

2017-2018 CATALOG

Accredited by the [Higher Learning Commission](#)
(800) 621-7440



**E4946 Jackson Road
Ironwood, MI 49938 - Telephone 906/932-4231
800/682-5910 Toll Free
gogebic.edu**

This catalog is published for informational purposes; however, the information is not to be considered as an irrevocable contract between the student and the college. While this catalog was prepared on the basis of the best information available at the time of publication, all information including statements of tuition and fees, curriculum and course offerings, admissions, graduation requirements, and other matters within its control is subject to change without notice or obligation.

It is the policy of the college that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability, political affiliation or belief shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity for which the college is responsible or for which it receives federal financial assistance from the Department of Education.

“We are here to empower every student to reach his or her goal.”



Welcome to Gogebic Community College!

I am always amazed by the number of people across our Great Lakes Region who comment to me on the positive impact that Gogebic Community College has had on their lives or that of someone close. GCC has been part of the region's educational environment since 1932 and has touched the lives of thousands of our friends and neighbors. Throughout this time, the College has dedicated itself to empowering every student to reach his or her goal. Every day our dedicated staff helps students reach their potential and prepare them for success at a college or university, in the workplace, and in life. They make better futures happen!

Our important work continues. Gogebic Community College continues to be a leader in student outcomes. Our graduation and retention rates are the envy of our peers. Our graduates give us positive student satisfaction and goal attainment scores near 100%. In comparison, our transfer students most often do as well or better at their transfer institution than those institutions' regular students. Those students entering the workplace tell us the skills they learned prepared them well for their careers. Gogebic has earned a reputation for providing an outstanding education while being accessible.

Gogebic Community College remains a vital source for training programs, providing opportunities for students to earn certificates and associate degrees as well as providing students pursuing an advanced higher education a strong foundation for their future studies.

Whether at the Ironwood Campus, the Copper Country Extension Center, or online, the staff at Gogebic Community College look forward to working with you—to empower you to reach your goal. You, the student, are the most important person in education!

Go BOLD! Go Gogebic!

James A. Lorensen
President



(L-R seated) Susan Murphy, John Lupino, Susan Beals
 (L-R standing) Robert Burchell, Thomas Brown, GCC President Jim Lorensen, Tim Kolesar and William Malloy

BOARD OF TRUSTEES

Board Members	Term Expires
JOHN LUPINO, Chairperson	December 31, 2020
WILLIAM MALLOY, Vice-Chairperson	December 31, 2018
SUSAN BEALS, Secretary.....	December 31, 2022
TIMOTHY KOLESAR, Treasurer	December 31, 2022
THOMAS BROWN, Trustee.....	December 31, 2020
ROBERT BURCHELL, Trustee.....	December 31, 2022
SUSAN MURPHY, Trustee	December 31, 2018

ADMINISTRATION – EXECUTIVE COMMITTEE

JAMES LORENSON	President
ERIK GUENARD.....	Dean of Business Services
JEANNE GRAHAM.....	Dean of Student Services
RYON LIST	Dean of Instruction

ACCREDITATION

Gogebic Community College is accredited by the Higher Learning Commission (HLC), visit hlcommission.org or call (800) 621-7440. Accreditation can be reviewed upon request in the Office of the President.

QUALITY ASSURANCE POLICY

Gogebic Community College is committed to providing an environment in which its students can be confident of receiving the highest quality instructional programs. Recognizing its responsibilities, Gogebic Community College offers assurance to its students, prospective employers, and transfer institutions that graduates shall have the basis for competent performance in their degree or certificate area.

The college has articulation agreements with a number of Michigan institutions. These agreements guarantee the transferability of the associate degree and of specific courses within the curriculum. Students following the direction of college advisors are assured of maximal transferability of earned credits.

Gogebic Community College will refund the tuition of any GCC graduate for any transfer course passed at GCC with a "C" grade* if that earned course credit does not transfer to an accredited college or university in which the student enrolls within two years of graduation from GCC. Such classes must be listed as transferable on GCC's listing of transfer courses in the Dean of Students' Office.

Non-transferring students who earn a degree or certificate with a "C" average or better can be expected to perform competently in the area in which they were instructed. Any employer who views a Gogebic Community College graduate as not possessing appropriate entry-level skills and can specify such deficiencies may request remediation. The student will be permitted to retake a specified course or courses without an additional tuition charge. The college recognizes that unused skills decay rapidly. The assurances offered herein are made for individuals who gain employment within a year of receiving a degree or certificate.

* A grade of "C" minus may not qualify.

TABLE OF CONTENTS

GENERAL INFORMATION

Instructional Programs 6

Information/Correspondence Directory 8

History, Mission, and Philosophy..... 9

Accreditation 9

CAMPUS FACILITIES

Classrooms, Laboratories, Offices..... 10

Erickson Academic Building 10

Library (The Alex D. Chisholm Learning Resources Center) 10

Kleimola Technical Center 10

Academic Choices, Enrichment, and Success Center (ACES) 10

Bookstore 10

Solin Center for Business Education 10

Lindquist Student and Conference Center..... 11

Mt. Zion Recreational Complex 11

Campus Suites Student Housing..... 11

Off Campus Facilities..... 11

OTHER SERVICES AND PROGRAMS

Instructional Technology 11

Honors Program 11

Special Needs Services 12

TRIO Student Support Services 12

Career Center 12

Community Services/Continuing Education..... 12

Entrepreneurial Center for Collaboration, Innovation and Development (ECID) 12

GCC Foundation and Alumni Relations..... 13

STUDENT SERVICES

Admissions.....	13
Residency Requirements	15
Registration.....	16
Assessment/Orientation	16
Academic Advisement	16
Cost of Attendance.....	17
Academic Regulations	18
Grading System	18
Petition for Exception from College Regulations	19
Withdrawing from College	19
Access to Records	20
Graduation	21
Honors Recognition	21
Student Conduct and Discipline.....	21
Important Student Protections.....	22
Student Organizations and Activities	22
Financial Aid Programs	24
Scholarships	37,120

PROGRAMS OF STUDY

<u>Degrees/Certificates</u>	38
General Education Requirements.....	40
Allied Health Division	41
Business Division	48
Language and Arts Division.....	58
Math and Science Division	60
Social Science and Education Division.....	71
Applied Technology Division	81

<u>COURSE DESCRIPTIONS</u>	89
---	----

<u>ADMINISTRATION AND STAFF LISTINGS</u>	118
---	-----

<u>ACADEMIC CALENDAR</u>	129
---------------------------------------	-----

Index.....	130
------------	-----

GENERAL INFORMATION

INSTRUCTIONAL PROGRAMS

Gogebic Community College offers liberal arts, technical and community service programs. The goal of the college is to provide an array of high quality educational programs and services for all students.

Gogebic Community College offers students a wide range of courses and programs on the freshman and sophomore level of college. A student may graduate from the college with an associate degree or certificate of completion. Please refer to the section on DEGREES AND CERTIFICATES for specific information on requirements (page 39). The codes for the programs listed below are as follows: Associate Degree (A), Certificate Program (C), Occupational Certificate (OC) and Transfer Program (T). Programs are listed in the order they appear in the catalog.

ALLIED HEALTH DIVISION

	page
Associate Degree Nursing – RN Program with LPN/Exit Option (A)	42
Associate Degree Nursing – RN Advanced Standing Track (A)	43
Emergency Medical Services – EMT Basic (C).....	44
Emergency Medical Services – Paramedic (C) (A).....	45
Nurse Aide Training Program	46
Medical Assisting (C).....	47

BUSINESS DIVISION

Business Administration (A)(T)*	49
Accounting Specialty (A)	50
Applied Management (A)	51
Computer Information Technology (A) (C)	52-54
Entrepreneurship (A)	55
Web Programming (C).....	55
General Business (A) **	56
General Business (C) **	56
Medical Coding and Billing Specialist (C)	57
Medical Office Professional (OC)	57

*After completing this Associate of Arts degree transfer program, the student may elect to continue study in one of the following fields: accounting, advertising, banking, business administration, corporate finance, foreign trade, insurance, marketing, merchandising, personnel management, public utilities, secretarial, industrial administration, salesmanship, statistics, taxes, transportation, or business computer information systems.

**Students may choose a concentration of courses in specialized business fields, designing an individualized major.

LANGUAGE AND ARTS DIVISION

General Education (A)(T)	59
Liberal Arts (A)(T)	59

MATH AND SCIENCE DIVISION

Biology (A)(T)	61
Chemistry (A)(T)	61
Dentistry (A)(T)	62
Engineering (A)(T)	63
Forestry Technology (A)	64
General Science (A)(T)	64
Mathematics (A)(T)	65
Health Information Administration (A)(T)	65
Medical Technology (A)(T)	66
Medicine (A)(T)	66
Mortuary Science (A)(T)	67
Natural Resources (A)(T)	67
Optometry (A)(T)	68
Pharmacy (A)(T)	69
Physical Therapy (A)(T)	69
Physics (A)(T)	70
Veterinary Medicine (A)(T)	70

SOCIAL SCIENCE AND EDUCATION DIVISION

Education Programs:

Early Childhood Education (A)(T)	72
Applied Early Childhood Education (A)	73
Elementary Education (A)(T)	74
Special Education (A)(T)	74
Secondary Education (A)(T)	75

Social Science Programs:

Corrections Officer (C)	76
Criminal Justice (A)(T)	76-77
History (A) (T)	78
Law (A)(T)	79
Psychology (A)(T)	79
Social Work (A)(T)	80

APPLIED TECHNOLOGY DIVISION

Automotive Technology (A) (C)	82-83
Commercial Motor Vehicle (CMV-CDL) (OC)	83
Construction Technology (A)	84
Building Trades (C)	84
Manufacturing Technology (C)	85
Mechanical Design and Engineering Technology (A)	85
Cosmetology (C)	86
Manicuring and Cosmetology Instructor Training	86
Ski Area Management (A)	87
Electric Line Mechanic (C)	88
Welding (C)	88

DIRECTORY FOR CORRESPONDENCE & INFORMATION

Address all correspondence to appropriate person at:

GOGEBIC COMMUNITY COLLEGE Ironwood, MI 49938

Telephone: Area Code 906/932-4231, Toll Free 800/682-5910

FAX: (906) 932-0868

ACADEMIC SUPPORT SERVICES	JESSICA LEINON-NOVASCONE
Tutoring, Disability Services, TRiO	Director of TRiO Student Support Services
ADMISSIONS/MARKETING	KIM ZECKOVICH
.....	Director of Admissions, Marketing and Community Relations
ADVISING	On Campus-JEANNE GRAHAM
.....	Off Campus-GLEN GUILBAULT
ALUMNI RELATIONS/INSTITUTIONAL DEVELOPMENT	KELLY MARCZAK
.....	Director of Foundation/Institutional Development
ASSESSMENT	KIM ZECKOVICH
.....	Director of Admissions, Marketing and Community Relations
ATHLETICS	AARON BENDER
.....	Athletics Director
BOOKSTORE	BRIAN PANICH
.....	Bookstore Manager
BUSINESS OFFICE	ERIK GUENARD
.....	Dean of Business Services
CAREER COUNSELING/JOB PLACEMENT (TRIO, PERKINS)	MICHAELA PERLBERG
.....	Counselor
CONTINUING EDUCATION/BUSINESS AND INDUSTRY	RYON LIST
.....	Dean of Instruction
FINANCIAL AID/SCHOLARSHIPS	SUE FORBES
.....	Director of Financial Aid
INSTRUCTION	RYON LIST
.....	Dean of Instruction
LIBRARY	KATHRYN MACIEJEWSKI
.....	Director of the Library/Learning Resources Instructional Technology Center
REGISTRATION	JEANNE GRAHAM
.....	Dean of Students
TRANSFER ASSISTANCE	JENNIFER FORSHEY
.....	Transfer Coordinator/Assistant Registrar/Veterans Services
STUDENT ACTIVITIES	DAYLE JACKSON
.....	Director of Student Engagement/Outreach

HISTORY

In 1930, an inspired group of school board members, school administrators, and educationally minded citizens gathered to shape the foundation for a junior community college in Ironwood. With the approval and support of district citizens, the Ironwood Junior College was first formed as part of the Ironwood Public Schools in 1932. In 1965, the community further endorsed the development of the Community College District of Gogebic County.

As enrollment grew, the college was determined to replace its facilities on the third floor of L.L. Wright High School with a comprehensive campus. The City of Ironwood donated 150 acres near Mt. Zion, and with a gift of 90 acres and the purchase of 20 additional acres, the campus site was established in 1966.

The Rutger Erickson Academic Building was completed and occupied in February, 1970. This general core academic building was constructed to become a focal point for future campus buildings. In the fall of 1973, the Carl Kleimola Technical Center was built to accommodate GCC's expanding career programs.

In 1991, the Jacob Solin Center for Business Education was constructed adjoining the existing campus buildings. The Solin Center's advanced multimedia systems and highly integrated computer networks provide GCC students with leading-edge learning experiences essential for success in an increasingly technical work place.

The David G. Lindquist Student Center was opened in 1993, expanding educational, social, cultural, and recreational opportunities for students and the community.

In 2006, Campus Suites student housing opened, adjacent to the Lindquist Center. Accommodations are available for 96 students, with four students in each suite. Each suite contains a full kitchen and bathroom.

MISSION

We are a bold community of learners dedicated to building a better future in every endeavor, in every environment, in every way.

PHILOSOPHY

Gogebic Community College believes all individuals should have opportunities to prepare for active participation in the economic, domestic, political, aesthetic, and cultural affairs of the communities in which they live. This preparation includes:

1. The development of an increased ability to deal intelligently with the responsibilities of living in a rapidly changing global society.

2. The development of techniques for self-criticism, initiative, intellectual curiosity leading to a poised, well rounded, and mentally, physical, and socially adjusted individual.

3. The understanding that education is a life-long process and that the techniques and skills acquired in learning how to learn will be of life-long benefit.

PURPOSES

Consistent with the belief that the community college is the most readily available, and often the only avenue to higher education, Gogebic Community College sets forth the following institutional purposes:

1. To ensure the maintenance of appropriate post-secondary educational programs that meet the changing educational needs of students, community and society;

2. To ensure institutional leadership in the promotion and support for economic development in the western region of the Upper Peninsula;

3. To ensure a baccalaureate-oriented curricula suitable for transfer to a four-year college or university;

4. To ensure occupational/career training for those students who wish to prepare for immediate employment upon completion of their program of study and for students who wish to upgrade their skills or be retrained in new areas;

5. To ensure students the opportunity to participate in a curriculum or in a sequence of developmental or advanced courses consistent with his/her individual needs and abilities;

6. To ensure a general education component with a variety of learning experiences within an academic framework;

7. To ensure continuing education/community service opportunities by utilizing college resources through a cooperative effort with individuals, civic groups, educational institutions and other public or private organizations for specific benefit of the citizens of the college district;

8. To ensure guidance, counseling, advisement, and placement services to meet the personal, academic, social, and career needs of students;

9. To ensure student educational achievement and growth through appropriate, systematic, and periodic assessment;

ACCREDITATION

Gogebic Community College is accredited by the Higher Learning Commission. Our status of accreditation can be reviewed by clicking on the accreditation tab on the GCC home page, by going to the following link: <http://gogebic.edu/about/accreditation.html> or by going directly to the Higher Learning Commission statement of affiliation status at the following link: ncahlc.org/?option=com_directory&Action=ShowBasic&instid=

CAMPUS FACILITIES

CLASSROOMS, LABORATORIES, AND OFFICES

The principal classroom buildings are the Rutger Erickson Academic Building, the Carl Kleimola Technical Center, and the Jacob Solin Center for Business Education. The three buildings are connected by walkways on two floors and surround a courtyard. In addition to classrooms, laboratories, and faculty offices, each building houses facilities and services for instructional support and student activities.

The David G. Lindquist Student Center is also connected to the classroom buildings by a walkway from the Kleimola Technical Center.

RUTGER ERICKSON ACADEMIC BUILDING

--Academic classrooms and academic faculty offices (1st & 3rd floors)

--Lecture Center (2nd floor, room A-211)

--Administrative Offices (2nd floor)

- President
- Dean of Business Services
- GCC Foundation/Alumni Relations
- Human Resources
- Institutional Researcher
- Accounting Services and Payroll
- Ski Area Management/Mt. Zion Operations

--Alex D. Chisholm Library and Learning Resources Center (2nd floor, north)

The center provides information, resources, and services to support GCC's curriculum and to supplement the student's learning activities. Located on the second floor of the Rutger Erickson Academic Building, the Library and Learning Resources Center contains more than 20,000 volumes, 71 periodical subscriptions, 11 newspapers, and 1000 videos/DVDs. We also have a special collection of local and Upper Peninsula of Michigan history.

Our staff provides reference service, research and reserves assistance, inter loan and guidance in searching general and specialized databases, including the Michigan Electronic Library (MeL) and other specialized databases that the library has access to.

Library facilities include group and individual study areas, conference rooms, 40 computers (both PC and Mac), a coin-operated photocopier, fax machine and a variety of audio-visual equipment. The library's services are enhanced by active participation in the Upper Peninsula Region Library Cooperation and the Midwest Collaborative for Library Services. We work in a system with Finlandia University, Lake Superior State and Northern Michigan University.

The Library facilities are open to students, faculty, staff and community patrons.

The Alex D. Chisholm Library hours during the academic year: 8:00 a.m. – 5:00 p.m. Monday – Thursday and 8:00 a.m. – 12 noon on Fridays. We can make special accommodations for groups by request. The Library is closed whenever GCC is closed. Summer hours may vary.

CARL KLEIMOLA TECHNICAL CENTER

--Technical classrooms and technical faculty offices (1st and 2nd floor)

--Student Services Offices (2nd floor)

- Dean of Student Services
- Admissions
- Financial Aid
- Transfer Coordinator
- Learning Support Services (in ACES Center)
- TRIO Student Support Services
- Career Services (TRiO, Perkins)
- Assessment Services

--The **ACES Center** (2nd floor) provides students with learning support services to promote their success in college, including:

A comprehensive tutorial program encourages GCC students to advance their academic success by working together. Students learn to think problems through, link new knowledge with existing knowledge, talk about ideas and adapt their skills to new situations. The Tutoring Program creates an interactive learning environment where students switch roles as teachers and learners to stimulate intellectual development and boost their self-esteem. Tutoring services are offered to GCC students free of charge; schedules are available in the ACES Center.

Computer-aided and multimedia instruction options are available to help students improve their academic skills, supplement their traditional study programs, and enrich their educational development.

The ACES Center is open Monday through Friday
from 7:30 to 4:00 p.m.

--The **GCC Bookstore**, located on the upper level of the **Technical Center**, offers students a complete line of textbooks (both new and used, e-books and rentals), instructional materials, office supplies, a vast array of nursing supplies, hoodies, shirts, welding supplies, and general merchandise. The bookstore is open to the public Monday through Friday. Contact the Bookstore for hours of operation: Call 307-1225, (800) 682-5910 x 225, or e-mail brianp@gogebic.edu. The GCC Online Bookstore is available. Click the Bookstore link under Student Resources at the top of the GCC homepage! You can readily find our bookstore information, shop online, and find current deals! *Bookstore Return Policy: by the last day of drop/adds for classes, typically the FIRST FRIDAY of a new semester... must be returned in original condition, and shrink-wrapped books unopened. No refunds given without original receipt.*

JACOB SOLIN CENTER FOR BUSINESS EDUCATION

The Jacob Solin Center is a state-of-the-art instructional facility consisting of 25,000 square feet including:

--Business classrooms and business faculty offices (1st & 2nd floors)

--Administrative Offices

- Dean of Instruction (1st floor)
- Computer Services (2nd floor)
- Technology Specialist (2nd floor)

--Solin Conference Center and multi-purpose meeting rooms (1st floor)

--Computer Learning Laboratories (2nd floor)

Features a wide array of technology ranging from large screen projection and computer applications, to a highly integrated computer network and administrative computing facilities.

DAVID G. LINDQUIST STUDENT AND CONFERENCE CENTER

The Lindquist Student and Conference Center is designed to provide opportunities for a balanced physical fitness education program and student social, cultural, and recreational activities.

Included in the Lindquist Student Center are:

- Gymnasium and home court of the Samson and Lady Samson basketball teams and Lady Samson volleyball team
- Indoor cushioned walking track
- Aerobics area
- Weight rooms
- Student lounge and game area
- Student Organization offices
- Courtside Café/Concessions
- Courtside Conference Area
 - Located on the upper level of the Lindquist Student and Conference Center
 - Meeting and banquet availability

NOTE: Since Gogebic Community College has chosen to provide a clean-air environment, smoking is not permitted within 50 feet of any campus buildings, including Courtside Conference Area

MT. ZION RECREATIONAL COMPLEX

The Mt. Zion Recreational Complex located on campus features a panoramic view of Gogebic Community College and the surrounding area. In addition to functioning as an on-campus laboratory for GCC's nationally acclaimed Ski Area Management Program, Mt. Zion serves downhill, cross-country, snowboard, and snowtubing enthusiasts. Open to the public, Mt. Zion has a full complement of rental equipment. Students and guests are encouraged to participate in various "learn to ski/snowboard" programs.

