.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Medical Assistant Program may be completed in two semesters beginning in the fall.

Requirements

Course	Title	Credits
Required Coursework		31.00
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING ¹	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF ¹	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL ¹	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH ¹	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-238	MEDICAL ASSISTANT PRACTICUM ¹	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
Total Credits		31.00

¹

Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.5 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (8 weeks)		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (8 weeks)		
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		18.00
Winter 1		
Winter 1 (8 weeks)		

ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
Winter 2 (8 weeks)		
ALH-238	MEDICAL ASSISTANT PRACTICUM	3.00
Credits		13.00
Total Credits		31.00

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 ASCP Phlebotomy Technician (PBT) exam.

Employment Information

Since physicians rely on blood samples to assess their patients' health accurately, laboratories depend on phlebotomy technicians to collect quality samples to produce excellent results. To do this, phlebotomy technicians must create an atmosphere of trust and confidence with patients in a skillful, safe and reliable manner.

Jobs are available in hospital laboratories, medical and diagnostic laboratories, blood donor centers and doctors' offices. Dedicated phlebotomy technicians can enhance their employability by becoming certified nationally. Since blood analysis remains an essential function in medical laboratories and hospitals the demand for phlebotomist is likely to remain high.

Program Information

In Glen Oaks' program, students learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. The program stresses quality control issues of the clinical laboratory along with OSHA standards of infection control. Graduates are eligible for national certification and can become Phlebotomy Technicians through the American Society for Clinical Pathology (ASCP). Employment Outlook According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2016 median salary for phlebotomists was \$37,380 per year or \$17.97 per hour. The Bureau of Labor Statistics predicts a growth in employment of phlebotomists of 22 percent from 2020 to 2030, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

Is this for me?

Consider a career as a phlebotomist if you are compassionate, can comfort people during procedures such as getting their blood drawn, are detailed oriented, and have good eye/hand coordination.

Admissions Process

- Register for admission to the college.
- Declare Phlebotomy Technician Program interest and register for all required Fall semester courses

- Meet placement criteria in basic Math and English
- If course placement criteria not met, student may enroll in appropriate remedial course/s to bring skill level up to criteria.
- Meet with Director of Allied Health to discuss the guided pathway for successful completion of the program.

The Phlebotomy Technician Program may be completed in 2 semesters beginning in the fall.

Requirements

Code	Title	Credits
Required Coursework		19.00
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY ¹	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-285	PHLEBOTOMY TECHNICIAN PRACTICUM ¹	
BUS-104	INTRO TO BUSINESS ¹	
Total Credits		19.00

1

Course has prerequisite(s)

1. The student must achieve a minimum grade of 2.5 in ALH curriculum courses.
2. Qualifications for the practicum require the student to have all course work completed with an overall 2.5 GPA or above.
3. This certificate can be applied to the Associate of Applied Science in Allied Health Degree.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

Course	Title	Credits
First Year		
Fall 1		
Fall 1 (8 weeks)		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
Fall 2 (8 weeks)		
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
Credits		8
Winter 1		
Winter 1 (8 weeks)		
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
Winter 2 (8 weeks)		
ALH-285	PHLEBOTOMY TECHNICIAN PRACTICUM	3.00
BUS-104	INTRO TO BUSINESS (Full semester course)	4.00
Credits		11.00
Total Credits		19.00

Manufacturing & Industrial Technology

Degrees

- Associate of Applied Science in Technology (p. 128)

Certificates

- Automotive Technician Certificate (p. 130)
- Computer Aided Drafting and Design Certificate (p. 131)
- Electrical Technologies Certificate (p. 132)
- Machine Tool Certificate (p. 132)
- Welding Certificate (p. 132)

Certificates of Achievement

- Automotive Service Certificate of Achievement (p. 130)

Associate of Applied Science in Technology

Evening Program Options Available

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 meet with an advisor to schedule classes which pertain to their chosen degree.