Mt. Zion is operated by GCC's Ski Area Management program. **GCC students carrying a minimum of six credit hours qualify for free skiing/snowboarding with their photo student ID card.**

CAMPUS SUITES STUDENT HOUSING

The Campus Suites Housing Complex, located adjacent to the Lindquist Student Center, is designed to provide convenient, safe, affordable housing in a campus community environment for GCC students carrying a minimum of 12 credits per semester. Each suite includes accommodations for four students, along with a full kitchen and bathroom. All utilities are included with free Internet in the lounge areas. Phone hookups are provided and students can contract with the companies for these services individually. It is recommended that students obtain their own wifi for their personal use. The complex includes space for 96 students, as well as an on-site manager and staff.

OFF CAMPUS FACILITIES

COPPER COUNTRY CENTER

Gogebic Community College provides courses throughout the day and evening at the new Copper Country Center located in the Copper Country Mall in Houghton, Michigan on Hwy M-26. Classes are offered in general classrooms, computer lab, state of the art science and nursing lab. The GCC office is open Monday-Friday from 8am – 5 pm. The office is staffed by three full-time employees who can assist students. Off-campus staff can be reached at (906) 483-0070.

Students can enroll in general studies, program specific or self-enrichment courses. Programs offered at the center include Associate Degree Nursing, Certified Nursing Assistant, Early Childhood Education and General Business. GCC continues to expand offerings off-campus to meet the community needs at an affordable rate.

Off-campus students have access to a computer lab at the complex, tutoring services and option to meet with an advisor. Outreach services at the off-campus site are aimed at removing barriers to admission, assisting students in the completion of educational goals and provide information on skills assessment, admissions, financial aid, course registration, orientation and academic advising.

OTHER SERVICES AND PROGRAMS

INSTRUCTIONAL TECHNOLOGY

The Instructional Technology Center provides televisions, video player/recorders, overhead projectors, document cameras, data projectors, and a variety of other presentation hardware to assist in the fulfillment of the college mission. The Center delivers instructional design, interactive television and satellite television services and works cooperatively with Computing Services to provide telephone conferencing and web-conferencing opportunities.

HONORS COURSES

As part of its commitment to excellence, GCC offers honors courses to respond to advanced students' need for greater academic challenge and intellectual stimulation. GCC encourages all students to reach their goals; the honors courses help accelerated students realize their potential.

Students who have demonstrated previous academic honors are invited to enroll in honors courses. They will find that the courses do not require more work, but challenge them in different ways. Instructors in honors courses encourage intellectual curiosity and

independent study along with discovery, analysis, and team inquiry. Honors courses help students develop and apply their intellectual and creative abilities.

SPECIAL NEEDS SERVICES

Services for students with special needs include a wide range of support to GCC students with disabilities. Students requesting accommodations must provide official documentation of the disability. Support services are coordinated through the ACES Center on the GCC campus.

Services include alternate testing locations, extended time on tests, note takers, taped texts, and a variety of other auxiliary services and aides as needed. The Director of Disability Services also assists students with physical and program accessibility concerns.

TRIO STUDENT SUPPORT SERVICES

The TRIO Student Support Services (SSS) program is a federally funded TRIO program that offers academic support services and individualized resources to 160 eligible participants each year. Students who apply to the SSS program and are eligible may be entitled to the following academic services at no cost:

- Supplemental academic advising
- Career exploration & portfolio development
- Cultural activities
- Professional tutoring
- Supplemental grant aid
- Campus visits to transfer institutions
- College survival workshops
- CAR103 Career and Life Skills course (2 credits)
- SSS advisory board membership

To qualify for the SSS program at GCC, students must declare the following status: first generation student (neither parent has received a four-year college degree; **and/or** meet specified income guidelines (see a staff member for income guidelines); **and/or** be an individual with a documented disability, such as a learning, visual, hearing, psychological, mobility, or systemic disability that limits one's ability to participate in college.

Contact the SSS staff at 932-4231 ext. 271 for further details and to obtain a program application.

SITUATIONAL INTERVENTION

Students occasionally experience situations where speaking with a staff member in a confidential setting may be helpful. As issues involving personal concerns, academic difficulties, social problems, vocational indecision, or other matters arise, students are encouraged to seek assistance from professional staff in the Student Services Department. Referral assistance is also provided to various community agencies for in-depth, ongoing personal counseling.

CAREER CENTER

The Career Center assists students with their effort to clarify employment goals and to find employment. GCC has a sincere desire to provide students with productive career campaigns and successful job placements; however, job placement cannot be guaranteed. The final responsibility for initiating a job search and acquiring a job remains with the student.

The functions of the Career Center are to:

1. provide career counseling and testing;
2. offer career exploration and development courses;
3. conduct employability skills seminars;
4. assist graduates in finding full-time, career-related jobs;
5. assist enrolled students in finding part-time jobs;
6. maintain placement credential files for graduating students;
7. provide employment outlook and salary information;
8. conduct annual follow-up surveys to assess alumni placement and effectiveness of GCC's training programs.

The Career Center, with staff assistance readily available, is a resource that enables students to gain a better understanding of various careers/occupations. Aptitude, academic, and interest inventory testing can be arranged by request and need.

Computerized career assessment tools are frequently utilized to assist students in resolving career selection issues.

PARKING

Free parking is available in all campus lots except where prohibited by signs. Parking is not permitted along roadways, on lawn areas and walkways, or in such a way that obstructs traffic.

Violations are subject to ticketing or towing at the owners expense.

All accidents occurring on campus must be reported to the Maintenance Office located on the ground floor of the Kleimola Technical Center.

COMMUNITY SERVICES/CONTINUING EDUCATION

This program is dedicated to the continuing development of learning experiences for people of all ages. Complementing, but separate from the college's liberal arts and technical studies, community service courses are special and constantly changing. Offerings include seminars, short courses, lectures, workshops, clinics, conferences, forums and informal meetings on timely and diversified subjects led by college, community, regional and national resource people.

Varying in length from a portion of one day to several weeks, continuing education courses are geared to the interests of the group being served. Some programs are an extension and enrichment of traditional academic work. Some develop skills for occupational improvement. Others focus on vocational interests, cultural pursuits, health and family enrichment, community life, political issues, social problems and self-improvement. All have the aim of advancing everyday living for community residents and GCC students.

ENTREPRENEURIAL CENTER FOR COLLABORATION, INNOVATION AND DEVELOPMENT (ECID)

Since its establishment in fall 2009, Gogebic Community College's Entrepreneurial Center for Collaboration, Innovation and Development (GCC-ECID) has provided customized non-credit professional development training and consulting to our local and regional businesses and community members. Our goal is to create a vibrant environment for the growth of innovation, business expertise and entrepreneurial activities. If you or your organization have an interest in customized professional development opportunities ranging from short lunch and learn programs to full day sessions, contact Beth Steiger at BethS@gogebic.edu to learn about our opportunities. We look forward to partnering and supporting your success.

GCC FOUNDATION and ALUMNI RELATIONS

Foundation: The GCC Foundation, established in 1977 as a non-profit, 501 (c) (3), tax exempt organization, exists solely for the support and development of the College and its mission. It is the preferred channel for private gifts to the College.

The mission of the GCC Foundation is to promote, encourage, and aid Gogebic Community College in its development of educational programs and its enhancement of facilities. All members of GCC's family – alumni, parents, grandparents, friends, faculty and staff – are vitally important to the success and future of our programs and the College. **Alumni Relations:** Regardless of whether you took four credits, forty credits, received a certificate or an associate degree, you are an alumni of Gogebic Community College. No matter how many years or how many miles may separate us – you'll always receive a hearty "welcome home" when you visit us on campus or online.

Stay connected with the college and the community that has come to mean so much to you over the years by attending a special event on-campus, a summer Open House, a Gogebic reunion in Florida or Arizona, or by reading the *Alumni and Friends Newsletter*. For more information, go to the Alumni & Friends link on the college web site at gogebic.edu.

Foundation Board of Directors

The Gogebic Community College Foundation is governed by a volunteer board of directors. The board is comprised of professionals, community leaders, and alumni. Foundation board members play an active role in our donor stewardship and fundraising efforts.

Foundation Board of Directors

The Gogebic Community College Foundation is governed by a volunteer board of directors. The board is comprised of professionals, community leaders, and alumni. Foundation board members play an active role in our donor stewardship and fundraising efforts.

Foundation officers and members include:

Officers:

- Charlene Newhouse, President
- James Milakovich, Past President
- John Siira, Vice-President
- Erik Guenard, Treasurer
- Kelly Marczak, Executive Director

Members

- Neil Beckman
- Thomas Brown
- James Dahlin
- Erik Guenard
- Linda Gustafson
- Joel Massie
- James Milakovich
- Charlene Newhouse
- Linda Paoli
- Mary Paoli
- Carol Pisani
- Nancy Rudolph
- George Samardich
- John C. Siira
- Judi Whitley-Yatchak

COMMUNITY USE OF FACILITIES

Gogebic Community College is available to community-based organizations for use of its classrooms and meeting room facilities for meetings and special events which are not conflicting with instructional and college-related activities. Designated meeting/conference rooms are located in the Lindquist Student Center, the Erickson Academic Center, and the Solin Business Education Center. Room capacities accommodate groups of varying sizes up to 200+ individuals. The college, upon request, can also provide audio visual equipment. For additional information, contact (906) 932-4231 ext. 201. Fees may apply.



STUDENT SERVICES

- Admissions
- Orientation
- Course Registration and Advising
- Student Records
- Assessment Services
- Advising
- Financial Aid
- Veterans Services
- Housing
- Learning Support Services
- Special Needs Services
- TRIO Student Support Services
- Career Center
- Student Activities & Student Government

PHILOSOPHY

The philosophy underlying the Student Services Program at Gogebic is to provide those services and experiences which will promote and contribute to the total development of students and their success in reaching their educational or vocational goals. Emphasis is placed upon students, their welfare and the means used by the administration, faculty, and the governing board to meet the needs of students in their intellectual, vocational, personal, social, and spiritual aspirations. Through close communication and cooperation with the students, Gogebic Community College is attempting to meet its obligations and recognizes the role it must play in providing adequate services and experiences for its students.

ACCESS, EQUITY, DIVERSITY

Gogebic Community College is an equal opportunity, non-discriminatory educational institution. No person shall be denied admission or other benefits offered by the college on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief. The college encourages diversity in its student population and is committed to addressing special needs to ensure equal educational opportunity.

ADMISSION POLICY AND REQUIREMENTS

Gogebic Community College offers a liberal “open door” admissions policy. In general, all high school graduates are considered for admission. Adult students may also be admitted after successfully passing a high school equivalency examination (such as the General Education Development Test).

Admission to specific courses and programs of study within the college will depend upon the student’s preparation and readiness to succeed as determined by the admissions committee.

The college reserves the right to deny admission to any applicant who does not meet entrance requirements.

STEPS FOR ADMISSION

- ✓ Complete an APPLICATION FOR ADMISSION
- ✓ Provide official transcripts of prior education
- ✓ Provide verification of residency
(driver’s license, state ID or voter’s registration card)
- ✓ Pay \$10 application fee

APPLYING FOR ADMISSION

Applicants for admission must complete an *Application for Admission* form and submit the following:

- Official transcript of high school grades, as well as any previous colleges attended, must be on file before final admission is granted to a degree or certificate program. Students taking individual courses for personal enrichment or upgrade of job skills are exempt from the transcript requirement.
- A \$10 non-refundable application fee will be charged to all applicants and is a one-time only charge. The application fee does not guarantee admission to the college. The Dean of Students may, upon receipt of written request, waive the application fee for students with financial hardship.
- **The MI Department of Education requires proof of residency for ALL students.** Please provide a copy of a valid driver’s license, voter’s registration card or a state issued ID.

NOTE: Students registering solely for CED courses (Continuing Education Courses with a CED course prefix) or workshops (either credit or non-credit bearing) will not be charged an application fee for enrollment in those courses. However, if the student later wishes to enroll in regular college course work, an application fee will be charged.

ADMISSION STATUS

REGULAR BASIS

--High School Graduates All fully-matriculated high school graduates without prior college experience are eligible for regular admission. An official transcript of the student’s high school academic record must be on file in the Admissions Office before admission status will be determined.

--High School Equivalency Students who have successfully completed the GED test or another high school equivalency examination are eligible for regular admission. Documentation of high school credit, including test subscores, must be on file in the Admissions Office before admission status will be determined.

--Transfer Students transferring from other post-secondary educational institutions are eligible for regular admission if in good academic and financial standing at the schools previously attended. College students transferring to Gogebic Community College from other institutions must fulfill the same requirements of all incoming students and follow the same procedures in applying for admission as well as the following:

- Official transcripts from all other colleges or universities attended must be sent to the Admissions Office.
- Grades lower than a “C” will not be accepted as transfer credit to Gogebic Community College. GCC can assume no responsibility, however, for the acceptance of such credits by institutions to which students with advanced standing may transfer later. At least 31 course credits, excluding physical education, must be taken and completed at Gogebic Community College for associate degree qualification.
- An applicant accepted as a transfer student who was subject to academic suspension will not be admitted to Gogebic Community College until s/he can qualify for re-admission to the institution from which s/he was dismissed, except with permission of the Dean of Students.

--Re-Admission Students who have withdrawn from Gogebic Community College for one semester or more may reapply for admission to the college. If a student has attended another college, an official transcript of all academic work must be on file in the Admissions Office before re-admission status will be determined.

1. Former students who have voluntarily dropped out of Gogebic Community College for one or more semesters and who were in good standing must apply for readmission by completing an application obtained from the Admissions Office or on the GCC website, gogebic.edu.

2. Former students who have been suspended from Gogebic Community College for one semester or more must apply for readmission by completing the Application for Admission. A suspended student is required to make an appointment and meet with the Dean of Students to discuss readmission.

3. Students who graduate from Gogebic Community College, and plan to continue taking classes following graduation, need to complete a program/major change form in the admissions office to update their intent and program of study. If not completed by the first day of the semester following graduation, their program of study will be updated to ‘personal enrichment’ which could have financial aid implications.

Applicants seeking readmission should file their applications at least one month prior to the semester of enrollment.

--International Student Applications International students must fulfill the same requirements as all incoming students and follow the same procedures in applying for admission, along with the following requirements:

1. Applicants must provide all documentation necessary for completion of paperwork associated with U.S. Immigration and Naturalization Service requirements.

2. A **\$100 non-refundable application** fee must be submitted with the official GCC Application for Admission.

3. Applicants must demonstrate an adequate English by taking the TOEFL (Test of English as a Foreign Language) and attaining a minimum score of 78 on the Internet Based Test (IBT).

4. Applicants must show documented evidence that they have adequate financial reserves to cover the expenses of attending Gogebic for one academic year.

5. Official transcripts or certificates of all subjects taken and the specific grades earned in each for secondary school and college studies must be provided. These documents must be written in English or accompanied by certified English translations.

6. Proof of health insurance must be provided.

--Audit Applicants Students seeking to exclusively audit classes must complete and follow all regular and special application procedures appropriate to their admission status. Permission to audit a course is given by the Dean of Students and the course instructor. Priority in registration will be given to students who are registering for credit.

SPECIAL ADMISSION STATUS

Applicants who have not completed the usual admissions requirements or who do not meet regular admission requirements but desire to take a limited course load in a given semester may do so as special students upon approval from the Dean of Students.

--Dual Enrollment High school students who can demonstrate academic readiness for **college level** courses through college approved measurement instruments may be admitted to Gogebic Community College courses. This demonstration includes scoring into college level course work on one of the following placement tests: EXPLORE, PLAN, ACT, Accuplacer, MME, PSAT, or SAT with the appropriate qualifying scores. All dual enrolled students must also have written approval from their high school prior to being registered for college courses.

--Early College This is a five-year high school program designed to allow high school students to earn a high school diploma and an associate's degree or substantial college credit through an additional fifth year of study, provided that they meet the minimum requirements in English and Math on any one of a series of tests set by the state of Michigan and depending on their program of study.

--Guest Applicants Guest applicants (students who are enrolled primarily at another college or a university and wish to take a limited number of courses at GCC) must submit a guest application form supplied by the Registrar's Office of the college they are attending. A non-refundable application fee of \$10 is required (one-time fee). A guest application is valid for one semester only. Students must provide prerequisite documentation of prior coursework, if necessary.

--Home School Students Please schedule a conference with the Admissions Director/Dean of Students.



RESIDENCY REQUIREMENTS

A student's residency classification is established when admitted to Gogebic Community College.

DISTRICT RESIDENT (Gogebic County, Michigan)

A district resident is a legal resident of Gogebic County. A legal resident is one whose permanent, primary residence or domicile is where s/he intends to return whenever absent from college. A dormitory/suite, apartment, or house rented only during college enrollment is not a permanent primary residence.

Applicants meeting one or more of the following conditions at the time of admission will be classified with in-district residence:

1. The applicant is a minor who lives with his/her parent or legal guardian provided that the parent or legal guardian has resided within Gogebic County for at least four (4) consecutive months immediately prior to the first day of the semester in which the applicant plans to enroll.
2. The applicant is at least 18 years of age at the time of registration in the institution and has resided in Gogebic County at least (4) consecutive months immediately prior to the first day of the semester without being registered at a college or university during that period.
3. The applicant is an employee of a business or industrial firm within Gogebic County, and the employer, by written agreement, agrees to pay directly to the college all tuition and/or fees of the sponsored student for employer-approved classes.
4. The applicant is an alien who has filed Declaration of Intention to become a citizen of the United States and who otherwise meets the residence requirements of the district.

MICHIGAN RESIDENT (NON-DISTRICT)

Applicants who fail to qualify as in-district residents **but meet one or more of the following conditions** at the time of admission will be classified with out-of-district residency.

1. The applicant is a minor who lives with his/her parent or legal guardian, provided that the parent or legal guardian has resided within the State of Michigan for at least four (4) consecutive months immediately prior to the first day of the semester in which the applicant plans to enroll.
2. The applicant is at least 18 years of age at the time of registration in the institution and has resided in the State of Michigan at least four (4) consecutive months immediately prior to the first day of the semester without being registered at the college during that period.
3. The applicant is an employee of a business or industrial firm within the State of Michigan and the employer, by written agreement, agrees to pay directly to the college all tuition and/or fees of the sponsored student for employer-approved classes.

4. The applicant is an alien who has filed Declaration of Intention to become a citizen of the United States and who otherwise meets the residence requirements of the State of Michigan.

It is the student's responsibility prior to registration to inform the Dean of Student's Office of any change in residence or status that would affect his/her classification as a resident.

OUT-OF-STATE (Wisconsin Reciprocity Area)

Residents of Northern Wisconsin are eligible for special reduced out-of-state tuition rates. A listing of specific counties is available in the Dean of Students Office.

OUT-OF-STATE

Applicants who do not qualify as district or Michigan residents will be classified as out-of-state.

1. No person is deemed to have gained or lost residence in the state while a student at any educational institution, public or private.
2. Under no circumstances may a non-immigrant alien qualify as a Michigan resident.

INTERNATIONAL

Students who are not citizens of the United States of America will be classified as international.

Residency Status Information

- Time spent at GCC as a student does not count toward the four (4) consecutive months needed for residency.
- It is the student's responsibility prior to registration to inform the Dean of Student's Office of any change in residence or status that would affect his/her classification as a resident.

REGISTRATION

NEW STUDENT REGISTRATION PROCESS

Degree-Seeking Students

1. Obtain letter of acceptance to GCC
2. Complete mandatory skills assessment or submit your ACT or SAT scores to Admissions, if taken within the last three years.
3. Meet with your student services advisor to choose course schedule, including ORI 100 course
4. Register for classes
5. Attend Orientation Day
6. Obtain GCC identification card

ASSESSMENT

All freshmen and transfer students who are degree-seeking are required to complete the GCC academic skills assessment or submit ACT or SAT scores if taken within the last three (3) years prior to registering for classes. The assessment, ACT or SAT helps students to identify their math, algebra, reading and language usage skill levels. Assessment results are used to match each student's skills with the appropriate GCC courses, not to determine acceptance.

ORIENTATION/COLLEGE EXPERIENCE

All freshmen and transfer students are REQUIRED to participate in specified orientation activities. Orientation sessions provide students with opportunities to:

- explore their goals
- learn more about the college and its resources
- gain an understanding of GCC's policies, regulations and procedures.

Spring and Fall Orientation Days are kick-off sessions for ORI 100—College Experience.

- ORI 100 is a required course for all degree-seeking students enrolled in a degree program and attending GCC for the first time.
- ORI 100 is designed to provide students with learning experiences to help ensure their educational and professional success.

ACADEMIC ADVISEMENT

The academic advising system at Gogebic Community College is coordinated through the Dean of Students Office. Guidance provisions consist of a two-part program at GCC from professional student services advisors and advisory services from individual faculty members. Together, these services are designed to assist students in matters relating to educational and vocational planning, adjustment to college, study habits and personal or social problems that may confront students during college attendance.

- ROLE OF YOUR ADVISOR

You will be assigned an advisor after enrolling in a specific program of study. Your advisor will: (1) assist you prior to and during the registration process, so that you will enroll in courses relevant to your educational and vocational plans; (2) be available to assist you as you develop or revise your educational or vocational plans; (3) provide consultation for you regarding academic and personal concerns and make referrals, when necessary, to Student

Services professionals. All official registration activity and changes in class schedules --additions or drops-- must be approved by your advisor before official sanction is given by the Dean of Students.

- YOUR ROLE

You are expected to assume responsibility for your future by becoming familiar with the requirements of your selected program of study. If pursuing a transfer curriculum, you are expected to become familiar with the requirements of the institution to which you plan to transfer. Literature and catalogs of many baccalaureate institutions are available in the Dean of Students Office. It is your responsibility to know your grade point average and to familiarize yourself with this college's catalog and student handbook. Advisors do not always have ready access to information on all of these matters; therefore, you must assume responsibility and see the Transfer Coordinator, divisional heads, or deans about information that cannot be obtained from your advisor.

GENERAL REGISTRATION INFORMATION

All students must complete regular admission requirements before they will be permitted to register. Specific information concerning registration is sent to all currently enrolled students and incoming freshmen.

As a part of the process of admission, each student is assigned to an advisor who will assist and advise the student in preparing a class schedule during formal registration.

Students are also encouraged to confer with advising staff or the Dean of Students.

The 5th instructional day is the last day current students may register for regularly scheduled classes during any semester. The 5th calendar day is the last day a student may drop a course without penalty and serves as the official count date for courses on the predominate calendar. Add and drop dates are determined for each course based upon the course starting date and the length of the course.

The Dean of Students acts as the registrar. It is the registrar's duty to preserve the academic integrity of the institution and to establish and maintain accurate permanent academic records. The registrar is also responsible for evaluating the transcripts of transfer students and the certification of graduation requirements.

COST OF ATTENDANCE

(Subject to change by action of the GCC Board of Trustees)

The Board of Trustees establishes tuition rates. All students except senior citizens (see page 34 for the senior citizen rate explanation) will pay the rate as established by the Board of Trustees.

*Some occupational programs have a differential tuition charge per credit hour in addition to the regular per credit tuition rate.

Courses offered as CED (continuing education) and some workshops are offered on a cost plus basis as determined by the administration and available at the time of registration. All students, including senior citizens will pay the established rates for these offerings.

FEES

(Subject to change by action of the GCC Board of Trustees)

Institutional Fees - \$4 per credit hour (maximum charge of \$60/semester). Courses offered as C.E.D. or workshops (both credit and non-credit) are exempt from the institutional fee requirement. Institutional fees help to offset registration costs and other administrative costs associated with attending college.

Information Technology Fee - \$4 per credit hour up to a maximum of \$60.

Laboratory Fees - A schedule of lab fees is posted on the GCC website.

Internet Course Fee - All internet courses have an additional fee of \$20 each. The fee offsets extra costs associated with offering courses in this specialized format.

Facility Fee - \$4 per credit hour for all students.

Contact Hour Charge - An added tuition charge is assessed for any course which has instructional contact hours greater than the credit hour value of a course. The fee for excess contact hours is currently set at the in-district tuition rate, but is subject to change as tuition rates change. This rate is set the same for all students regardless of residency status. The maximum number of contact hours a student may be charged each semester is set at three, limiting the current overall contact hour charge.

Example 1. MTH 110 College Algebra is a four credit course, which typically meets four days a week for one hour of instruction each day. There are four hours of instructor contact per week. In this course, the credit value of the course (4) is equal to the weekly hours of instruction (4). Since the credits equal the contacts, there is no additional contact hour charge for this course.

Example 2. BIO 101 Principles of Biology I is a four credit course which meets each week for three hours of lecture and three hours of lab, for a total of six instructional contact hours per week. In this course, the credit value of the course (4) is less than the weekly hours of instruction (6) by two (2) hours. There is a charge added to the student's bill for these two extra contact hours.

Student Services Fee - A mandatory Student Services Fee of \$60 per semester is assessed of all students with six or more credits. This fee helps to pay for services provided to students outside of the classroom. In addition to standard support services, it provides access to student activities including the Lindquist Student Center and skiing/snowboarding at Mt. Zion. Students enrolled for less than six credits have an option to pay the \$60 student services fee to obtain activity privileges.

Transcript Fee - Students may obtain transcripts of their academic record at GCC by completing a transcript request form in the Dean of Student's Office and paying the \$5 fee per copy. Current students are exempt from transcript charges.

Other - Special fees exist for directed studies, independent studies, credit by examination, and other similar considerations.

- Special charges may be assessed for untimely payment of any charges at GCC. Please consult the Business Office for details.

SCHEDULE OF PAYMENTS

Students are responsible for payment of all charges during the official registration period. Students with scholarships and/or other forms of financial assistance may generally apply those awards toward registration charges.

Tuition and fees must be paid in full by the specified payment date. The college may cancel enrollment and shall withhold information on academic transcripts for students who fail to meet financial obligations by specified deadlines.

TUITION REFUND POLICY

1. Students who officially drop from class(es) prior to the last day of the official registration period of the semester enrolled in shall qualify for a tuition/fee refund of 100%.

No refunds are issued after the last official registration drop date for the course(s). (Exception: Students attending GCC for the first time and receiving Title IV federal financial aid who completely withdraw during the first 60% of an enrollment period will have a portion of their tuition and fees refunded in accordance with federal guidelines.)

2. Refunds are made to students only after a student completes and submits a Drop Form to the Dean of Students Office. Failure to obtain an official release can result in failing grades and loss of tuition/fee refund privileges in effect at the time of withdrawal.

3. For students receiving approved college financial aid or aid through other agencies that mandate recovery of financial assistance, refunds will be in accordance with related requirements. For more details, refer to the Financial Aid section of the catalog.

4. Classes canceled by the college shall qualify for a 100% refund of tuition and fees.

5. Appeals concerning the refund policy should be referred to the Dean of Students Office in writing before the end of the week following the semester's end date in which the course is offered. Refunds are not retroactive to previous semesters.

VETERANS REFUND POLICY

Payments received for tuition and fees are refundable to veterans in accordance with the same refund policy stated above.

ACADEMIC REGULATIONS

ATTENDANCE

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports excessive absences to the Dean of Students throughout the semester. Excessive absences incurred by veterans receiving educational benefits will be reported to the Veterans' Administration as will those of students attending college under other programs requiring attendance reporting to the sponsoring agency.

Absences exceeding 1/16th of total class hours will be considered excessive.

RULES GOVERNING ABSENCES:

1. When a student has permission and is an official representative of the college, absences are listed as official, and permission is granted for the student to make-up studies within two weeks.

2. Absence and tardiness caused by factors beyond the student's control may be excused by the Dean of Students. The student may be permitted to make-up studies within two weeks.

3. It is the personal responsibility of students who have been absent from classes to arrange make-up work with the instructor within three days after the absence has occurred.

Students should endeavor to arrange for this make-up work during the office hours of the instructor. All make-up work must be completed two weeks after the student's return to class.

4. Any student who registers late for a course may have already been absent from class meetings. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year.

CLASSIFICATION OF STUDENTS

Less than 28 credits = freshman

Twenty-eight or more credits = sophomores

EXAMINATIONS

Two formal examinations are usually held each semester, the mid-semester and the final. All students are required to take these examinations and complete all work assigned.

GRADING SYSTEM (revised Fall 2007)

Grade Honor Points per Credit

A	4	C	2
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3	D	1
B-	2.67	D-	.67
C+	2.33	F	0.00

I Incomplete = 0

W No grade (withdrew) (given in courses dropped during specified drop period) = 0

WIP Work in Progress = 0

P Passing grade = 0

CR Credit given

NC No credit given

AU Audit

TR Credit given through transfer from another school

LE Life experience credit

CX Credit given through comprehensive exam

FINAL GRADES

Final grades are recorded on the student's permanent record at the close of each semester. Such grades are also sent to the student at the permanent mailing address listed in the student's record. As grades are processed, students can view them on My GCC.

DROPPING AND ADDING COURSES

1. During the drop and add period at the beginning of each semester, a student may make changes in his/her schedule.

2. After the drop and add period, students may withdraw from a class up to the posted last day to withdraw by completing a Drop/Add form which must contain the signature of the instructor of the course dropped and the student's faculty advisor.

3. Students who officially withdraw from a class will receive a "W". Students who do not go through the official drop procedures will receive an "F" grade for courses not completed.

4. Withdrawing from a course can have an effect on a student's current and future financial aid including veterans benefits. Refer to the FINANCIAL AID section of this catalog for details.

5. Students will not be permitted to withdraw from a course after the published last day to withdraw.

6. All Drop/Add forms are obtained from and must be filed in the Dean of Students Office.

PETITION FOR EXCEPTION TO COLLEGE REGULATIONS

Certain problems encountered by a student may result in a request to have an exception considered to an academic standard or to an academic regulation of the College. A student may request an exception to Gogebic Community College regulation by filing a written request with the Dean of Students within one week of the conclusion of the semester. The student will be notified in writing of the decision as soon as it is determined.

WITHDRAWING FROM COLLEGE

1. A student finding it necessary to withdraw from college after the official drop and add period must complete a Drop/Add form and file a Withdrawal form with the Dean of Students Office.
2. Withdrawing from college can have an effect on current and future financial aid including veterans benefits. Refer to the FINANCIAL AID section of this catalog for more information.
3. A student can be administratively withdrawn from a course/class for the reason of non-attendance.

REPETITION OF COURSES

When a student repeats a course, the record made in repetition will be compared to the first record, and the higher grade will count, thereby making it possible to improve the cumulative grade point average. The lower grade will continue to be displayed on the transcript, although it has been superseded by the higher grade in the cumulative grade point calculation. Each grade attempt will continue to be counted in the individual semester grade point calculation.

INCOMPLETE GRADES

It is expected that students will fulfill course requirements to warrant a grade for each course at the end of the semester. Should a student receive an incomplete due to extenuating circumstances, the course is to be completed within 30 days unless extended in writing by the instructor and the Dean of Students. An incomplete will revert to a grade specified by the instructor if not made up within the time allotted.

COLLEGE ENTRANCE EXAMINATION (CLEP) and ADVANCED PLACEMENT (AP)

Certain high schools offer selected students the opportunity to accelerate their educational programs by taking one or more subjects during their junior and senior years which are taught on the college level and cover the content of a college course. The College Entrance Examination Board gives a set of advanced placement examinations which cover the content of college courses. Gogebic Community College cooperates with the advanced placement program and awards credit for all advanced placement courses (CLEP and AP) passed. Courses are entered on the transcript, and students are credited with the appropriate credit hours. Since no letter grade is entered, the credits are not calculated as part of the GPA. The CLEP and AP examinations may be taken at any authorized testing center. The student must specify that the results of the tests be sent to Gogebic Community College (code number 1250).

CREDIT BY EXAMINATION

Regularly enrolled students may, in some subject areas, be able to earn credit for a course offered by the college through successful completion of a comprehensive examination or series of examinations. Students who believe they have mastered a

course through life experience, past training, or intelligence may, at the discretion of the Division Chairperson, instructor, and advisor, make application through the Dean of Students Office to take the examination if one has been developed in that subject area. An examination fee of \$15 per credit is charged prior to the time of examination, and on the recommendation of the Division Chairperson and instructor, credit will be entered on the student's transcript. Special agreements are also in place with Intermediate School Districts creating alternate Credit by Examination procedures.

GRADE RE-EVALUATION POLICY

This policy assists the student whose grade point average from some prior period is significantly lower than the work the student has completed in current semesters, and because of this, the cumulative grade point average is not representative of the student's capabilities.

A student may complete a petition in the Dean of Student's office and must meet a series of conditions.

Upon approval of the student's petition for grade point re-evaluation, all course grades prior to re-enrollment will be removed from the calculation of grade point average (GPA). Passing credits may be carried forward to meet graduation requirements if current course content has remained substantially the same as the historical course of record. As part of the application process, the student must identify any courses that are to be considered for use in meeting current degree requirements.

For additional information, contact the Dean of Student's office.

INDEPENDENT STUDY

Opportunities for independent study are available to outstanding students, usually sophomores. Such study must be arranged by the supervising instructor and approved by the appropriate Division Chairperson, the Dean of Instruction, and the Dean of Students. Independent study is designed to provide an opportunity for students to pursue special or advanced study under the direction of the faculty. Separate fees may apply.

COLLEGE AND UNIVERSITY TRANSFER REQUIREMENTS

Every American college and university has certain general education requirements of its own. The Transfer Coordinator maintains records of these requirements for regional schools and can advise the student preparing for transfer. Information can also be obtained from your faculty advisor.

In general, any student who receives an Associate of Arts or an Associate of Science degree from Gogebic Community College is not required to pursue further general education requirements at most four-year colleges and universities in Michigan. Students should check with the Transfer Coordinator or the transfer university to determine the effect of any special provisos established by the university on their transfer process.

Gogebic Community College participates in the Michigan Transfer Agreement (MTA) and will identify transcripts of students completing either of these two degrees with the statement, "Michigan Transfer Agreement Satisfied."

Gogebic Community College has formed articulation agreements with a number of colleges and universities. These academic agreements promote an ease in the transfer process while maximizing the number of GCC credits accepted in transfer. GCC has established agreements with the following colleges and universities:

College of St. Scholastica – Duluth, MN
Davenport University – Grand Rapids, MI
Ferris State University – Big Rapids, MI

Finlandia University – Hancock, MI
Franklin University –Columbus, OH
Grand Valley State University – Allendale, MI
Kaplan University - online
Lake Superior State University – Sault Ste. Marie, MI
Michigan Technological University –Houghton, MI
Northern Michigan University – Marquette, MI
University of Wisconsin-Green Bay
University of Wisconsin-Superior
Western Governor’s University

Students who are interested in participating in this program or obtaining any other information on transfer procedures and agreements may contact the Transfer Coordinator at GCC.

ACCESS TO RECORDS

GENERAL ACCESS

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, ensures confidentiality of educational records, prescribes conditions under which information about students can be released and defines general record-keeping requirements that the institution must maintain to ensure accuracy and access of student educational data.

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended the college, and deceased students do not fall under FERPA guidelines.

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s educational records within 45 days of the date the College receives a request for access.
- The right to request amendment of any portion of the student’s education record that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.
- The right to request that any or all of a student’s directory information not be released by Gogebic Community College.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gogebic Community College to comply with the requirements of FERPA.

For additional information, technical assistance, questions, concerns, or should a student wish to file a complaint with Gogebic Community College, a student may contact:

Dean of Student Services
Room T108 (906) 932-4231 ext. 212

PRIVACY STATEMENT

To help improve the instruction offered at Gogebic 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 112, your social security number will be used to compile summary reports. Section 113 of the Carl D. Perkins Vocational and Technical

Education Act, 20 USC 2323, and section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Gogebic 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.

Your SSN will be used 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 information 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 has been performed, or when the information is no longer needed, which ever date comes first.

You may choose to notify Gogebic Community College that you do not wish to have your social security number used for the purposes described in this notice.

TRANSCRIPTS

Official transcripts of a student’s academic record will be sent to properly authorized individuals or organizations with valid written request from the student. Students may obtain a Transcript Request Form in the Dean of Students Office or on the college website at gogebic.edu, under Alumni and Friends. A fee of \$5 is charged for each transcript issued. Currently enrolled students are exempt from the fee.

Transcripts received by the college are part of the student’s official record and cannot be returned or re-released.

STUDENT DIRECTORY DATA

Demographic student information may be published or released unless a student informs the Registrar’s Office in writing before the first day of classes of the fall semester that any or all items should not be released without prior consent of the student. The request to withhold directory information is valid for one academic year. Directory information includes the student’s name, address, telephone listings, major field of study, and any other categories defined as “directory information” in current Board policy.

GRADUATION INFORMATION

GRADUATION APPLICATIONS

Students may graduate from Gogebic Community College with either an associate degree or a certificate of completion. Students ready to graduate must file an Application for Graduation in the Dean of Students Office at the beginning of the semester in which they anticipate meeting all degree requirements.

A formal graduation ceremony is held in May. All students graduating at any time in an academic year are eligible to participate in the graduation ceremony. Graduation apparel consists of cap and gown and is provided free of charge. Cap and gown orders must be placed in the Admissions Office no later than April 1.

DEGREE REQUIREMENTS

Degree requirements are listed at the beginning of the INSTRUCTIONAL PROGRAMS section of this catalog. Please see page 39.

Students who graduate from Gogebic Community College, and plan to continue taking classes following graduation, need to complete a program/major change form in the admissions office to update their intent and program of study. If not completed by the first day of the semester following graduation, their program of study will be updated to 'personal enrichment' which could have financial aid implications.

HONORS RECOGNITION

DEAN'S LIST

Each semester, a Dean's List is issued and published listing all full-time students who have earned a 3.5 average or higher semester GPA.

GRADUATION WITH HONORS

Special recognition at graduation will be given to students under the following conditions:

1. Students completing graduation requirements at Gogebic Community College with a 3.75 cumulative GPA or better will graduate with High Honors.
2. Students completing graduation requirements at Gogebic Community College with a 3.5 to 3.74 cumulative GPA will graduate with Honors.

Honor point averages for those students transferring to Gogebic Community College from other colleges or universities are determined by only those grades earned at Gogebic Community College.

While recognition at the commencement ceremony will be based upon cumulative grades prior to the final grading period, all grades earned at GCC will be included in the final determination of honors status to be recorded in the student's permanent record.

PHI THETA KAPPA HONORS SOCIETY

Please see the description of this honor society under the STUDENT ORGANIZATION section of this catalog.

STUDENT CONDUCT AND DISCIPLINE

STUDENT CONDUCT

Enrollment in Gogebic Community College carries with it obligations of conduct. The responsibility for maintaining good conduct rests upon each individual student, and it is expected that students will perform in a manner that is a credit to themselves and to the college. Students are responsible for familiarizing themselves with the rules and regulations of the college and observing the standards of conduct set by the college.

Whenever a student acts in such a manner that gives college officials reasonable cause to believe that the student presents a danger to himself, to others, or to college property, or if a student's activities adversely affect any legitimate college interest, that student shall be liable to disciplinary action and possible suspension or dismissal from college.

The college expects that each student will abide by the regulations governing student conduct. General policies and standards relating to conduct which all students are expected to respect and adhere to are covered in more detail in the Student Handbook. While the handbook and this catalog state some of the general regulations, such statements cannot be all inclusive, and individual student conduct violations may need to be determined on a case-by-case basis within the scope of the conduct policy.

ACADEMIC PROBATION AND SUSPENSION POLICY

1. A first semester freshman will be placed on probation if s/he achieves a Grade Point Average less than 1.6 at the end of the semester, he/she may be suspended if his/her GPA is less than 1.0 at the end of the semester.
2. A second semester freshman will be placed on academic probation if his/her cumulative GPA at the end of the second semester is less than 1.75; s/he may be suspended if his/her GPA is less than 1.25 for the semester.
3. A third semester student will be placed on academic probation if his/her cumulative GPA at the end of the semester is less than 1.8; s/he may be suspended if his/her GPA is less than 1.5 for the semester.
4. A fourth semester student will be placed on academic probation if his/her cumulative GPA at the end of the semester is less than 2.0; s/he may be suspended if his/her GPA is less than 1.75 for the semester.
5. A student in his/her fifth semester may be suspended if his/her cumulative or semester GPA is less than 2.0.

Students who are on probation should:

- a. Consider reducing study loads.
- b. Avoid extensive participation in extracurricular activities and outside employment responsibilities.
- c. Reappraise study schedules and habits.
- d. Confer regularly with their advisors, Student Services professionals, instructors, and deans.
- e. Consider repeating work in which grades are unsatisfactory.
- f. Consider seeking tutorial assistance (through the ACES Center).

IMPORTANT STUDENT PROTECTIONS

SEXUAL HARASSMENT POLICY

It is the policy of Gogebic Community College that no employee, staff member, or student shall be subject to sexual harassment while on college premises or in connection with or related to his/her education or employment at Gogebic. Sexual harassment has absolutely no place in an academic environment and will not be tolerated by the college.