General Education

Code	Title	Credits
Communications		6.00
COM-150	PUBLIC SPEAKING ¹	
ENG-121	ENGLISH COMPOSITION I ¹	
Computers		4.00
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	
Industrial Studies		3.00
INDS-151	MANUFACTURING PROCESSES	
Mathematics		3.00
Complete 1 course from the following		
MATH-104	INTERMEDIATE ALGEBRA ¹	
MATH-109	MATH FOR TECHNICIANS I	
MATH-119	MATH FOR TECHNICIANS II ¹	
MATH-151	COLLEGE ALGEBRA ¹	
MATH-161	CALCULUS I & ANALYTIC GEOMETRY ¹	
MATH-162	CALCULUS II & ANALYTIC GEOM ¹	
Social Science		7.00
Complete 2 courses from the following		
BUS-251	ORGANIZATIONAL BEHAVIOR ¹	
HIST-201	US HISTORY I ¹	
HIST-202	US HIST II: RECONSTRUC-PRESENT ¹	
HIST-230	WOMEN IN THE WESTERN PAST	
PSI-110	AMERICAN GOV'T & POLITICAL SCI ¹	
PSY-101	PSYCHOLOGY	
PSY-210	HUMAN GROWTH & DEVELOPMENT ¹	
PSY-250	HUMAN SEXUALITY ¹	
PSY-260	SOCIAL PSYCHOLOGY ¹	
SOC-120	PRIN OF SOCIOLOGY ¹	
SOC-220	MARRIAGE & FAMILY LIVING ¹	
Elective		10.00

Select additional credits to reach the required minimum of 60 credit hours

Complete 1 Technology Certificate **27.00**

Total Credits **60.00**

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 08/07/2019

Automotive Technician Certificate

Code	Title	Credits
Certificate of Achievement		16.00

AUTO-100	INTRO TO AUTO TECHNICIAN	
AUTO-146	AUTO BRAKE SYSTEMS ¹	
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I ¹	
AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	

Required Coursework **12.00**

AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS ¹	
AUTO-226	AUTOMOTIVE HEATING & AIR COND	
AUTO-245	AUTO VALVE TRAIN & HEAD REBUILDING ¹	
AUTO-246	AUTO CYLINDER BLOCK REBUILDING ¹	

Select one of the following: **3.00**

AUTO-250	INTRO TO AUTOMOTIVE TRANSMISSIONS ¹	
TECH-271	INTERNSHIP I-TECHNOLOGY (by special arrangement) ¹	

Total Credits **31.00**

1

Course has prerequisite(s)

Computer Aided Drafting & Design Certificate

Code	Title	Credits
Required Coursework		27.00

CADD-215	BASIC AUTOCAD	
CADD-216	ADVANCED AUTOCAD ¹	
CADD-217	COMPUTER AIDED MODELING-INVENTOR ¹	
CADD-220	ARCHITECTURAL DRAWING ¹	
CADD-221	CADD 3D INDEPENDENT PROJECT ¹	
CADD-230	CADD CAPSTONE PROJECT ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	
INDS-151	MANUFACTURING PROCESSES	

Select one of the following:

CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS ¹	
	or CADD-219 ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	

Total Credits **27.00**

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Computer Support Technician Certificate

Code	Title	Credits
Required Coursework		29.00

CIS-101	INTRO TO COMPUTERS & SOFTWARE	
CIS-112	CISCO I ¹	
CIS-121	COMPUTER SCIENCE I ¹	
CIS-220	COMPUTER TECHNICIAN ESSENTIALS ¹	
CIS-224	COMPUTER REPAIR ESSENTIALS ¹	
CIS-240	INTRO TO NETWORKING ¹	
CIS-241	INSTALL & CONFIGURE A WINDOWS NETWORK ¹	
CIS-245	NETWORK SECURITY ¹	
CIS-270	PC OPERATING SYSTEMS ¹	

Select 2 courses from the following **6.00**

CIS-113	CISCO II ¹	
CIS-151	ETHICAL HACKING I ¹	
CIS-172	LINUX OPERATING SYSTEMS ¹	
CIS-243	ADMINISTRATING A WINDOWS SERVER ¹	
CIS-272	LINUX OPERATING SYSTEM ADMINISTRATION ¹	

Total Credits **35.00**

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/23/2019

Electrical Technologies Certificate

Code	Title	Credits
Required Coursework		31.00

ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRO TO AC/DC CIRCUITS ¹	
ELEC-116	RESIDENTIAL TECHNOLOGY ¹	
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING ¹	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE ¹	
ELEC-120	ELECTRICAL MOTOR CONTROLS I ¹	
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS ¹	