Any employee, staff member, or student engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution, as determined by administrative or Board action.

This policy applies to acts of sexual harassment of any member of one sex against a member of the opposite, or the same sex, at all levels of the college community.

For additional information, contact the Dean of Students.

EXPOSURE CONTROL PLAN — BLOODBORNE PATHOGENS

Gogebic Community College has established procedures in accordance with the Federal Occupational Safety and Health Administration (OSHA) Standard (29CFR1910.1030) regarding blood in the work site. The purpose of this standard is to limit occupational exposure to blood and other potentially disabling infectious materials, and applies to all employees. The full Exposure Control Plan is available for review in the college library. The format for the standards includes staff training and practice of universal precautions, emphasizing engineering and work practice controls. For additional information, contact the Dean of Business Services.

NOTE: Since Gogebic Community College has chosen to provide a clean-air environment, smoking is not permitted within 50 feet of any campus buildings.

DRUG-FREE CAMPUS

Under the Drug-Free Schools and Communities Act Amendments of 1989, Gogebic Community College has adopted and implemented policies that promote a drug and alcohol-free campus. Policy information is printed and distributed annually to all members of the college community. Students should be aware that in addition to the serious health, legal, and personal problems associated with the illicit use or abuse of alcohol and other drugs, there can be College disciplinary actions as well. Sanctions for violation of the law and/or College policy can include suspension or dismissal from the College. Confidential referral assistance is available for addressing difficulties related to alcohol and other drugs. For more information, please contact the Career Center.

See the Student Handbook on the GCC website for a complete list of policies: gogebic.edu/resources/student-handbook.php.

STUDENT "RIGHT TO KNOW"

Under Section 103 of the Student Right to Know and Campus Security Act, colleges are required to disclose completion and graduation rates to students entering the institution. GCC collects this information. Data is collected from the group experience of new, full-time students (with no prior college enrollment) who

enter during the fall semester and are pursuing a certificate or degree.

RIGHT OF REVISION

The college reserves the right to change without notice any curriculum, courses, faculty, tuition, fees, policies and rules. If courses and curriculum changes take place after students commence a program of study, the college will make efforts to implement the changes in the student's best interest.

STUDENT ORGANIZATIONS AND ACTIVITIES

Co-curricular activities, also called extracurricular activities, are an important part of a student's college education. There are a variety of opportunities for participation in the various activities and organizations at GCC. In the inauguration of new activities, clubs, and organizations, students present organization plans to the Dean of Students and the Student Senate for approval. A faculty advisor is selected for each organization.

STUDENT IDENTIFICATION CARD

Upon registering and paying the required fees, each new student with six (6) or more credits will receive a Student Identification Card. This card is the student's permanent I.D. and will be validated annually. The card is required of all students when checking out materials in the Library. Students with six (6) or more credits may use the card to ski free at Mt. Zion Ski Hill, use the Lindquist Student and Conference Center facilities during open hours, and for admission to college activities which include athletic, recreational, and social events, concerts, and lectures.

Misuse of this card will result in its revocation. Lost cards will be replaced for a fee of \$10.

ELIGIBILITY FOR ACTIVITIES

A student is qualified to hold office in a student organization and to participate in an activity by meeting the following requirements:

1. S/He must be enrolled as a degree-seeking student passing in all credit classes in which enrolled at the time the student list for the activity is certified.
2. S/He must be in good academic standing with a minimum cumulative and prior semester grade point average of 2.00.
3. Students who participate in varsity athletics must meet the NJCAA eligibility requirements. (See the INTERCOLLEGIATE ATHLETICS section.)
4. All students who pay the student activity fee and comply with items 1 to 3 above are eligible for participation and office-holding in student activities.

The following student organizations and events have been recognized and sanctioned by the Student Senate, the administration and the Board of Trustees:

THE STUDENT SENATE

This organization provides students with experience in the art of self-governance. Through active participation in the Student Senate, members learn about the responsibilities and duties they share with their fellow students. The organization brings together various extracurricular activities of the college and promotes interest of the college as a whole. It fosters understanding between the faculty and the students as well as representing the students before the faculty and administration in addressing various issues.

PHI THETA KAPPA

Gogebic Community College has instituted the Alpha Rho Chi Chapter of the Phi Theta Kappa National Honor Society. To be eligible for active membership in Phi Theta Kappa, (1) a student must have completed at least 28 hours of work in courses leading to an Associate degree at Gogebic Community College; (2) the student's cumulative GPA must be 3.5 or better; (3) the student must adhere to the school conduct code and possess recognized qualities of good citizenship; and (4) the student must be currently enrolled.

THE CHIEFTAIN

The CHIEFTAIN is published by the students of the college periodically during the college year. This publication reviews activities of the college and provides news of events, student comments, and personal items. It offers an opportunity for students interested in getting practical experience in writing and journalism.

A.D.A.P.T.

The Alcohol Drug Awareness and Prevention Team is a student organization providing prevention awareness, alcohol free alternative activities, peer-peer supports, and other activities aimed at enhancing the lifestyle and learning environments of students.

RECREATIONAL OPPORTUNITIES

Intercollegiate and intramural sports are recognized as an integral part of the student activities program and are meant to contribute to the students' total educational experience. The Dean of Students and Student Life Coordinator bring together the development of the sport activities program in conjunction with student need, interest, and ability.

The program of intercollegiate and intramural athletics provides students an opportunity to develop:

1. An appreciation of recreational activities.
2. The skills necessary for playing various sports.
3. Better health and physical fitness, school spirit and sportsmanship.
4. Worthy use of leisure time.
5. Social contact.

INTRAMURAL SPORTS

The intramural sports program at Gogebic Community College provides opportunities for competition in a variety of seasonal sports. The program consists of various activities such as touch football, volleyball, basketball, softball, tennis, golf, bowling, and archery. Other sports are offered according to student interest.

CHRISTIAN GROUPS

Membership is open to all students and faculty interested in strengthening their spiritual life through the Bible and Christian living. The group organizes a series of campus-wide events in addition to regular group meetings.

Members meet on a weekly basis and are encouraged to suggest seminars or expeditions for the Society to undertake. A President, Vice President, and Secretary are elected by the members each academic year.



INTERCOLLEGIATE ATHLETICS

Gogebic Community College is a member of the National Junior College Athletic Association and Region XIII. The intercollegiate athletic program provides intercollegiate competition for students in women's and men's basketball, women's volleyball, and men's and women's cross country. The college competes with other two-year colleges in Northern Wisconsin and Minnesota as well as scheduling some events with four-year colleges and universities.

Students who participate in varsity athletics must meet NJCAA eligibility requirements;

1. Students must maintain enrollment in 12 or more credit hours of college level work during each semester of athletic participation.

2. Prior to the second full-time semester, a student must have passed 12 credit hours with a 1.75 GPA or higher.

3. Prior to the third full-time semester and all subsequent semesters thereafter, a student must satisfy one of the following two requirements to be eligible for the upcoming semester;

a) pass a minimum of 12 credit hours with a GPA of 1.75 or higher during the previous semester of full-time enrollment,

OR

b) pass an accumulation of credit hours equal to 12 multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 1.75 or higher.

4. Prior to the second season of participation, students must pass a minimum accumulation of 24 credit hours with a 2.0 GPA or higher.

5. Additional details on NJCAA eligibility rules are available from the Athletic Director.

An athlete is allowed two years of competition in community college. If graduated at the end of two years, an athlete may transfer to most colleges and universities and be eligible immediately. Competition in a community college does not jeopardize future eligibility in a four year college or university. Students who wish to compete in intercollegiate athletics should contact the Athletic Director.



FINANCIAL AID

Gogebic Community College assists students who would not otherwise be able to pursue their educational goals through its comprehensive financial aid program. To help qualified students meet their educational costs, GCC has developed an extensive and equitable program of financial assistance including scholarships, grants, tuition waivers, work-study, and student loans. Approximately 70% of GCC students benefit from one or more of these financial aid opportunities.

The basic premise of financial aid is the student and the parents are the primary source of funds for postsecondary education and are expected to help provide for their own educational costs, whether the costs are electricity, fuel, child care, food, or tuition. Financial aid supplements, not supplants, the family income. Although few families can afford to pay all college expenses out of current salaries or savings, they are expected to provide for a certain amount of the student's expenses as determined by financial need analysis. When the parent and student obligations have been met, the college, community, and/or government will attempt to provide additional funding through financial aid resources if any shortfall (financial need) exists.

All institutional and financial aid information for students can be obtained by contacting the Director of Financial Aid, Room T104, 906-932-4231, ext. 208 or the Dean of Students, Room T108, 906-932-4231, ext. 212.

NOTICE OF THE AVAILABILITY OF FINANCIAL AID INFORMATION

GCC is required, on an annual basis, to provide to all enrolled students a list of financial aid information that is available to them. GCC will provide a paper copy to any student upon request. The information may be obtained by contacting Sue Forbes, Director of Financial Aid, at 906-932-4231, ext. 208 or by e-mail address at suef@gogebic.edu. A list of the information is described below:

- all institutional student financial assistance programs available to students at GCC,
- the methods by which financial assistance is distributed among student recipients,

- all forms that are required for students to apply for financial assistance,
- the rights and responsibilities of students receiving financial assistance;
- the cost of attending GCC which include tuition/fees, books/supplies, travel, estimates of typical student room and board costs and any additional cost of the program in which the student is enrolled or expresses a specific interest,
- the terms and conditions of Title IV, HEA loans,
- the criteria for selecting recipients and for determining the amount of awards,
- the eligibility requirements and procedures for applying for financial aid,
- the method and frequency of disbursements of financial aid,
- the standards for satisfactory academic progress,
- the criteria for continued student eligibility,
- the terms of any loan received as part of the financial aid package, sample loan repayment schedule, and the necessity for repaying loans,
- a statement that enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment in the home institution for purposes of applying for financial aid,
- the general conditions and terms applicable to employment provided as part of a financial aid package,
- the requirements for entrance and exit loan counseling,
- the requirement of GCC's refund policy as well as the federal requirements for the return of grant or loan assistance,
- the private loan counseling requirements,
- the requirements for officially withdrawing from the institution,
- the GCC Code of Conduct and
- the Family Educational Rights and Privacy Act (FERPA) requirements.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to know

- What financial assistance is available, including information on federal, state, and institutional financial aid programs?
- What the cost of attendance is and what the policies are for students who withdraw?
- What criteria are used to select financial aid recipients and what the deadlines are for submitting applications?
- How financial need is determined and how costs for tuition and fees, room and board, books and supplies, travel and miscellaneous expenses, etc. are considered in a budget?
- What resources (such as family contribution, other financial aid, assets, etc.) are considered in calculating financial need?
- What funds are in the student's financial aid proposal and an explanation of the various funds and what portion of the aid received must be repaid and what portion is grant aid?
- How academic progress is determined and what happens if the student is not making progress?

Students are responsible for

1. Reviewing the information about programs at GCC before enrolling.
2. Completing a financial aid application accurately and on time. (Intentional misreporting on the application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under U.S. Criminal Code). Students must file a Free Application for Federal Student Aid (FAFSA) every year.
3. Submitting all verification, correction and/or new information requested.
4. Reading and understanding all the forms the students are asked to sign and retaining copies of the documents as well as accepting responsibility for all agreements signed.
5. Informing the loan servicer of changes in the student's name, address, or enrollment status if the student has borrowed a FFELP or Direct loan.
6. Performing work in a satisfactory manner during participation in the Federal College Work-Study Program.
7. Knowing and complying with the deadlines for applications and renewal applications.
8. Knowing and complying with the refund procedures.
9. Attending classes.

- Not have any convictions for the sale or possession of illegal drugs depending on the date of conviction.
- Maintain satisfactory academic progress as defined by GCC.
- Apply for financial aid every year.

A student's file is incomplete until they receive a financial aid proposal from the GCC Financial Aid Office. Students are ineligible for financial aid until the proposal is received and they are accepted in to an eligible program.

PROGRAM ELIGIBILITY

There are a few programs at GCC that are not financial aid eligible. Students who are accepted for enrollment in these programs are ineligible to receive federal financial aid. These programs are as follows:

Certified Nursing Assistant Program
Cosmetology Instructor Training Program
Nail Technician Program
Emergency Medical Services Specialized Study Program
Ski Lift Maintenance/Operating Training Program (CED)

There are also a few courses students may need to enroll in to increase their skills in English and Math that are not financial aid eligible: ENG 090, ENG 091, MTH 090 and MTH 091.

Students who are only planning on enrolling in CJC 101, CJC 102, CJC 103, CJC 104 and CJC 105 to meet the requirements for local and state corrections officers do not qualify for federal financial aid.

Remember: Students need to be degree or certificate seeking at GCC and accepted in to an eligible program in order to receive financial aid.

APPLICATION PROCESS FOR FINANCIAL AID

Students must complete the following in order to be considered for financial aid:

1. **Apply for admission to the college.** Procedures for application for admission are found in the ADMISSIONS section of this catalog. When completing the application for admission, the student should indicate if they will be applying for financial aid. An estimated offer of financial aid may be given to the student, but this offer isn't official until the student's acceptance has been finalized.
2. **Complete the Free Application for Federal Student Aid (FAFSA).** The paper FAFSA is available from high school guidance counselors or the GCC Financial Aid Office, but students are strongly encouraged to apply online with *FAFSA on the WEB* (FAFSA.gov) and obtain a FSA ID, made up of a user name and password, which can be used throughout the federal aid process. The processing time of the FAFSA is approximately six weeks. If the student does not receive the results – a *Student Aid Report* (SAR) – within this timeframe, please call 1-800-433-3243 to check on the processing.

STUDENT ELIGIBILITY

All students who have been accepted for admission to Gogebic Community College and who apply for financial assistance receive consideration. No student is denied the opportunity for financial aid because of race, color, or creed. When determining a student's need, the financial resources of the student's immediate family are considered along with any special circumstances. (In awarding aid to eligible students, aid is not only targeted toward the neediest student but is also awarded based on the timeliness of application.) A number of scholarships are awarded based on merit considerations in addition to those based on need.

NOTE: A student is not eligible for federal financial aid if their program length is less than six months.

Students must meet the following eligibility requirements in order to receive funding from federal and state sources:

- Demonstrate financial need (determined by the Free Application for Federal Student Aid - FAFSA).
- Earn a high school diploma or a General Education Development Certificate (GED). Certificates of completion do not qualify a student for financial assistance.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (Personal Enrichment, Job Upgrade, Guest or Other are not eligible programs.)
- Enroll in courses required by the degree or certificate.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid social security number.
- Register with the Selective Service, if required.
- Not be in default on any Title IV Higher Education Act loan and/or not owe a refund on a Title IV Higher Education Act grant for attendance at any institution.

3. **Review the SAR.** This report contains the information the student provided on the FAFSA. If the SAR is correct and GCC is listed as a college choice, the student needs to keep it for their records. If it is incorrect or GCC is not listed as a college choice, the student needs to go back online to the FAFSA website and make the necessary corrections. The student will also be asked to sign the form with their FSA ID and their parent FSA ID, if applicable. After all corrections are made and the form is signed, submit the form electronically to the FAFSA Processing Center. Do not mail a paper SAR back to the FAFSA Processing Center. Mailing the SAR is a timely process.
4. **Submit all requested documentation to the GCC Financial Aid Office.** GCC will be requesting additional information needed to complete the processing of the student application. Documentation may include the student and parent IRS tax return transcripts, child support payments, family member verification, etc. Students will receive a letter from the Financial Aid Office (pending file completion) after the FAFSA has been submitted indicating what is needed to complete the file. (After the fourth letter, the student's file will be placed on hold and no further correspondence will be received from the Financial Aid Office until the student contacts GCC.) If any corrections need to be made to the original FAFSA information, the GCC Financial Aid Office will make the corrections, based on the submitted data and will resubmit the corrections to the Central Processing System. Upon receipt of the corrected information, the financial aid file will be reviewed and a financial aid proposal will be calculated and sent to the student in the mail. This process normally takes approximately 15 business days. The deadline date for completing the verification requirements is the student's last date of enrollment, but no further action will be taken on the file until the requested information is received. The student will not be able to receive any type of financial aid (including student loans) until the documents have been submitted.
5. **Apply for a student loan, if applicable.** A student who is eligible to apply for a student loan must fill out and submit a *Master Promissory Note* online, submit the *Federal Direct Student Loan Request Form* to GCC and participate in an online *entrance interview*. Student loan materials can be obtained in the GCC Financial Aid Office or online at gogebic.edu. Visit <https://studentloans.gov/myDirectLoan/index.action>.
6. **Submit a college work-study application.** College work-study application materials will be mailed to all eligible students with their award letter. These materials must be completed and returned to GCC according to the set deadline date. Students will receive their job placements in July.
7. **Provide Notification to the GCC Financial Aid Office, if applicable.** Students must promptly notify GCC of any outside scholarships, grants, loans or other types of student aid that is received or expected to be received. Financial aid packages may need to be revised based on the receipt of additional awards.
8. **Apply for a GCC Scholarship.** Gogebic Community College offers a wide range of scholarships and awards to both freshman and sophomore students. Criteria and award amounts vary. Applications are submitted online through the Academic Works website. The typical

application period is from February 1 through March 15, but there are scholarships that have later deadline dates. Students need to check the individual scholarship opportunity criteria for the individual deadline dates. The scholarships awarded in the spring are to be used for the following academic year. To apply for scholarships, students must be accepted to GCC and have been issued a Student ID number. Students also have the capability to view all available scholarships as well as the scholarship criteria. Please note, students only need to fill out one application for all scholarships. The process automatically selects and sorts the students according to the eligibility criteria of the individual scholarships. Students will be notified via their GCC e-mail if they were selected as a scholarship recipient. This notification is normally sent out within three weeks of the scholarship application deadline. If a student does not receive a scholarship during the first round of awarding, their application is stored in the data base for the entire academic year. Scholarships are awarded on a continual basis as new scholarships are received. Click on <http://gogebic.academicworks.com> to access the scholarship application.

An applicant who has completed their file by March 1 and has established need will be given first consideration for available awards. Students may generally expect to be offered a financial aid package fifteen business days after the file becomes complete. A student may apply for financial aid after the deadline and will be offered aid based upon the remaining available funds.

AWARDING FINANCIAL AID

GCC strives to provide each eligible student sufficient resources to meet their direct educational costs as well as provide some financial assistance to help in meeting living expenses. GCC's goal is to distribute the available resources across the eligible population in a fair and equitable manner and to make use of all available resources. GCC strives to ensure that access to the student's chosen field of study is not limited due to lack of funding and, at the same time, try not to loan burden the student.

The Financial Aid Office reviews all applications and determines the amount and type of aid to be awarded. The amount awarded is determined by need, FAFSA information, eligibility, timeliness of application, response to requests for information, amount of funds available and individual program guidelines. (Summer school financial aid is limited and awarded based on the availability of funding. Students are required to register for summer classes before financial aid is awarded for the summer school session).

Financial aid packages are created for students throughout the academic year. GCC utilizes a combination of packaging models in awarding financial aid and employs a policy of packaging gift awards first, college work-study second and loans last. Award proposals will be mailed to the students approximately 15 business days of file completion, detailing the type and the amount of financial aid being offered. Financial aid is not official until an award proposal is received from GCC and the student has been accepted in to an eligible program. It is not necessary to return the award proposal back to GCC.

GCC determines eligibility for most types of aid the student will receive, but there are times when final approval is given by the state or federal government and/or lending agencies, such as Michigan Works, Bureau of Indian Affairs, Veteran Affairs, etc. No financial aid will be disbursed until the school receives an official notice from the various sources. It is recommended the student periodically check with GCC and the agencies to find out the status of the student application.

Financial aid is based on the number of credit hours the student is enrolled in. Students are classified as less than half-time (1-5 credits), half-time (6-8 credits), three-quarter-time (9-11 credits) or full-time (12 credits or above). All students will receive an original financial aid package based on full-time status or actual registered credits depending on if the student has registered for classes. If a student's enrollment status changes, their financial aid will be adjusted based on the number of enrolled credits. Students will be able to access all financial aid revisions as well as tuition bills on My GCC at gogebic.edu. At the end of the drop/add period, the student's financial aid will be reconciled to match their final enrollment status.

Students need to review the award proposal to determine if the resources offered are adequate to meet college expenses. If additional assistance of some type is necessary after reviewing the costs and financial aid, students may need to increase the amount of their loan, if eligible, or explore scholarships, grants and loans offered by outside professional, business and private organizations. **A student should never begin attending college without knowing the cost of their education.**

Financial aid proposals are estimates subject to revisions due to changes in enrollment, correction of errors and omissions, adjustments because of false or misleading student information, receipt of outside scholarships, grants and loans, conflicting information, changes in the availability of funding, failure to maintain satisfactory academic progress and the requirements of state and federal law and institutional policy. The Financial Aid Office reserves the right to revise, adjust or cancel the award at any time based on new or conflicting eligibility information. The student is required to report all changes in their financial aid status to the GCC Financial Aid Office.