MATH-109	MATH FOR TECHNICIANS I ¹	
	or MATH-151 COLLEGE ALGEBRA	

Total Credits **31.00**

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 05/14/2020

Machine Tool Certificate

Code	Title	Credits
Required Coursework		45.40

1090 hours		
MACH-105	MACHINE TOOL BASICS	
MACH-110	MACHINE TOOL SAFETY	
MACH-115	BLUEPRINT READING	
MACH-120	FUNDAMENTAL SKILLS	

MACH-125	PRECISION MEASUREMENT
MACH-130	DRILL PRESS AND BAND SAW
MACH-135	TURNING ON LATHE
MACH-140	ELECTRONIC DISCHARGE MACHINING
MACH-145	VERTICAL/HORIZONTAL MILLING
MACH-150	SURFACE GRINDING
MACH-155	CYLINDRICAL GRINDING
MACH-160	TOOL AND CUTTER GRINDING
MACH-165	CNC PROGRAMMING AND MACHINING
MACH-170	MACHINE TOOL PROJECTS
MACH-175	MASTERCAM
MACH-180	PLASMA CUTTER

Total Credits 45.40

1
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 08/14/2019

Welding Certificate

Code	Title	Credits
Required Coursework		30.00
718 hours		
WELD-105	BASICS OF WELDING	
WELD-110	OXYACETYLENE WELDING	
WELD-115	CUTTING PROCESSES	
WELD-120	BRAZING AND SOLDERING	
WELD-125	SHIELDED METAL ARC WELDING	
WELD-130	ADVANCED ARC WELDING	
WELD-135	WELDING METALLURGY	
WELD-140	GAS METAL ARC WELDING	
WELD-145	GAS TUNGSTEN ARC WELDING	
WELD-150	PIPE WELDING	
WELD-155	SPECIAL APPLICATIONS	

Total Credits 30.00

1
Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 07/18/2019

Automotive Service Certificate of Achievement

Evening Program Options Available

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

Requirements

Code	Title	Credits
Required Coursework		16.00
AUTO-100	INTRO TO AUTO TECHNICIAN	
AUTO-146	AUTO BRAKE SYSTEMS ¹	
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I ¹	
AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Total Credits		16.00

1
Course has prerequisite(s)

ASE and/or State of Michigan Certification

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

- Brakes Braking Systems
- Front End, Suspension Steering Systems
- Electrical Systems

Tuition is calculated by contact hours.
Current/Updated: 04/09/2020

Automotive Technician Certificate

Evening Program Options Available

This program of study is designed to prepare technicians for the high-tech automotive industry. This Certificate is a continuation of the basic Certificate of Achievement in Automotive Service; it prepares students to take state and national certification tests. Completion of this certificate will prepare students for industry-wide certification. The Automotive Technician Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Requirements

Code	Title	Credits
Certificate of Achievement		16.00
AUTO-100	INTRO TO AUTO TECHNICIAN	
AUTO-146	AUTO BRAKE SYSTEMS ¹	
AUTO-221	AUTOMOTIVE STEERING & SUSPENS I ¹	
AUTO-225	AUTO ELECTRICAL SYSTEMS I ¹	
WELD-190	APPLIED WELDING FOR SKILLED TRADES	
Required Coursework		12.00
AUTO-141	ENGINE DIAGNOSIS & IGNITION SYSTEMS ¹	
AUTO-226	AUTOMOTIVE HEATING & AIR COND	
AUTO-245	AUTO VALVE TRAIN & HEAD REBUILDING ¹	
AUTO-246	AUTO CYLINDER BLOCK REBUILDING ¹	
Select one of the following:		3.00
AUTO-250	INTRO TO AUTOMOTIVE TRANSMISSIONS ¹	
TECH-271	INTERNSHIP I-TECHNOLOGY (by special arrangement) ¹	
Total Credits		31.00

1

Course has prerequisite(s)

ASE and/or State of Michigan Certification

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

- Brakes Braking Systems
- Front End, Suspension Steering Systems
- Electrical Systems
- Engine Repair
- Engine Tune-up/Performance
- Heating Air Conditioning
- Manual and Drive Axels Transmission (for students selecting AUTO-250 INTRO TO AUTOMOTIVE TRANSMISSIONS)

Tuition is calculated by contact hours per semester.