Students who enroll in a program of study abroad approved for credit by the home institution may be considered for federal student financial assistance.

DISBURSEMENT OF FINANCIAL AID

A student may receive one or more types of financial assistance – grants and scholarships, college work-study and student loans. The type of assistance will influence the disbursement process. Financial aid is disbursed on a semester basis.

Grants and Scholarships – Grants and scholarships may be available to apply against direct charges if a student's financial aid file is complete. The amount of the student's disbursement will be printed on the student's tuition/fee bill. If the amount of financial aid does not cover the total cost, the student is responsible for paying the balance through their own personal resources. Any credit balance remaining after all charges have

been deducted may be used to charge the student's books and supplies purchased through the campus bookstore. The student must provide the bookstore clerk with identification and the account will be adjusted to reflect the new charges. If the student continues to have a remaining credit balance after all of the tuition/fee, bookstore and housing (if applicable) charges have been processed, the student will be provided with an expense check. This check is generally disbursed during the fourth week of classes.

Student Loans – Student loans can also be used to apply towards direct charges if the student's financial aid file is complete, the Master Promissory Note (MPN) has been filed, the Federal Direct Student Loan Request Form has been submitted, and the student loan counseling has been completed. GCC receives student loan funds electronically. The student authorizes the electronic transfer of these funds when they fill out the MPN. They are allowed to cancel the loan within 14 days after the date GCC sends the notification advising the student borrower that GCC has credited the student's account. The Financial Aid Office will disburse the funds to the student's account after GCC's drop/add date. The student's enrollment status for at least six credits, good academic standing and loan default status is also verified at the time of disbursement. All loan proceeds in excess of the student's tuition/fees, bookstore charges and housing costs (if applicable) will be disbursed to the student. These expense checks are normally disbursed the fourth week of classes and may or may not be a part of their first expense checks. Student loan checks for students only attending one semester will be disbursed in two separate payments.

Students who are first-year first-time borrowers in their program of study will not receive the first disbursement of the loan check until 30 days after the first day of classes. Students will still be able to charge all direct costs up to the amount of the loan until the loan proceeds come in. A first-time borrower at GCC is also required to participate in an entrance interview prior to the certification of the loan. A student loan cannot be certified after the student is no longer enrolled.

College Work-Study – College work-study cannot be used to waive tuition/fee and bookstore charges. It is to be used for living expenses. Students with a college work-study award will be assigned a job on the campus of GCC and will receive a paycheck once a month. The students will be paid on the 10th of each month for work performed during the prior month. Students will be required to complete a monthly timesheet that will be submitted to the Financial Aid Office by their supervisors on the last day of the month.

IMPORTANT FINANCIAL AID INFORMATION

- The financial aid proposal lists all of the financial aid a student is eligible to receive at GCC. This proposal should be reviewed as soon as it is received. It is not necessary to return the award proposal. It is for the student's information only. Students are required to contact the GCC Financial Aid Office if they want to decline their college work-study or student loan and/or they receive other financial aid not listed on the financial aid proposal. A revised award will be calculated after these changes have been submitted. Students can view all of their financial aid and account information online at gogebic.edu under My GCC.

- If a student believes they are eligible for a type of financial aid not listed on their financial aid proposal, the students needs to call the GCC Financial Aid Office. There may be other requirements needed to be fulfilled or GCC may not have received notification from various funding sources of the student's eligibility. GCC awards the student all the aid that they were eligible to receive as of the date on the financial aid proposal.
- The financial aid proposal is an **estimate** subject to revisions due to changes in the student's enrollment, correction of errors and omissions, adjustments because of false or misleading student information, receipt of outside scholarships, grants and loans, conflicting information, changes in the availability of funding, failure to maintain satisfactory academic progress and the requirements of state and federal law and institutional policy.
- If after the student considers their resources and expenses and they believe additional assistance will be necessary for them to attend GCC, they may want to inquire about additional loan options such as alternative loans, parent loans or Federal Direct loans (if not already received). The student should call the GCC Financial Aid Office for further information regarding these loan procedures.
- An **estimate** of tuition/fee and book/supply costs is listed in the financial aid proposal. For a full-time student, this estimate is based on the student enrolling in 16 credits per semester. These costs will increase or decrease based on the actual enrollment status. The student will not know the **exact** amount of their direct costs to GCC until the student registers for their classes and charges are generated. The student will also owe GCC for housing costs if the student is staying in on-campus housing.
- The aid proposal is based on the financial information reported on the FAFSA. Students are entitled to an explanation of the award process, which includes the financial aid budget, expected family contribution and financial aid proposal. Questions regarding any aspect of this process should be addressed to the GCC Financial Aid Office.
- Students are required to report all changes in their financial status to the GCC Financial Aid Office. Adjustments may need to be calculated. This also includes the receipt of any grants/scholarships from outside of GCC such as a high school, MI Works, MI Rehab, WI CEP, etc.
- Students are required to pay their tuition and fees before they begin attending classes. Full payment is due the first Friday of the first week of classes.
- Grants, scholarships and student loans may be available to use to pay for the tuition and fee charges. If available, the aid amount will be stated on the billing statement. Any tuition and fee balance remaining after aid is used must be paid in full by the due date. If there is remaining aid on the account after all tuition/fee and housing (if applicable) charges have been deducted, it can be used to purchase class related books and supplies in the college bookstore.
- Students may use cash, checks, credit cards or GCC's payment plan to pay any outstanding charges. Payments are submitted by mail or in person to the Business Office in Room 209 of the Rutger Erickson Academic Building or by calling 906-932-4231, ext. 205. Call the Business Office to receive information on GCC's payment options.
- Financial aid is reconciled with the student's enrollment status each semester at the end of the drop/add period. (Students must enroll in six or more credits per semester in their program of study to be eligible for student loans.) Student expense checks are normally disbursed the fourth week of classes. GCC deducts the tuition/fees, bookstore charges and campus housing costs from the student's financial aid before an expense check is released. Remember, first-time borrowers must wait 30 days to receive their student loan checks. Loan checks are also disbursed in two installments during the course of the semester for those students who are only borrowing for one semester. An expense check may be released at a later date if the student falls into one of these categories or the student may receive a small expense check when the first round of checks are disbursed and the remaining balance when the student becomes eligible.
- If a student totally withdraws from GCC or quits attending classes before 60% of the semester enrollment period has passed, the student will need to pay a portion of their financial aid back to GCC and/or the federal financial aid programs. If a student fails to begin attendance in any class, the class will not be counted in the student's enrollment status for financial aid purposes and may result in the student paying a portion of their financial aid back to the financial aid program. Repayment can occur at any time during the academic year depending on the receipt of this information by the GCC Financial Aid Office.
- GCC is required to establish satisfactory academic progress standards for the students receiving federal and state financial aid assistance. Satisfactory academic progress measures the student's performance by cumulative grade point average, completion rate of courses and maximum time limits to complete the program. If a student does not meet these standards, they could be terminated from receiving any future financial aid. These standards are outlined in the *Satisfactory Academic Progress Standard* section.
- College work-study placements will be made in July/August and mailed to the student along with the program guidelines.
- Students are not allowed to receive financial aid at two institutions during the same enrollment period. GCC does not participate in consortium agreements as the home institution.
- A student must enroll in classes in their program of study. Financial aid will not pay for courses that are not needed to fulfill the student's degree or certificate requirements
- There are some courses and programs not financial aid eligible. A student cannot receive financial aid for ENG 090, ENG 091, MTH 090 and MTH 091. A student also cannot receive financial aid if they are enrolled in the following programs: Certified Nursing Assistant, Cosmetology Instructor, Nail Technician, Emergency Medical Services

Specialized Study and Ski Lift Maintenance/Operating Training. Students who are only planning on enrolling in CJC 101, CJC 102, CJC 103, CJC 104 and CJC 105 to meet the requirements for local and state corrections officers do not qualify for federal financial aid.

- **Students must complete the three steps in How to Apply for a Federal Direct Student Loan before any loan proceeds can be disbursed. The financial aid proposal may have indicated the student was eligible to receive a student loan, but this does not mean the student has applied for the loan. If a student requests a loan amount greater than what is listed on the Financial Aid Proposal or the student receives additional financial aid in excess of \$500, the student may be required to fill out a Budget Worksheet.** Parent loans are also available. Contact the GCC Financial Aid Office for additional information and visit <https://studentloans.gov/myDirectLoan/index.action>.

All students must file a FAFSA every year. Financial aid is not automatically renewable.

Satisfactory Academic Progress Standards

Gogebic Community College is required to establish satisfactory academic progress standards for its federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid. This policy applies to all categories of students.

Satisfactory academic progress (SAP) measures a student's performance in the following three areas:

- cumulative grade point average (GPA),
- completion rate of courses (credits) and
- maximum timeframe.

Federal regulations require that a student's entire GCC academic record be reviewed for satisfactory academic progress, including terms for which the student did not receive financial aid. Satisfactory academic progress will be reviewed at the end of each semester, including summer school.

GPA Requirements

Students must earn a cumulative GPA of 2.0 at the end of each semester:

- All incomplete grades (I's) are calculated in the student's GPA as "F's" in determining financial aid eligibility.
- A student's GPA will be recalculated when the incomplete grade becomes a letter grade.
- Students who retake a course in which a "W" was received will have their GPA recalculated to reflect the replaced grade.

- The highest grade for any repeated course will be used for the calculation of the student's GPA.
- Transfer credits, including those received during consortium study, do not count in the calculation of the student's GPA.

Completion Rate

A student's completion rate will be measured by calculating the number of credit hours earned each semester. Students must earn 67% of their attempted credits each semester to remain in good standing. The completion rate is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. The rate is calculated at the end of each semester:

- Transfer credits are included in the calculation of credits of progress.
- Incompletes, withdrawals and "F" grades are not counted as earned credits until the grades have been completed with a "D-" or higher. They are counted as attempted.
- Audited courses do not count in the evaluation of a student's completion rate.
- Pass/fail courses do count within the total of attempted and earned credits.

Maximum Timeframe

The maximum timeframe a student has to complete their program of study may not exceed 150% of the length of the program as measured in attempted credits. The maximum timeframe for the completion of associate degree programs is 95-115 attempted credits and the maximum timeframe for the completion of certificate programs is 45-85 attempted credits, depending on the student's program of study.

- Transfer credits will count toward the student's maximum timeframe.
- Grades of "I", "W" and "F" will count as courses attempted.

Evaluation of Academic Progress

The academic progress of all students will be evaluated after each semester of the academic year, including the summer session. At that time, a student will either be in good standing or not meeting the academic progress requirements. The student must meet all three progress requirements to remain in good standing. All semesters of attendance will be evaluated, whether or not the student received financial aid during those semesters. Students will be provided with a written notification from the GCC Financial Aid Office if they have not met the SAP standards. Students who fail to meet any of the SAP standards at the conclusion of each semester will lose all Federal aid (including student loans) eligibility until the student meets the SAP requirements or files a successful appeal.

Appeal Procedure

If a student does not meet the SAP standards, the student will be given the opportunity to appeal (except for maximum time frame, see Program Changes). Appealing is a process by which a student

who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for financial aid program assistance. Appeals will normally be considered for occurrences such as illness, change in employment schedules, family tragedy, or other extenuating circumstances. The mere passage of time will not restore eligibility to a student who has lost eligibility due to the failure to meet the SAP standards.

Students may appeal the denial of financial aid by following the procedures listed below:

- complete the Satisfactory Academic Progress Appeal form,
- provide a written explanation of the extenuating circumstances that prevented the student from successfully completing the semester,
- explain how the student's circumstances have changed, allowing them to successfully meet the SAP requirements for future attendance and
- provide third-party documentation to support the appeal.

This appeal is for financial aid purposes only. It does not substitute for the Dean's review of a student's academic suspension and will not influence whether or not the student is dismissed from GCC.

Submitting an appeal does not guarantee reinstatement.

If a student's appeal for a probationary semester is denied, the student will be notified and the decision is final for that semester. The student may re-establish eligibility to be considered for Federal aid for a subsequent semester by taking action that brings the student in compliance with the SAP standards.

If a student's appeal is approved, the student will be notified and placed on probation. Financial aid probation is a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and is eligible for financial aid to be reinstated. GCC may require the student to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses.

An appeal will be approved only if GCC has determined the student will be able to meet the SAP standards after the subsequent semester or develops an academic plan with the student that, if followed, will ensure the student is able to meet the SAP standards by a specific point in time.

The student's progress will be evaluated at the end of the probationary semester. Financial aid eligibility will only be reinstated if the student is meeting the SAP requirements or if the student is meeting the requirements specified by GCC in the student's academic plan developed during the appeal process. Students will only be allowed to appeal twice. A written notification of the results of the evaluation will be provided to the students no later than two weeks after the evaluation decision has been made.

Deadline Dates

Appeal forms will be mailed to students along with the denial letter at the end of each semester. Students who have been denied after the fall semester will have their appeal reviewed by the

Director of Financial Aid and other members of the Financial Aid Appeals Committee the first week in January. Students who fail to meet the deadline date will not have the appeal reviewed for the spring semester. The late appeal will be reviewed for the summer or fall semester. The deadline date will be given to the student in the initial denial letter.

Students who have been denied financial aid after the spring semester will have their appeal reviewed by the Financial Aid Appeals Committee in May/June. Students who have had their financial aid denied after the summer session will have their appeal reviewed in August. Students who fail to meet the August deadline date for appeal submission will not have an opportunity to have their appeal reviewed until the January meeting of the Financial Aid Appeals Committee. Students who have left GCC and never appealed for financial aid reinstatement but later return need to follow the appeal procedures if they are seeking financial aid. Students must have their appeal documents submitted by the first day of classes. If this deadline is missed, the late appeal will be reviewed for the following semester. The appeal will be reviewed by the Director of Financial Aid and other members of the Financial Aid Appeals Committee.

Remedial Courses

Students who are accepted into an eligible program and enroll in remedial courses are eligible for federal, state and institutional aid. No more than 30 semester hours of remedial coursework may be counted in determining a student's enrollment status. All credits are counted toward the maximum timeframe. Students within this category will be given special consideration in reviewing their academic progress appeals. Noncredit remedial courses do not count towards SAP requirements and are not financial aid eligible.

Program Changes

Students are allowed to change their program of study or obtain an additional degree/certificate as long as they do not exceed the maximum timeframe. Students who are nearing the credit limit will only be allowed to enroll in classes that will satisfy the requirements of the new program. The maximum timeframe is not program specific when changing programs. The student's cumulative GPA and the calculation of credits of progress will be based on the total amount of attempted credits. This includes all attempted credits as an enrolled student at GCC as well as any transfer credits. (Transfer credits do not count in the calculation of a student's GPA.) Students who wish to begin a new program and are nearing the maximum credit limit will not be allowed to do so if it is no longer mathematically possible to achieve the graduation requirements by the end of the maximum timeframe. The appeals will be reviewed for students who only have a minimal amount of credits to earn over and beyond the maximum timeframe.

Students who have been academically suspended from GCC but who are subsequently given permission to re-enroll are not automatically eligible to continue to participate in the financial aid programs. Academic reinstatement is totally separate from funding decisions.

RETURN OF FINANCIAL AID WHEN A STUDENT WITHDRAWS

If a student totally withdraws from GCC or quits attending classes before 60% of the semester enrollment period has passed, the student will need to pay a portion of financial aid back to GCC and/or the federal financial aid programs. If a student fails to begin attendance in any class, the class will not be counted in the student's enrollment status for financial aid purposes and may result in the student paying a portion of financial aid back to the financial aid program. Repayment can occur at any time during the academic year depending on the receipt of this information by the GCC Financial Aid Office.

The law specifies how GCC must determine the amount of Title IV program assistance the student earns if the student withdraws from school. The Title IV Programs administered by GCC covered by this law include: Federal Pell grants, Federal Direct loans, Federal PLUS loans and Federal Supplemental Educational Opportunity grants. The students are made aware of this policy by email at the beginning of each semester.

When a student withdraws during a payment period, the amount of Title IV program assistance earned is determined by a specific formula. Upon request, the formula will be provided to the student. If the student received more assistance than what was earned, the excess funds must be returned by the student and/or GCC. The amount of the student's financial aid may need to be returned to the programs along with the amount the student may owe the school. This amount will be calculated by the GCC Financial Aid Office using the software provided by the U.S. Department of Education and the student will be notified by mail of any repayment obligations. The software automatically determines the percentage of the payment period completed. The Director of Financial Aid calculates the total number of days in the payment period after reviewing the academic calendar provided by the Dean of Faculty.

If a student withdraws before 60% of the payment period has passed, GCC must always return a portion of the aid received for tuition/fees and books. The student also has a financial obligation to repay a portion of financial aid back to the various federal programs for any educational costs in which financial aid was received. The amount the student owes to GCC for returning of the federal funds will be 50% of the total federal funds returned by GCC or the amount of the student's expense check, whichever is larger. The Dean of Students will hear any appeals the student may have regarding the amount of money they owe the college.

Student loan funds received are paid in accordance with the terms of the promissory note. The student would make the scheduled payment to the servicer of the loan over a period of time. There are cases where the school returns a portion of the loan funds. The student may be billed for loan funds the school was required to return, thus owing less to the lender, but accruing a debt to GCC. The student is notified in writing of the amount GCC returned to the lender whether it was due to a refund or the return of program funds.

GCC returns funds in the following order: Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal Direct PLUS Loan, Federal Pell Grant and SEOG Grant. The funds are

returned as soon as possible but no later than 45 days from the determination of the student's withdrawal. The funds are returned to the department electronically by the Director of Financial Aid updates to COD and the Dean of Business updates through G5.

The amount of assistance the student has earned is determined on a prorated basis. For example, if the student completed 30% of the payment period, the student would earn 30% of the assistance originally scheduled to be received. Once the student has completed more than 60% of the payment period, the student earns all of the assistance they were scheduled to receive and no repayment is necessary.

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, GCC must receive the student's permission before GCC can disburse the loan funds to the student. The student may choose to decline all or some of the loan funds so additional loan debt is not incurred. GCC will automatically use the student's post-withdrawal disbursement of grant funds for outstanding tuition/fee and room charges. GCC needs the student's permission to use the post-withdrawal loan disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the best interest of the student to allow GCC to keep the funds to reduce the debt at the school.

There are some Title IV funds the student may have been scheduled to receive, but GCC cannot disburse the funds once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year student and has not completed the first 30 days of the term before withdrawal, Federal loan funds cannot be disbursed.

The requirements for Title IV program funds when a student withdraws are separate from GCC's refund policy. Therefore the student may owe funds to GCC to cover unpaid institutional charges. GCC also charges students for Title IV program funds GCC was required to return.

GCC reserves the right to withhold services, including the issuing of academic transcripts, from a student who has not satisfied financial obligations.

Students are required to register for all classes prior to the first Friday of the semester. If the student registers for classes after this date, the classes would not be included in the student's enrollment status for financial aid purposes. If the student withdraws from a modular class beginning later in the semester and never begins attendance in the class, the student's financial aid will be adjusted to reflect the new enrollment status. This situation normally places the student in a repayment status and the student will be required to repay any overpayment of financial aid received for the course(s) withdrawn from.

If a student completes a modular class, never begins attendance in other modular classes and does not provide written confirmation of nonattendance prior to the start of the modular classes, the student is considered a withdrawal. The student would not be considered a withdrawal if the student was still enrolled in a semester long course.

The withdrawal date is the date the student began the withdrawal process or officially notifies GCC in writing or verbally of the intent

to withdraw. If a student does not provide official notification of the intent to withdraw because of illness, accident, grievous personal loss or other such circumstances, the withdrawal date will be determined in relation to the circumstance. The midpoint of the period may also be used as the withdrawal date for unofficial withdrawals. GCC may always, at its option, use the student's last date of attendance at a documented academically related activity in lieu of any other withdrawal date.

The following procedure is used in determining the withdrawal date:

- The Financial Aid Office may receive an official withdrawal form directly from the student or from the Dean of Students Office. The student may verbally inform the Financial Aid Office of their intent to withdraw or a faculty member may indicate the student's absence from class which would require follow-up with the student and/or the Dean of Students Office.

GCC does not have a formal leave of absence policy.

DRUG CONVICTIONS AND FEDERAL STUDENT AID

Students will lose their eligibility for any Title IV, HEA grant, loan or work-study assistance (HEA Sec. 484(r)(1); (20 U.S.C 1091(r)(1), if they are convicted for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment in which they received Title IV HEA program funds.