Current/Updated: 04/09/2020

Computer Aided Drafting and Design Certificate

Evening Program Options Available

Students completing the Computer Aided Drafting Design Certificate will be prepared for entry- level mechanical design and layout for the manufacturing industry. In addition, basic construction design work will be introduced. The student will be able to use current CADD software for both 2-D and 3-D presentations. The certificate is designed to articulate credit for Career Technical Education students from regional K-12 programs. This certificate may be applied toward the Associate of Applied Science in Technology.

Requirements

Code	Title	Credits
Required Coursework		27.00
CADD-215	BASIC AUTOCAD	
CADD-216	ADVANCED AUTOCAD ¹	
CADD-217	COMPUTER AIDED MODELING-INVENTOR ¹	
CADD-220	ARCHITECTURAL DRAWING ¹	
CADD-221	CADD 3D INDEPENDENT PROJECT ¹	
CADD-230	CADD CAPSTONE PROJECT ¹	
CIS-101	INTRO TO COMPUTERS & SOFTWARE ¹	
INDS-151	MANUFACTURING PROCESSES	
Select one of the following:		
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS ¹	
	or CADD-219ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
Total Credits		27.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/01/2023

Suggested Schedule

Computer Aided Drafting & Design Certificate

Course	Title	Credits
Fall 1		
Required Coursework		10.00
CADD-215	BASIC AUTOCAD	
CADD-220	ARCHITECTURAL DRAWING	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
Credits		10.00
Winter 1		
Required Coursework		3.00
CADD-216	ADVANCED AUTOCAD	
Credits		3.00
Fall 2		
Required Coursework		6.00
CADD-217	COMPUTER AIDED MODELING-INVENTOR	
INDS-151	MANUFACTURING PROCESSES	
Credits		6
Winter 2		
Required Coursework		8.00
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS	
or CADD-219	or ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
CADD-221	CADD 3D INDEPENDENT PROJECT	
CADD-230	CADD CAPSTONE PROJECT	
Credits		8.00
Total Credits		27.00

Applied Science and Technology Degree – CADD Certificate

Course	Title	Credits
Fall 1		
Required Coursework		14.00
CADD-215	BASIC AUTOCAD	
CIS-101	INTRO TO COMPUTERS & SOFTWARE	
ENG-121	ENGLISH COMPOSITION I	
MATHEMATICS: 100-level or above		
Credits		14.00
Winter 1		
Required Coursework		18.00
CADD-216	ADVANCED AUTOCAD	
COM-150	PUBLIC SPEAKING	
INDS-151	MANUFACTURING PROCESSES	
SOCIAL SCIENCE ELECTIVE		
ELECTIVE - 5 CREDITS		
Credits		18.00
Fall 2		
Required Coursework		14.00
CADD-217	COMPUTER AIDED MODELING-INVENTOR	
CADD-220	ARCHITECTURAL DRAWING	
PSY-101	PSYCHOLOGY	
SOC-120	PRIN OF SOCIOLOGY	
Credits		14.00
Winter 2		
Required Coursework		14.00
CADD-218	COMPUTER AIDED MODELING-SOLIDWORKS	
or CADD-219	or ADVANCED COMPUTER AIDED DRAFTING 3D,MODELING	
CADD-221	CADD 3D INDEPENDENT PROJECT	

CADD-230	CADD CAPSTONE PROJECT
ELECTIVES - 6 CREDITS	
Credits	14.00
Total Credits	60.00

Electrical Technologies Certificate

Evening Program Options Available

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. Completion of this certificate can prepare students for industry-wide certification. The Electrical Technologies Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Requirements

Code	Title	Credits
Required Coursework		31.00
ELEC-110	BASIC ELECTRICITY	
ELEC-111	INTRO TO AC/DC CIRCUITS ¹	
ELEC-116	RESIDENTIAL TECHNOLOGY ¹	
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING ¹	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE ¹	
ELEC-120	ELECTRICAL MOTOR CONTROLS I ¹	
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS ¹	
MATH-109	MATH FOR TECHNICIANS I ¹	
	or MATH-151 COLLEGE ALGEBRA	
Total Credits		31.00