FINANCIAL AID PROGRAMS

GRANT PROGRAMS

Federal

Federal Pell Grant

The Federal Pell Grant is the largest of the federal grant programs. It assists students in paying for their college education and is awarded only to undergraduate students – those who haven't earned a bachelor's or graduate degree. Pell Grants are the foundation of federal student financial aid, to which aid from other federal and nonfederal sources may be added. Amounts can change yearly. The awards for the 2017-2018 academic year range from \$596 to \$5,920 and are based on the need analysis of the Free Application for Federal Student Aid (FAFSA). Students are eligible to receive the Pell Grant for a total of six years as full-time students. This time frame is prorated based on the student's enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) awards grants to undergraduate students with exceptional financial need - those with the lowest Expected Family Contribution (EFC) numbers. Priority is given to Pell Grant recipients. The average award amount at GCC is \$400 per academic year. The priority deadline date to receive this grant is March 1.

State

Michigan Competitive Scholarship (MCS)

This scholarship is based on both financial need and merit. Awards are restricted to the cost of tuition and fees. Eligibility ends when a student has completed a baccalaureate degree, after completing the equivalent of 10 semesters or 15 terms, or when a student has been out of high school over ten years, whichever occurs first. A student must take the SAT test prior to entering college and achieve a qualifying test score. The SAT must be taken by December of the senior year of high school for priority consideration. Students should contact their high school counseling office for additional information.

To be eligible for the MCS, a student must: demonstrate financial need; achieve a qualifying score on the SAT; obtain a high school diploma, certificate of completion or GED certificate; qualify as a Michigan resident as of July 1 of the previous year; be a U.S. citizen, permanent resident, or approved refugee; enroll at least half-time; maintain a minimum GPA of 2.0; meet GCC's Satisfactory Academic Progress policy; not have a bachelor's degree; not be in default on a federal student loan; and not be incarcerated. Students must file the FAFSA before March 1 of every year to be considered for an award. The maximum award amount for 2017-2018 is \$636.

Tuition Incentive Program (TIP)

This is an incentive program encouraging students to complete high school by providing tuition assistance for the first two years of college and beyond. Students are identified annually by the Department of Health and Human Services (DHHS) as having met the Medicaid eligibility requirement. A person needs to be Medicaid eligible for 24 months within the 36 consecutive months before application. (The Medicaid benefits received only while in Michigan and only from DHHS are eligible.) Once identified, the Michigan Office of Student Scholarships and Grants (SSG) will send students a notification of eligibility. SSG sends reminder notifications to students during their senior year of high school. Students must complete the application by logging into the MISSG Student Portal or by calling 888-447-2687. Students are encouraged to file a FAFSA, but it is not a requirement of TIP. Students must initiate the TIP benefits within four years and one fall semester of high school graduation or GED or certificate completion. (Example: June 2013 graduates must initiate by Fall of 2017.) TIP benefits expire six years after high school graduation.

To be eligible for TIP, the student must: complete the application via the MISSG Student Portal (www.michigan.gov/missg) or by phone at 888-447-2687 no later than August 31 of the academic year in which the student graduates from high school or completes the recognized high school equivalent; graduate with a high school diploma, certificate of completion, or its recognized equivalent prior to age 20; not be incarcerated; meet the institutional SAP policy; not be in default on a Federal/State student loan; and be enrolled in at least six credit hours within the degree program during any period of enrollment. TIP will pay up to a maximum of 24 semester credits per academic year and mandatory fees up to \$250 per semester. Mandatory fees are defined as only those fees charged to all students across the board as a requirement for enrollment. Eligible fees include student activity fees and registration fees. No college admission or course-specific fees are eligible. GCC will award the TIP Grant for the number of credits the student is enrolled in for the first semester. This number will be subtracted from 24 to determine the amount of the student's second semester TIP award.

Fostering Futures Scholarship

The Fostering Futures Scholarship (FFS) is an award designed to assist former foster care students with college expenses. All students must submit an application each year for this funding. The scholarship covers up to \$3,000 (2016-17) or need, whichever is less. A student must have been in Michigan foster care due to abuse/neglect on or after their 13th birthday and must be attending a Michigan public or private degree granting four-year college, university or a community college. Funding can only be used for undergraduate students and is not available for graduate study. The funding can be used along with the Education and Training Voucher (ETV), but may impact eligibility for other tuition specific aid such as the Tuition Incentive Program (TIP). There is no upper age limit for the scholarship.

Children of Veterans Tuition Grant (CVTG)

This grant is designed to provide undergraduate tuition assistance to certain children older than 16 and less than 26 years of age who are the natural or adopted child of a Michigan veteran. The veteran must have been a legal resident of this state immediately before entering military service and must not later have resided outside of Michigan for more than two years, or the veteran must have established legal residency in Michigan after entering military service.

To be eligible for the CVTG, the veteran must: have been killed in action or died from another cause while serving in a war or war condition in which the U.S. was participating; have died or become totally and permanently disabled as a result of a service-connected illness or injury prior to death and now has died; or be listed as missing in action in a foreign country as determined by the U.S. government. The student must be older than 16 and less than 26 years; be the natural or adoptive child of a Michigan veteran; be enrolled at least half-time; be a Michigan resident for one year prior to program application; be a U.S. citizen or permanent resident; maintain a minimum cumulative GPA of 2.25; and not have been convicted of a felony involving an assault, physical injury, or death.

The maximum CVTG award for a full-time student is \$2,800 per academic year up to four academic years and a maximum of \$11,200. Application forms may be downloaded at michigan.gov/studentaid or requested by calling 1-888-447-2687.

Michigan Education and Training Voucher (ETV) Program

The ETV program provides financial assistance to help youth in foster care pay for training or education beyond high school. A youth is eligible until their 21st birthday as long as they meet the eligibility criteria. If the youth participated in the program before their 21st birthday, they continue to be eligible until age 23 as long as they receive and maintain at least a 2.0 GPA. The maximum amount of the award is \$5,000 per academic year for qualified expenses.

To be eligible for the ETV, a student must have been in foster care on or after their 14th birthday if they have been adopted from foster care on or after their 16th birthday and have a high school diploma or GED. For information on applying contact the Lutheran Social Services of Michigan at 1-877-660-6388 or online at mietv.lssm.org. Students must also complete the FAFSA.

Police Officer's and Fire Fighter's Survivors Tuition Program

This program provides for the waiver of tuition for the surviving spouse and children of Michigan police officers and fire fighters killed in the line of duty. To be eligible for the program, the applicant (spouse or child) must: be a legal resident of Michigan for 12 consecutive months preceding application; meet GCC's Satisfactory Academic Progress policy for each enrolled semester; not be in default on a federal/state student loan; be below the 400% federal poverty guidelines; not have a bachelor's degree; and provide satisfactory evidence to the Michigan Department of State Police that the applicant is an eligible child or surviving spouse of a police officer or fire fighter killed in the line of duty. The child must be less than age 21 at the time of death of the police officer or fire fighter and apply for the first time before age 26. For additional information, contact the State of Michigan Office of Scholarships and Grants at 1-888-447-2687.

Michigan Rehabilitation Services (MRS)

MRS assists eligible Michigan citizens with physical or mental disabilities to prepare for, enter, and maintain employment. For additional information and a listing of MRS district offices, call 1-800-605-6722 or visit the website at michigan.gov/mrs. A student can also call the local office at 906-663-6219 or the Houghton office at 906-482-6045 for information. Wisconsin has a similar program and additional information can be obtained by calling 715-682-7252.

Michigan Indian Tuition Waiver

This program provides free tuition for North American Indians in the state of Michigan. It does not pay for books or fees. Applicants must: be no less than one-quarter blood Indian as certified by the applicant's tribal enrollment department; must be a legal Michigan resident for not less than 12 consecutive months; and provide adequate proof of Michigan residency. Eligible students must submit the Michigan Indian Tuition Waiver Application to their individual tribal organization. After review, the state will then send the college an official letter of eligibility for the individual student. For additional information, contact Melissa Kiesewetter, Michigan Department of Civil Rights at 231-439-5247 or request a brochure describing this program from the GCC Financial Aid Office.

Michigan Works and Northwest Wisconsin CEP, Inc.

Michigan and Wisconsin both have job training agencies located throughout the state to assist students in paying for their eligible educational expenses. For more information regarding the Michigan program, call 906-932-4059 (Ironwood) and 906-482-6916 (Houghton). In Wisconsin, call 715-682-4889 (Ashland) or 715-762-2477 (Park Falls).

For a complete listing of state agencies that are responsible for administering state financial aid programs, log on to http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE.

To access additional information on the State of Michigan's financial aid programs, go to michigan.gov/mistudentaid.

Other Programs

Veterans Benefits

A student may be eligible to receive financial assistance from the Department of Veterans Affairs (VA) if they are currently serving in the military, have served in the past, or are a dependent of someone

who has. GCC actively assists eligible students with applying their educational benefits towards a GCC degree.

GCC's VA Certifying Official does not make a determination of eligibility, nor is she able to discuss specific remuneration amounts with eligible students. Students should contact their VA representative with eligibility questions. If a student is not sure of who their VA representative is, they can obtain further information by calling 1 (888) GI-BILL-1 (1-888-442-4551) or check the Federal G.I. Bill website at gibill.va.gov/GI_Bill_Info/benefits.htm.

In order to initiate a student's Veterans education benefits, a student must apply for benefits using the VA online application portal at <http://vabenefits.vba.va.gov/vonapp/>. There is also a new tool available for military personnel and veterans to compare the value of their GI Bill benefits at schools across the country. A student can access this tool by going to <http://wdt.me/GI-Comparison-Tool>. The VA highly recommends that all benefit-eligible students file the Free Application for Federal Student Aid (FAFSA) and apply for financial aid.

In order for Gogebic Community College to evaluate and award any credits for a student's military experience, a student must request their military transcript and have it sent to the Admissions Office. To request the military transcript, go to the Joint Services Transcript request form at <https://jst.doded.mil/official.html> Joint Services Transcript covers all branches except Air Force. The Coast Guard is in the process of moving to the JST.

Once a student has completed the admission process and registered for courses, they are required to complete the **Request for VA Certification** form to request to use their benefits. A student can obtain this form from the VA bulletin board outside of the Dean of Students office or from the VA Certifying Official in Room T108B. This form must be submitted to the Certifying Official before their enrollment will be certified.

The VA Certifying Official at GCC is Jennifer Forshey, Assistant Registrar & Transfer Coordinator. She will be happy to help answer any questions or refer the student to the appropriate agency. She can be reached by e-mail at jenniferf@gogebic.edu or by telephone at 1-800-682-5910, ext. 219.

Carl Perkins Grant

Carl Perkins grant assistance is available on a first-come, first-serve basis to students enrolled in an occupational program who fall into a special population category. Assistance is available to assist qualified students with tuition, fees and other allowable educational expenses. To be eligible for assistance, the student must: be registered at least half-time; have a minimum cumulative GPA of 2.5; and be a part of a special population category. All applicants are required to submit a FAFSA to determine the student's unmet need. Students will be ranked according to need and priority. Financial assistance will be given to students with the greatest need, taking into account financial aid from all sources. Special consideration will be given to students who may be experiencing unusual circumstances in their financial status which is not adequately considered in the regular need analysis structure. Special populations include students with disabilities, those who are economically or academically disadvantaged, displaced homemakers, single parents, or are enrolled in a program not traditionally considered available to his/her gender, etc. Applications for this grant are available in the GCC Financial Aid Office. The average award amount per year is \$500.

Bureau of Indian Affairs Grant (BIA)

The Bureau of Indian Affairs provides assistance to those students who are enrolled tribal members as proven by the member's individual tribe and who indicate a financial need as determined by the college in which the student is enrolling. Applications may be obtained by contacting the U.S. Bureau of Indian Affairs, the local tribal chairperson or the local tribal education department. In order to be considered for these funds, students must also submit the FAFSA to the U.S. Department of Education.

Senior Citizens Tuition Waiver

Tuition rates are established by the Board of Trustees for Gogebic County residents, Out-of-District Michigan residents, and Out-of-State residents. Tuition charges for partial credit courses will be based on the next higher full credit charge.

Adults aged 60 or older who live in Gogebic County may take GCC credit courses tuition free provided there is space available. All seniors are required to pay relevant institutional and course fees, purchase course textbooks and classroom supplies, and adhere to customary academic expectations.

Courses offered as C.E.D. or workshops (except the portion of the workshop offered within the normal tuition structure) are offered on a cost plus basis as determined by the administration and available at the time of registration. All students, including senior citizens, will pay the established rates for these offerings.

STUDENT LOAN PROGRAM

Federal Direct Subsidized and Unsubsidized Student Loans

A federal student loan allows students to borrow money to help pay for college through loan programs supported by the federal government. The loans usually have low interest rates and offer attractive repayment terms, benefits and options. Generally, repayment of the federal loan does not begin until after the student leaves school. The lender is the U.S. Department of Education rather than a bank or other financial institution. The student borrows directly from the federal government and they have a single contact, the Direct Loan Servicing Center, for everything related to the repayment of the loans, even if a Direct loan is received from different schools. The student will have online access 24 hours a day, 7 days a week at <https://studentloans.gov/myDirectLoan/index.action>. A student is able to choose from several repayment plans designed to meet the needs of almost any borrower and a student can also switch repayment plans if their needs change.

There are two types of Federal Direct loans: subsidized and unsubsidized. The subsidized loans provide low interest rates and are available to students who demonstrate financial need based on income and other information provided on the FAFSA. A credit check is not required to receive these loans. The federal government pays the interest on these loans until the student is no longer enrolled in school at least half-time. The unsubsidized loans provide low interest rates and are available to all students regardless of financial need (although the FAFSA still must be filed). The interest rate is 3.76 and begins accruing as soon as the loan is disbursed to GCC. A credit check is not required to receive these loans. The student is responsible for the interest, which may be paid while the student is in school or accrued and then added to the principal balance when the student enters repayment, which occurs six months after the student is no longer enrolled in school at least half-time. Families of all income levels are eligible. A student may also qualify for a combination of the two loans up to the maximum loan amounts.

The maximum amount a student can borrow each school year depends on grade level and a number of other factors. The base amount cannot exceed \$3,500 for first year dependent undergraduate students and \$4,500 for second year dependent undergraduate students. There is an additional \$2,000 available in the Federal Direct unsubsidized loan for each of these grade levels if the student is eligible for the increased amounts. Independent undergraduate students need to discuss any increased loan amounts with the GCC Financial Aid Director. First year students are defined as students who have earned up to 27 credit hours, inclusively. After a student has earned 27 credit hours, they are considered second year students. The loan limits are based on grade levels within the student's program of study. No student at GCC is considered above second year standing. Students are not required to apply for the full maximum each year. In fact, students are advised to apply for a minimal amount based on actual educational needs.

Federal student loans can be used to pay eligible school costs such as tuition and fees, room and board, books, supplies miscellaneous and transportation expenses. The cost of attendance for these items is determined by the school and all student loan requests are reviewed on an individual basis. A student may receive less than the maximum loan amounts for the following reasons: the student is receiving other types of financial aid used to cover the cost of attendance, the student does not have some of the expenses listed in the cost of attendance, other resources are being used to pay for the cost of attendance components, the student requests loan money to pay for ineligible costs, the student loan request exceeds allowable costs, etc. GCC can refuse to certify a loan or can certify a loan for an amount less than the student would otherwise be eligible as long as the refusal is documented and it is explained to the student in writing. GCC's decision is final and cannot be appealed to the U.S. Department of Education.

Students who have an outstanding debt of more than \$20,000 (includes past loan history at other institutions) in Federal student loans may be required to submit an academic plan outlining their courses by semester, anticipated graduation date, educational needs and future loan borrowing. The academic plan must be approved by the Director of Financial Aid before any loan funds will be granted.

All students receiving loan funds are required to participate in both entrance and exit counseling. Entrance counseling takes place prior to the first disbursement of the loan and exit counseling is conducted prior to or at the time the student borrower ceases enrollment. Student loan counseling discusses information regarding the responsibilities of indebtedness, repayment options and consequences should the student fail to repay the loan. Student loan counseling is an online process with the U.S. Department of Education at <https://studentloans.gov/myDirectLoan/index.action>. Exit counseling packets are mailed to all students with instructions on the exit counseling process. The deadline date for processing loans for the first semester is November 15 and April 15 for the second semester.

GCC will disburse student loans in at least two installments. No installment will be greater than half of the amount of the loan. First year students borrowing for the first time will not have their

loans disbursed until 30 days after the first day of the enrollment period for the student. Student loan money must first be used to pay for tuition, fees, books and room and board, if applicable. If loan funds remain, the balance will be disbursed to the student. Students need to be enrolled at least half-time in order to receive their loan funds. If a student is not attending their classes, the individual student will be contacted and the withdrawal process may need to begin.

Student loans, unlike grants and work-study, are borrowed money that must be repaid, with interest, just like car loans and home mortgages. Students cannot have these loans canceled because they didn't like the education they received, did not find a job in their field of study or because the student is experiencing financial problems. Loans are legal obligations, so before a student decides to take out a loan, the student needs to think about the amount they will need to repay over the years. The recipient of a student loan must recognize a loan is a debt incurred by the student, not the parents. The responsibility for understanding the conditions and regulations of the loan process, as well as the repayment schedules, rests with the student borrower. Students can find out more about student loans at <https://studentloans.gov/myDirectLoan/index.action>.

There is a limit on the maximum period of time (measured in academic years) a student can receive Direct Subsidized loans. In general, a student may not receive Direct Subsidized loans for more than 150% of the published length of their program. This is called the "maximum eligibility period". The student can find the published length of any program in GCC's school catalog.

For example, if a student is enrolled in a 4-year bachelor's degree program, the maximum period for which they can receive Direct Subsidized loans is 6 years (150% of 4 years = 6 years). If the student is enrolled in a 2-year associate degree program, the maximum period for which they can receive Direct Subsidized loans is 3 years (150% of 2 years = 3 years).

The maximum eligibility period is based on the published length of the student's current program. This means the maximum eligibility period can change if the student changes programs. Also, if the student receives Direct Subsidized loans for one program and then change to another program, the Direct Subsidized loans they received for the earlier program will generally count against the new maximum eligibility period. *The student may also lose their subsidized eligibility on the first loan when changing programs or if the student does not complete their program in the 150% timeframe.*

All students must fill out the FAFSA to determine loan eligibility as well as submit a Master Promissory Note (MPN), a Federal Direct Student Loan Request Form and participate in an entrance counselling interview. Loan application materials can be obtained from the GCC Financial Aid Office as well as online.

Federal Direct PLUS Loan for Parents

Federal Direct PLUS loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate children. Parents with good credit histories are able to borrow up to the cost of education minus the financial aid the student is receiving. The interest rate is 6.31% and begins to accrue as soon as the loan is disbursed to GCC with repayment beginning within 60 days unless a deferment has been requested.

In order to qualify for a Federal Direct PLUS loan, a person must: be the biological or adoptive parent (or, in some cases, the stepparent) of the student for whom the parent is borrowing; the parent of a

dependent student (FAFSA defined) who is enrolled at least half-time; not have an adverse credit history (a credit check will be done); be U.S. citizens (parent and student); not be in default on any federal education loans or owe an overpayment on a federal education grant; and meet other general eligibility requirements for the federal student aid programs.

The applicant needs to complete a Federal Direct PLUS loan application, a Master Promissory Note (MPN) and an entrance interview (if applicable) online. The MPN explains the terms and conditions of the loan and is a legally binding agreement to repay the loan to the Department of Education. In most cases, one MPN can be used for loans that are received over multiple academic years. GCC will send the loan application checklist to the applicant upon request. The student also needs to complete the FAFSA. The disbursement of the loan money is normally credited to the student's account or sent directly to the parent after any direct charges have been deducted. In some cases, with the parent's written permission, GCC will disburse the PLUS loan money directly to the student. The loan money will be disbursed in two installments.

Private Loans

The only types of loans GCC administers are the Federal Direct Subsidized Loan, the Federal Direct Unsubsidized Loan and the Federal Direct Plus Loan. GCC does not administer institutional private loans or loan funds allocated by an outside agency.

GCC informs prospective borrowers to apply for all state and federal assistance before applying for a private loan. Prospective borrowers are also told that the terms and conditions of the Title IV loans may be more favorable than the provisions of the private education loans. This information is given to the borrowers if they request the Self-Certification Form or if they inquire about private education loans. The U.S. Department of Education brochure, Federal Student Loans; Basics for Students, is also distributed to prospective borrowers of private loans.

The Self-Certification Form is given to the students upon request. GCC will assist the students in completing the form and the student is then required to send the form to their lender. The financial aid information needed to complete the form will be filled in by the Financial Aid Office after the student completes the required information on the form. The form is available (paper only) through the Financial Aid Office. It is not available electronically.

All private loans will be tracked to the student's cost of attendance. Adjustments will be made as needed. Normally, GCC is required to fill out a lender certification form which is received by the lender before the loan proceeds are disbursed to the student. At this time, the private loan is added to the student's aid package. If a certification is not received, the private loan is added when information is received regarding the amount of the student loan. This information is obtained when the loan check is received or when the student discloses this information to GCC. GCC prefers to receive the loan certification forms. Currently, GCC does not have any formal direct certification arrangements with any lender.

GCC does not have a private loan preferred lender list and private loans are not advertised through any marketing materials or on the GCC website.

COLLEGE WORK-STUDY

The Federal College Work-Study Program provides part-time, on-campus employment to students with financial need and provides students with work experience opportunities related to their academic programs whenever possible. College work-study guidelines stating the terms and conditions of employment will be given to all students participating in the program. Compensation generally is set at the minimum wage rate. Students typically work 7-8 hours per week on a schedule mutually agreeable to the student and the supervisor. GCC employs approximately 40 students in such places as the library, faculty offices, laboratories, student center, food service, maintenance, etc. Students may earn an average of \$1,800 per year.

A complete guide to all of the federal programs can be found at <https://studentaid.ed.gov/sa/>.

INSTITUTIONAL SCHOLARSHIPS

Gogebic Community College offers a wide range of scholarships and awards to both freshman and sophomore students. Criteria and award amounts vary. Applications are available for most awards through scholarship link on the GCC website: gogebic.academicworks.com. The typical application period is from February 1 through March 15, but GCC will accept applications after March 15 which will be considered for late awards. The scholarships that are awarded in the Spring are to be used for the following academic year. Additional information on individual scholarships is available from the Financial Aid Office.

SCHOLARSHIPS (alphabetical by last name)

- Anderson, Keith Scholarship
- Angelo's Pizza Scholarship
- ARC of Gogebic County Scholarship
- Athletic Heritage Scholarship Fund
- Aukee, Esko and Virginia Memorial Scholarship
- Bessemer A.D. Johnston Alumni Scholarship Fund
- Bidgood, Gerald and Marguerite Memorial Scholarship
- Black River Harbor Boating Club Scholarship
- Bloshenko Family Scholarship
- Bloshenko, Violet Anderson Scholarship
- Ken Bowman Memorial Scholarship
- Caruso, Nancy M. Scholarship
- Chaney, William and Bernice Memorial Scholarship
- Chaput-Huotari, Alice Memorial Scholarship
- Chiantello, Oreste and Inez Memorial Scholarship
- Cohodas, Sam M. Scholarship
- Concerned Hearts Club Scholarship
- Dahlen, Mary P. Memorial Scholarship
- Dahlin, Gene L. Memorial Business Scholarship
- Dear, R. Ernest Memorial Scholarship
- DeFelice, Armand Memorial Scholarship
- Drake, Garfield R. 'Skip' III Memorial Nursing Scholarship
- Edwards, Walt & Dona Scholarship
- Enbridge Pipeline Awareness Scholarship
- Erickson, Dorothy Park Memorial Scholarship
- Erickson, Rutger F. & Astrid Lorenson Memorial Scholarship
- Expensify Inc. Scholarship for Information Technology
- Farrell, Coach Basketball Scholarship
- Forslund, Clarence Memorial Scholarship
- Gentile-Paoli Business Scholarship
- Gertz, Denise (Cohen) Memorial Scholarship
- Gheller, Louis A. Endowed Memorial Scholarship
- Gogebic Community College Construction/Building Trades Scholarship
- Gogebic Community College Faculty Association Vocational Scholarship
- Gogebic Community College Faculty Association Scholarship
- Gogebic Community College Foundation Scholarship
- Gogebic Community College Honor Scholarship
- Gogebic Community College Presidential Scholarship
- Gogebic Range Bank Scholarship
- Hakala, John B. and Mae M. Scholarship
- Harrington, Dr. and Mrs. R.R. Harrington Memorial Scholarship
- Hazen, Mike Memorial Scholarship
- Healy, Ruth M. Academic Scholarship
- Hinch Memorial Scholarship
- Ironwood Business and Professional Women's Club Scholarship
- Ironwood Kiwanis Club Freshman Scholarship
- Ironwood Kiwanis Club Sophomore Scholarship
- Ironwood-Hurley Rotary Club Sophomore Scholarship
- Ironwood-Hurley Rotary Club Vocational Scholarship
- Ironwood Woman's Club Freshman Scholarship
- Ironwood Woman's Club Sophomore Scholarship
- Jalonen, Helen Education Memorial Scholarship
- Jalonen, Isaac and Olga Memorial Scholarship
- Jarek, Aileen Hietanen Nursing Scholarship
- Johnson, William "Bill" Memorial Scholarship
- Johnson, William Leonard Memorial Scholarship
- Josephson, Ragnar and Irene Endowed Scholarship
- Keweenaw Land Association LTD. Scholarship
- Kivi, Kristi Mae Memorial Nursing Scholarship
- Klassic Kruisers Car Club Scholarship
- Kovacevich, Rod Steve Memorial Scholarship
- Krause, Joseph F. and Judith A. Memorial Scholarship
- Krell, Doris M. Scholarship
- Krizmanich, Mary F. and Tony J. Memorial Scholarship
- Ladin Memorial Scholarship
- LaForge, Margaret Ruth Memorial Nursing Scholarship
- Lahti, Lauri Automotive Scholarship
- Lehtinen-Wainio Scholarship
- Levinstein, Moses and Mary Endowed Scholarship
- Lindberg, Edna M. Memorial Scholarship
- Lindquist, David and Audrey Memorial Scholarship
- Lorensen Family Scholarship
- Lund, Alfred and Irene Memorial Scholarship
- Lund, Verner J. Memorial Scholarship
- Malovrh, Margaret "Peggy" Nursing Scholarship
- Marks, Marvin E. Memorial Scholarship
- McDonald, David and Florence Nursing Scholarship
- McKay, Cable Memorial Ski Retail Scholarship
- Midwest Ski Areas Association/Brent Nelson Memorial Scholarship
- Morichetti, Serafino ("Suds") Business Scholarship
- Morichetti, Serafino A. ("Suds") and Madeleine M. Memorial Nursing Scholarship
- Mugford, Eldred George in memory of Clare H. Mugford, R.N. Scholarship
- Mussatti, David Jr. Memorial Scholarship
- Nasi, Brian T. Memorial Scholarship
- Niemi, Dr. John A. Scholarship
- Nordberg, Marian Nursing Scholarship
- Norman, James Memorial Scholarship
- Obibway Correctional Facility Employee Club Scholarship
- Pakonen, Arthur and Alma Endowed Scholarship
- Paoli, Francis E. Memorial Scholarship
- Patrick, John and Katie Memorial Scholarship
- Pisca, George Francis Memorial Scholarship
- Plesh, Steven R. Memorial Scholarship
- Portage Health Foundation Scholarship
- Prosek, Walter F. Scholarship
- Rajkovich, John J. Endowed Scholarship Fund

- Re, Mario and Mary Memorial Scholarship
- Richardson, Kandy Memorial Scholarship
- Rooni, Leonard and Lorraine Memorial Scholarship
- Rossi, Jennifer T. – WIMI/WJMS Memorial Scholarship
- Samardich, Barbara Jean Memorial Scholarship
- Santini, Teresa Ann Memorial Scholarship
- Sell, Earle Scholarship
- Servia, Loretta J. Memorial Scholarship
- Sjowall, Mary Louise and Oscar Education Scholarship
- Solin, Jacob A. Memorial Scholarship
- Swanson, Gustave Endowed Vocational Scholarship
- Swan, Robert A. Scholarship Fund
- Tabacchi, Zera F. Scholarship
- Talaska, Raymond R. Endowed Scholarship Fund
- Tiilikka, Henry and Shirley Memorial Scholarship
- Trier's Scholar-Athlete Scholarship Fund
- Vaara Athletic Scholarship
- Vandermade, Garland and Jennie Memorial Scholarship
- Williams, Reginal T. Memorial Scholarship
- Wirtanen/Minds Memorial Scholarship
- Yelich, Louis and Ann Memorial Endowed Scholarship
- Yelich, Mary Louise Scholarship
- Ziem, Raymond and Isabelle Endowed Scholarship
- Zinn, Judge Eugene Memorial Scholarship

NOTE: Additional information on individual scholarships is available beginning on page 120 of this catalog and from the Financial Aid Office.

A number of additional scholarships and awards are made by other community sponsors for GCC students. The awards listed represent only those which are administered by GCC.

The typical application deadline for all scholarships administered by Gogebic Community College is March 15.

For further information regarding scholarships and other financial aid, contact the Financial Aid Office at GCC.

PROGRAMS OF STUDY

Gogebic Community College is a comprehensive community college offering a wide range of educational programs. The programs of study can be divided into two major groups, those oriented toward students planning to transfer to four year universities and those oriented toward students planning to enter directly into the labor market after graduation. Programs of study are presented within their respective divisions. Divisions are arranged alphabetically.

TRANSFER PROGRAMS

ASSOCIATE OF SCIENCE

ASSOCIATE OF ARTS

The Associate of Science and the Associate of Arts degree programs are Gogebic's basic academic transfer programs. Courses in these liberal arts degree programs parallel those offered in the first two years at four-year baccalaureate degree institutions, and credits earned in selected courses at GCC are readily transferable.

Virtually all colleges and universities require a well-balanced curriculum that includes a distribution of course work in four primary liberal arts and science divisions. The examples contained in this catalog are just some of the areas of study that one may begin at GCC. There are many other associate degree transfer programs available. See a counselor or faculty advisor to plan your program.

TECHNICAL PROGRAMS

ASSOCIATE OF APPLIED SCIENCE

ASSOCIATE OF APPLIED BUSINESS

ASSOCIATE OF APPLIED TECHNOLOGY

CERTIFICATE OPTIONS

These programs of study are designed primarily to prepare graduates for immediate employment in specialized areas. Although course work in these programs is not designed for transfer to other colleges, in some cases students may transfer to colleges offering baccalaureate degrees in the same specialization.

If transfer is being considered as an option, careful planning with your faculty advisor is necessary to maximize credit transfer.

DEGREES/CERTIFICATES

Gogebic Community College offers five degrees, all of which include varying levels of general education core requirements: Associate of Arts, Associate of Science, Associate of Applied Science, Associate of Applied Business, and the Associate of Applied Technology

INSTITUTIONAL LEARNING OUTCOMES

GCC's Institutional Learning Outcomes (ILOs) represent the educational values of the college. The ILOs are the knowledge, skills, and abilities students are expected to develop as a result of their overall experiences at GCC. The ILOs are embedded within each degree and program at GCC and align with Student Learning Outcomes and Program Learning Outcomes. The ILOs are assessed within courses and programs as part of the College's assessment process. The assessments are monitored and documented by the College to ensure the ILOs are met.

Critical Thinking and Information Competency (CTIC):

- Students will recognize the need for information to solve problems and make decisions. Student will identify, organize, analyze, and evaluate the credibility of relevant sources and use information in an ethical manner.

Community and Global Consciousness and Responsibility (CGCR):

- Students will demonstrate an understanding of the interconnectedness of global, national, and local concerns, analyzing cultural, political, social, and environmental issues from multiple perspectives.

Communication and Expression (CE):

- Students will communicate effectively and express themselves creatively. Students will interpret thoughtfully and logically, engaging actively in dialogue and discussion.

Quantitative and Technological Competence (QTC):

- Students will solve problems by selecting and applying quantitative methods to construct arguments with the use of numerical and statistical support. Students will utilize technology appropriate to their chosen field of study.

ASSOCIATE OF ARTS REQUIREMENTS:

- 1) A minimum of 63 credits with no more than 2 credits of physical education activity courses.
- 2) Note that some basic skills courses and credits associated with these in English and mathematics are considered below college level and will not count toward the degree; however, it may be necessary for you to take them in order to prepare for the college level work.
- 3) Included in the 63 credits shall be:
 - a) Communications—English 101 and 102
 - b) 1 course in College level Mathematics
 - c) 2 courses in Social Sciences (from two disciplines)
 - d) 2 courses in Humanities and Fine arts (from two disciplines excluding studio and performance classes)
 - e) 2 courses in Natural Sciences including one with a laboratory experience (from two disciplines)
- 4) ORI 100 College Experience

All electives are to be transfer courses and should be selected to assist the student in matching courses to the requirements of the transfer university. Although not a requirement, transfer students may wish to consider completing Physical Education courses as part of the Associate of Arts degree, as these courses are normally required as part of baccalaureate programs.

ASSOCIATE OF SCIENCE REQUIREMENTS:

Requirements are the same for an Associate of Arts degree with the additional requirement that a minimum of 28 credits must be obtained in the Science/Math category.

ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS:

If a student's primary purpose for attending college is to prepare for employment upon their graduation, they pursue an Associate of Applied Science degree. This degree has a minimum of general education courses and a maximum of specialized occupational courses. Total requirements for these degrees may be found in the following pages under individual programs of study. Listed below are the minimum requirements that apply to all Associate of Applied Science degrees:

- 1) A minimum of 63 credits with no more than 2 credits of physical education activity courses counted toward the degree.
- 2) At least 30 credits in your main vocational area.
- 3) Two semesters of Communications (English 101 or 105 plus one other from this group).
- 4) At least 12 credits in the categories of Social Science, Humanities and Science/Mathematics with a minimum of one course from each category.
- 5) Related Studies—to complete fulfillment of total credit requirements.
- 6) ORI 100 College Experience

Although the Associate of Applied Science degree is designed primarily for employment preparation, many of the courses in these degree programs can transfer to four-year colleges. Consult with your faculty advisor or the transfer coordinator if interested in transfer information.

ASSOCIATE OF APPLIED BUSINESS:

An Associate of Applied Business will be awarded upon completion of a prescribed career business program. See specific programs and meet with your faculty advisor for specific requirements.

The Associate of Applied Business includes the following minimum general education and credit requirements:

- 1) ORI 100 College Experience – 1 credit.
- 2) Communications — 3 credits including ENG 101 or ENG 105.
- 2) Mathematics — 3 credits minimum.
- 3) Social Science or Humanities — 3 credits minimum.
- 4) Accounting – 8 credits minimum including ACC 150/151 or ACC 201/202.
- 5) Business – 18 credits minimum including BUS 101, BUS 203 and CIT 161.
- 6) A minimum total of 61 credits, excluding any physical education activity course credits.

ASSOCIATE OF APPLIED TECHNOLOGY:

An Associate of Applied Technology is awarded to students who complete a prescribed program in technology.

CERTIFICATE OF COMPLETION:

A certificate of completion will be awarded upon the satisfactory completion of a prescribed technical program. Total credits required may vary with a minimum of 31 credits.

OCCUPATIONAL CERTIFICATE:

The Occupational Certificate will be awarded to students in training programs of a minimum of 16 credits and a maximum of 30 credits.

ADDITIONAL DEGREE REQUIREMENTS:

- 1) Cumulative grade point average must be 2.0 or above.
- 2) For an Associate of Science or Associate of Arts, 63 credits are required. Two of these credits may be in physical education activity courses. For an Associate of Applied Science, Applied Business, or Applied Technology, 61 credits are required, none of which may be in physical education activity courses.

**ASSOCIATE OF ARTS
and
ASSOCIATE OF SCIENCE
GENERAL EDUCATION REQUIREMENTS**

General Education courses at Gogebic Community College are grouped into four basic categories. The courses you choose within each category will depend upon the type of degree you pursue and your personal interests.

Communications:

- Foreign Language
- Speech
- Journalism
- Composition or Tech. English

Science and Mathematics:

- Computer Science
- Biology
- Chemistry
- Geology
- Anatomy
- Physiology
- Physical Science
- Mathematics

Social Sciences:

- Political Science
- Economics
- Geography
- Anthropology
- Psychology
- Sociology
- History

Humanities:

- Western/World Civilization
- Literature
- Philosophy
- Music
- Art
- Drama

Students planning on transferring to another institution should check with the Transfer Coordinator regarding transferability of all courses. Some transfer as applied or fine arts instead of humanities.

GRADUATION INFORMATION—See page 20.

ALLIED HEALTH



Faculty Advisors:

Associate Degree Nursing – RN Program with LPN Exit Option.....	Kim Wanink
.....	Lisa Spence
.....	Karen Balyeat
.....	Nicole Rowe
.....	Patricia Strand
.....	Kim Wanink
General Education-Nursing.....	Deb Aspinwall
General Education-Nursing (Copper Country)	Glen Guilbault
EMS (Basic)	
EMS (Paramedic)	
Nurse Aide Training	Deb Aspinwall
Medical Assisting	Deb Aspinwall

ASSOCIATE DEGREE NURSING

Associate of Applied Science – 2.5 years

The Associate Degree Nursing Program prepares students to provide care, education, support and guidance regarding health conditions to patients, their families and the public. Registered Nurses provide care in a variety of settings including acute care, long term care, and community health. The program is approved by the Michigan State Board of Nursing. Graduates are eligible to apply to the National Council Licensure Examination (NCLEX-RN) for licensing as a registered nurse.

Students wishing to apply to the State Board of Nursing to take the LPN licensure examination will have the opportunity to do so upon completion of the first three semesters of the program, and after completion of an additional Exit Option class. Students with current LPN licensure may apply to the program as an advanced standing student. All applicants must meet admission requirements. Prerequisite courses need to be completed prior to admission to the program.

General Information

1. Students must have a physical examination and a physical form completed by their physician documenting good mental and physical health prior to clinical course work.
2. Criminal Background Checks are required on all students prior to the beginning of coursework. Applicants need to be aware that any history of misdemeanor and/or felony conviction may make them ineligible to meet clinical and program requirements.
3. The Board of Nursing also requires a Criminal Background Check prior to licensure examination. Application for licensure may be denied by the Board for a previous felony, previous treatment for drug or alcohol abuse, or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code Act 368 of 1978.
4. Students must meet immunization documentation requirements prior to the start of clinical rotations.
5. Students must have documentation of current CPR Certification by the first clinical day. Certification must be at the level of American Red Cross Professional Rescuer or AHA Health Care Provider.
6. The clinical facilities have the right to accept or reject a student. This may delay the student in completing the program or make the student unable to complete the program.
7. Nursing students are required to achieve a grade of “80%” or higher in nursing course work to remain in the program.
8. Anatomy and Physiology coursework must be completed within the past seven years.

RN PROGRAM WITH LPN EXIT OPTION

Admission Requirements

Enrollment in any Nursing (NUR) course requires admission to the nursing program. Consideration for admission is on a competitive basis and requires satisfactory completion of program pre-requisites. Space in the nursing program is limited, and completion of the prerequisites does not guarantee admission to the program.

The following are required for application:

1. Placement into Math 104 or successful completion of Math 103 with a grade of C or higher.
2. A 2.0 grade or higher in each of the following pre-requisite courses must be obtained for the course to be considered complete. However, a cumulative GPA of these courses must be a 3.0.
 - a. English Composition (ENG 101) or Technical English (ENG 105)
 - b. General Psychology (PSY 101)
 - c. College Experience (ORI 100)
 - d. Human Anatomy (BIO 250)
3. Current Nursing Assistant Certification.

Interested applicants should contact the Director of Allied Health Programs at 906-307-1342 or the Allied Health Coordinator at 906-307-1224.

Pre-requisite coursework	CREDITS
ORI 100 College Experience	1
BIO 250 Human Anatomy	4
ENG 101 English Composition	3
PSY 101 General Psychology	4
	12

FALL SEMESTER (1 ST year)	CREDITS
BIO 251 Human Physiology	4
NUR 140 Fund. Concepts of Nsg. Practice Across the Lifespan 7	
NUR 141 – Clinical Experience of Fundamental Concepts	1
NUR 142 – Clinical Reasoning in Current Nursing Practice	2
	14

SPRING SEMESTER (1 ST year)	CREDITS
NUR 144 Concepts of Nursing Practice in the Care of Patients with Uncomplicated Conditions.....	9
NUR 145 – Clinical Experience of Nursing Practice I.....	4
	13

PN Exit Course – for those students who wish to complete the NCLEX-LPN Examination & receive a certificate.	
NUR 150 Practical Nursing Exit Course	3

FALL SEMESTER (2 ND year)	CREDITS
Humanities Course.....	3
NUR 240 – Concepts of Nursing Practice Care of Adults with Stable/Unstable Conditions	5
NUR 241 – Clinical Experience of Nursing Practice II	4
	12

SPRING SEMESTER (2 ND year)	CREDITS
NUR 244 – Concepts of Nursing Practice Care of Patients Across Lifespan Complex Conditions	4
NUR 245 – Clinical Experience of Complex Patients	4
NUR 246 – Transition to Nursing Practice	2
Communications (ENG 102, ENG 250, SPE 101 or SPE 105)...	3
	13

Total Credits ADN/RN: 64

ASSOCIATE DEGREE NURSING - RN ADVANCED STANDING TRACK

Associate of Applied Science – 1.5 years

Students entering into the Associate Degree Advanced Track must be currently licensed as an LPN prior to acceptance into the Core Nursing Classes. Students must also successfully complete the Transition course with a B- or higher in order to progress in the program. Human Anatomy and Physiology must be current within the past seven years. Students are required to complete an ATI comprehensive predictor test prior to August 5th to identify content areas needing remediation.