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 05/14/2020

Course	Title	Credits
Fall 1		
Required Coursework		15.00
MATH-109 or MATH-151	MATH FOR TECHNICIANS I or COLLEGE ALGEBRA	
ELEC-110	BASIC ELECTRICITY	
ELEC-119	INTRO TO THE NATIONAL ELECTRICAL CODE	
ELEC-116	RESIDENTIAL TECHNOLOGY	
Credits		15.00
Winter 1		
Required Coursework		16.00
ELEC-111	INTRO TO AC/DC CIRCUITS	
ELEC-117	INDUSTRIAL/COMMERCIAL ELECTRICAL WIRING	
ELEC-120	ELECTRICAL MOTOR CONTROLS I	
ELEC-122	INTRODUCTION TO MOTORS AND TRANSFORMERS	
Credits		16.00
Total Credits		31.00

Machine Tool Certificate

Evening Program Options Available

Students enrolled in the Machine Tool program will understand machine tool safety and demonstrate precise measurement. They will learn to operate the drill press, band saw and lathe. The program provides students with experience in lathe turning, electronic discharge machine operation, vertical and horizontal milling, grinding, CNC programming, heat treating, jigs, fixture design, die design, mold design and project planning. This certificate may be applied toward the Associate of Applied Science in Technology.

Requirements

Code	Title	Credits
Required Coursework		45.40
1090 hours		
MACH-105	MACHINE TOOL BASICS	
MACH-110	MACHINE TOOL SAFETY	
MACH-115	BLUEPRINT READING	
MACH-120	FUNDAMENTAL SKILLS	
MACH-125	PRECISION MEASUREMENT	
MACH-130	DRILL PRESS AND BAND SAW	
MACH-135	TURNING ON LATHE	
MACH-140	ELECTRONIC DISCHARGE MACHINING	
MACH-145	VERTICAL/HORIZONTAL MILLING	
MACH-150	SURFACE GRINDING	
MACH-155	CYLINDRICAL GRINDING	
MACH-160	TOOL AND CUTTER GRINDING	
MACH-165	CNC PROGRAMMING AND MACHINING	
MACH-170	MACHINE TOOL PROJECTS	
MACH-175	MASTERCAM	
MACH-180	PLASMA CUTTER	
Total Credits		45.40

¹

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.
Current/Updated: 08/14/2019

Welding Certificate

Evening Program Options Available

Students enrolled in a Welding program will understand gasses used in welding, cutting processes, brazing and soldering, joints, demonstrate shielded metal arc welding, demonstrate advanced arc welding, welding metallurgy, gas metal arc welding, gas tungsten arc welding, pipe welding, and welding fabrication. This certificate may be applied toward the Associate of Applied Science in Technology.

The American Welding Society (AWS) SENSE Program is a comprehensive set of minimum standards and guidelines for Welding Education programs. Glen Oaks has incorporated its own curriculum to ensure an education that is consistent with other SENSE schools across the nation. The program is fully supported by the American Welding Society.

SENSE students may earn up to 4 SENSE level certifications.

- SMAW - Shielded Metal Arc Welding
- GMAW - Gas Medal Arc Welding
- FCAW - Flux Cored Arc Welding
- GTAW - Gas Tungsten Arc Welding

Requirements

Code	Title	Credits
Required Coursework		30.00
718 hours		
WELD-105	BASICS OF WELDING	
WELD-110	OXYACETLENE WELDING	
WELD-115	CUTTING PROCESSES	
WELD-120	BRAZING AND SOLDERING	
WELD-125	SHIELDED METAL ARC WELDING	
WELD-130	ADVANCED ARC WELDING	
WELD-135	WELDING METALLURGY	
WELD-140	GAS METAL ARC WELDING	
WELD-145	GAS TUNGSTEN ARC WELDING	
WELD-150	PIPE WELDING	
WELD-155	SPECIAL APPLICATIONS	
Total Credits		30.00

1

Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 07/18/2019

SEARCH COURSES

Welcome to Course Search

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