Admission Requirements

Enrollment in any Nursing (NUR) course requires admission to the nursing program. Consideration for admission is on a competitive basis and requires satisfactory completion of program pre-requisites. Space in the nursing program is limited, and completion of the prerequisites does not guarantee admission to the program.

1. A 2.0 grade or higher in each of the following pre-requisite courses must be obtained for the course to be considered complete.

However, a cumulative GPA of these courses must be a 3.0.

- a. English Composition (ENG 101) or Technical English (ENG 105)
- b. General Psychology (PSY 101)
- c. College Experience (ORI 100)
- d. Human Anatomy (BIO 250)
- e. Human Physiology (BIO 251)

2. LPN Licensure

Pre-requisite coursework

ORI 100 College Experience	1
BIO 250 Human Anatomy	4
ENG 101 English Composition	3
PSY 101 General Psychology	4
BIO 251 Human Physiology	4
	16

FALL SEMESTER (1 ST year)	CREDITS
Humanities Course.....	3
NUR 240 Concepts of Nursing Practice Care of Adults with Stable/Unstable Conditions.....	5
NUR 241 Clinical Experience of Nursing Practice II	4
NUR 242 Transition to RN program	1
	13

SPRING SEMESTER (1 ST year)	CREDITS
NUR 244 Concepts of Nursing Practice Care of Patients Across Lifespan Complex Conditions	4
NUR 245 Clinical Experience of Complex Patients	4
NUR 246 Transition to Nursing Practice	2
Communications (ENG 102, ENG 250, SPE 101 or SPE 105)...	3
	13

Total Credits: 42

EMERGENCY MEDICAL SERVICES BASIC PROGRAM (EMT Basic)

The EMT Basic Program prepares students to provide skilled and safe care in a variety of settings. Gogebic Community College offers an EMT Basic programs to prepare students to take the national registry examination to become EMT Basics. The State of Michigan approves the program.

Applicants must meet admission requirements. High school course work should include a year each of algebra, biology and chemistry. Placement at Math 104 Intermediate Algebra or higher or successful completion of Math 103 required. Placement at English 101 or higher required. These requirements can be met by completing a compass exam, submitting ACT scores from within the last three years, or submitting college transcripts to determine math and English levels. Applicants who do not have the necessary high school or college background should meet with the Allied Health Coordinator to plan a General Education-EMS Program to prepare them for eligibility for the EMS Basic program.

All Allied Health Students have additional requirements. Clinical sites require criminal background checks. Applicants need to be aware that any history of misdemeanor and/or felony conviction or past abuse may make them ineligible to meet clinical and program requirements. The state to which the graduate applies for licensure makes this determination regarding eligibility for licensure.

SPECIALIZED STUDY – 1 year

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
ORI 100 College Experience	1		EMS 105 Cooperative Work Experience EMS Basic I.....	2	
EMS 101 EMT Basic I.....	7		EMS 102 EMT Basic II	7	
BIO 105 Anatomy & Physiology.....	4			9	
	12				
			Total Credits: 21		

EMS PARAMEDIC PROGRAM

The EMS Paramedic program prepares the EMT Basic to provide skilled and safe emergency care in a variety of settings. Gogebic Community College offers two options to complete the Paramedic Program—Certificate and Associate of Applied Science programs. This is a one-year program for current EMT Basics to complete their Paramedic program and apply to take the licensure exam. The State of Michigan approves the program. The Higher Learning Commission (HLC) accredits Gogebic Community College.

All applicants must meet admission requirements. Students currently enrolled in an EMS Basic program or current EMT Basics may apply for the Paramedic program. Students need to complete pre-requisite courses for admission to the program. In the last five year period, students must have completed Anatomy and Physiology or take it concurrently in the program. They may also need to assess in math and English. Applicants without the necessary college background should meet with the Allied Health Coordinator to plan a General Education-EMS program to prepare them for eligibility for the EMS Paramedic program.

All Allied Health Students have additional requirements. Clinical sites require criminal background checks. Applicants need to be aware that any history of misdemeanor and/or felony conviction or past abuse may make them ineligible to meet clinical and program requirements. The state to which the graduate applies for licensure makes this determination regarding eligibility for licensure.

CERTIFICATE PROGRAM – 1.5 years

Students entering into the program are required to be certified EMT's prior to acceptance.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ORI 100 College Experience.....	1	EMS 202 Paramedic II	10
BIO 105 Anatomy & Physiology	4	EMS 206 Cooperative Work Experience Paramedic II	4
EMS 201 Paramedic I	10		14
EMS 205 Cooperative Work Experience Paramedic I	4	SUMMER SESSION	
	19	EMS 203 Paramedic Basic III.....	4
		EMS 207 Cooperative Work Experience Paramedic III	5
			9

Total Credits: 42

ASSOCIATE DEGREE PROGRAM – 2.5 years

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ORI 100 College Experience.....	1	EMS 102 EMT Basic II	7
EMS 101 EMT Basic I	7	EMS 105 Cooperative Work Experience EMS Basic I	2
BIO 250 Human Anatomy	4	Humanities.....	3
PSY 101 General Psychology	4	SPE 105 Interpersonal Communications or	
ENG 101 English Composition I or		SPE 101 Public Speaking or	
ENG 105 Technical English	3	ENG 250 Technical Writing or	
	19	ENG 102 English Composition II.....	3
		BIO 251 Physiology (if BIO 250 is completed).....	4
			19

Total First Year Credits: 38

PARAMEDIC THIRD SEMESTER	CREDITS	PARAMEDIC FOURTH SEMESTER	CREDITS
EMS 201 Paramedic I	10	EMS 202 Paramedic II	10
EMS 205 Cooperative Work Experience Paramedic I	4	EMS 206 Cooperative Work Experience Paramedic II	4
	14		14
SUMMER SESSION			
EMS 203 Paramedic III.....	4		
EMS 207 Cooperative Work Experience Paramedic III	5		
	9		

Total Second Year: 37

Total Associate Degree Program Credits: 75

CERTIFIED NURSING ASSISTANT

The Nurse Aide Training Program prepares students to provide basic personal care under the direction of nursing or medical personnel. The goal of providing personal care is to assist persons in attaining and maintaining functional independence. The course includes skills in bathing, hygiene measures, bed making, obtaining vital signs, and therapeutic communication. The Nurse Aide Training Program is approved by the State of Michigan.

GCC offers a 120 hour Nurse Aide course several times per year and at several sites in the Western Upper Peninsula of Michigan. Applicants must meet admission requirements. Eligible applicants must be able to perform at the reading comprehension level of English 100 and Math comprehension level of Math 100. These requirements can be met by completing a compass exam, submitting ACT scores from within the last three years, or submitting college transcripts to determine math and English levels. After successful completion of the Nurse Aide Training Program, the student is eligible to complete a state registry skills and theory examination, in order to become a Certified Nurse Aide.

All Allied Health Students have additional requirements. The clinical sites require criminal background checks and a criminal history be conducted before students begin clinical assignments. The clinical agency reserves the right to accept or deny any student for clinical privileges. Applicants need to be aware that any history of misdemeanor and/or felony or past abuse may make them ineligible to meet clinical and program requirements.

Program course number: CED 401 Nurse Aide

MEDICAL ASSISTING

Certificate - 1 year

The Medical Assisting program prepares students to work in outpatient or ambulatory care settings, such as medical offices and clinics. Medical Assisting is a growing field since the discipline requires cross-training in the performance of administrative and clinical duties. During this program, students will be prepared to perform such tasks as taking patient histories, preparing patients for examination, phlebotomy, injections, coding and billing, medical insurance, and front end reception work, to name a few. Upon completion of the program, students will be eligible to write for a national examination.

Requirements Prior to Entering the Program:

- English
 - ACT score of 18 or higher or:
 - Accuplacer score = ENG 101 or ENG 105 or higher placement
- Math
 - ACT score of 16 or higher or:
 - Accuplacer score = MTH 103 or higher placement or:
 - Completion of MTH 100 with C or higher
- Keyboarding Skills: 25 words per minute

Other Requirements:

- Medical assisting students are required to achieve a grade of “75% (C)” or higher in medical assistant course work to remain in the program.
- Prior to CMA 105 Practicum, the student is to successfully complete all requirements of the clinical site for student practicum. This may include: physical examination, rubella titer, rubeola titer, varicella titer, drug screening, etc. Students will be responsible for the cost associated with any of these clinical site requirements. **Clinical sites require criminal background checks. Applicants need to be aware that any history of misdemeanor and/or felony conviction or past abuse may make them ineligible to meet practicum requirements and therefore not be able to complete the certificate program.**

GCC reserves the right to revise these requirements as needed. Please consult the Allied Health Programs Coordinator at extension 224 or via email at Deba@gogebic.edu for updated materials on program requirements.

FALL SEMESTER	CREDITS
ORI 100 College Experience	1
BIO 105 Anatomy and Physiology	4
HED 105 Medical Terminology	2
CMA 100 Administrative Office Procedures I	4
CMA 102 Medical Assistant Clinical Procedures 1	4
	15

SPRING SEMESTER	CREDITS
CMA 101 Administrative Office Procedures 2	4
CMA 136 Pharmacology for the MA	2
CMA 103 Medical Assistant Clinical Procedures 2	4
CMA 104 Medical Assistant Office Laboratory Procedures and Phlebotomy	5
	15

SUMMER SEMESTER	CREDITS
CMA 105 Practicum (192 Clock Hours)	4
CMA 106 Review Class	2
	6

Total Credits: 36

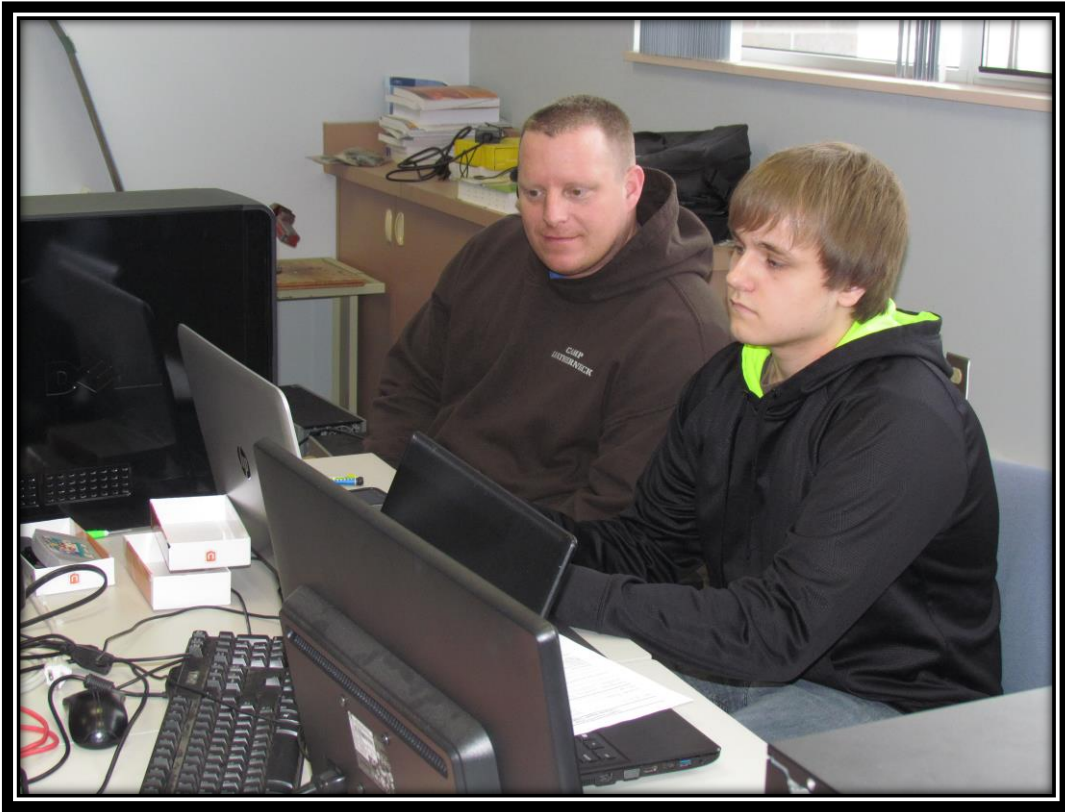
After completing the medical assistant certificate program, those students interested in furthering their administrative skills may complete the Medical Coding and Billing Certificate in one year. Please contact angela.kortemeier@gogebic.edu for further details.

The *Medical Assisting program* is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Review Board.



Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

BUSINESS



Faculty Advisors:

Accounting Specialty	Beth Steiger
Applied Management	Jim Dahlin
.....	Kady Meinke
Business Administration Transfer Program	Dennis Mackey
Computer Information Technology.....	Jim Halverson
Entrepreneurship	Kady Meinke
General Business	Jim Dahlin
.....	Kady Meinke
.....	Beth Steiger
Medical Coding and Billing Specialist	Angela Kortemeier
Medical Office Professional.....	Angela Kortemeier
Web Programming	Jim Halverson

BUSINESS ADMINISTRATION – Transfer Programs

Associate of Arts – 2 years

The Business Administration Program at Gogebic Community College is designed for students who plan to pursue baccalaureate degrees. The students take their first two years at Gogebic and transfer to a college or university to complete their studies. During the last two years while completing the baccalaureate degree, the student may continue study in any business-related field.

Students in this program are required to work with the GCC Transfer Coordinator to determine the proper course schedule to ensure maximum transferability.

After completing this program, the student may elect to continue study at a university in one of the following fields:

- | | | | |
|---------------------------|-----------------------------|--------------------|---------------------------------|
| ♦ Accounting | ♦ Corporation Finance | ♦ Insurance | ♦ Public Utilities |
| ♦ Advertising | ♦ Engineering Management | ♦ Mgt Info Systems | ♦ Salesmanship |
| ♦ Banking | ♦ Entrepreneurship | ♦ Marketing | ♦ Statistics |
| ♦ Business Administration | ♦ Foreign Trade | ♦ Merchandising | ♦ Other business-related fields |
| ♦ Computer Info Systems | ♦ Industrial Administration | ♦ Personnel Mngt | may be available at some univ. |

GENERAL EDUCATION CORE	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition I.....	3
*MTH 110 College Algebra.....	4
MTH 211 Introduction to Statistics	3
Humanities Electives.....	6
Social Science Electives	3
Lab Science/General Science	7
	30

BUSINESS CORE	CREDITS
ACC 201 Principles of Accounting I.....	4
ACC 202 Principles of Accounting II.....	4
ECO 201 Macroeconomics	3
ECO 202 Microeconomics.....	3
BUS 204 Business Law	3
BUS 210 Marketing	3
BUS 245 Introduction to Management	3
	23
General Transfer Electives.....	10

Total Credits: 63

*Some universities may require Calculus.

Students pursuing a baccalaureate degree may also wish to complete future physical education requirements while at GCC. Check the requirements of the university in which you plan to enroll.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

ACCOUNTING SPECIALTY

Associate of Applied Business – 2 years

Bookkeepers, accountants, and auditing clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routing calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

GENERAL EDUCATION CORE		CREDITS	BUSINESS SPECIFIC REQUIRED		CREDITS
ORI 100 College Experience	1		ACC 160 Payroll Tax Accounting	2	
ENG 101 English Composition I.....	3		ACC 170 Income Tax Accounting		
or			(Personal)	2	
ENG 105 Technical English.....	3		ACC 171 Income Tax Accounting		
***Math Elective	3-4		(Business)	2	
Social Science or Humanities Elective	<u>3</u>		ACC 210 Integrated Accounting Applications	2	
	10-11		ACC 211 Financial Analysis	2	
			ACC 205 Computer Accounting	2	
			ACC 216 Cost Accounting	4	
BUSINESS CORE	CREDITS		BUS 102 Math of Finance	3	
ACC 201 Principles of Accounting I	4		BUS 205 Business Communications II	<u>3</u>	
ACC 202 Principles of Accounting II	4			22	
BUS 101 Introduction to Business	3		****Business Electives	12	
BUS 203 Business Communications	3				
CIT 161 Microsoft Essentials.....	4				
or					
4 Equivalent CPL Classes (CPL 100, 101, 104, 105)	<u>4</u>				
	18				
					Total Credits: 62-63

***Math Electives include BUS 100, BUS 102, or MTH 100 or higher.

****Business Electives include any course with the prefix ACC, BUS, CIT, CPL, HIT

Courses beginning with the prefix ECO can also count as Business Elective if they are not used to fulfill the Social Science/Humanities requirement.

OTHER JOB TITLES FOR THIS OCCUPATION

Bookkeeping, Accounting, and Auditing Clerk, Payroll Clerk, Accounts Payable/Receivable Clerk

APPLIED MANAGEMENT

Associate of Applied Business – 2 years

The Associate of Applied Management is designed for those persons who already have, or will earn, a Certificate or the equivalent in a technical specialty. This program is designed for students who have completed at least 30 credits of vocational, occupational or technical specialization and wish to receive an Associate Degree to advance their careers in managerial roles.

Associate of Applied Business Degree Program (Example Curriculum)

At least 30 credits from the Certificate Program courses and the following:

GENERAL EDUCATION CORE	CREDITS	BUSINESS CORE	CREDITS
**Credits from Certificate program	30	ACC 150 Accounting I	4
ENG 101 English Composition I.....	3	or	
or		ACC 201 Principles of Accounting I	4
ENG 105 Technical English.....	3	ACC 151 Accounting II	4
***Math Elective	3-4	or	
Social Science or Humanities Elective	<u>3</u>	ACC 202 Principles of Accounting II	4
	39-40	BUS 101 Introduction to Business	3
		BUS 203 Business Communications	3
BUSINESS SPECIFIC REQUIRED		CIT 161 Microsoft Essentials	4
BUS 245 Introduction to Management	3	or	
****Business Electives	<u>6</u>	4 Equivalent CPL Classes (CPL 100, 101, 104, 105)	<u>4</u>
	9		18

Total Credits: 66-67

**Certificate of Completion in any occupation program from GCC or transferred from another college. (i.e. Automotive, Building Trades, Cosmetology, Welding)

30 approved credits from an Associate Degree program may also be used.

***Math Electives include BUS 100, BUS 102, or Math 100 or higher

****Business Electives include any course with the prefix ACC, BUS, CIT, CPL, HIT

Courses beginning with the prefix ECO can also count as Business Elective if they are NOT used to fulfill the Social Science/Humanities requirement.

COMPUTER INFORMATION TECHNOLOGY

Certificate – Computer Programming – 1 year

Computer programmers are the creative minds behind computer programs. They develop the applications that allow people to do specific tasks on a computer or other devices. Computer Programmers develop, create, and modify general computer application software or specialized utility programs. They analyze user needs and develop software solutions. Computer Programmers can work individually but usually work as part of a team.

Computer Information Technology Core:

ORI 100 College Experience	1
ENG 105 Technical English or	
ENG 101 English Composition I or	
SPE 105 Interpersonal Communications	3
MTH 108 Practical Mathematics or	
Higher Mathematics course	4
BUS 203 Business Communications	3
CIT 161 Microsoft Essentials	<u>4</u>
	15

Certificate Requirements

CIT 170 Introduction to C++ Programming	4
CIT 190 PHP Programming	3
CIT 260 HTML Programming	2
CIT 265 Javascript Programming	2
CIT 200 Introduction to Java Programming	4
Related Studies Electives **	<u>3</u>
	18

Total Credits: 33

** Related Studies Electives include courses with the prefix ACC, AMD, BUS, CIT, CPL, DWG and EGR.

COMPUTER INFORMATION TECHNOLOGY

Certificate – Computer Repair – 1 year

Computer repair technicians assess, repair and maintain computers for companies and individuals. They may work directly for a large company, at repair shops, or for computer repair companies which travel to the customer's location. Computer repair technicians use tools and technology to maintain computers at optimal operating levels, and make repairs to computers, processors, hard drives, and monitors. They detect and remove malicious computer programs and prevent those programs from being installed.

Computer Information Technology Core

ORI 100 College Experience	1
ENG 105 Technical English or	
ENG 101 English Composition I or	
SPE 105 Interpersonal Communications	3
MTH 108 Practical Mathematics or	
Higher Mathematics course	4
CIT 161 Microsoft Essentials	4
BUS 203 Business Communications	<u>3</u>
	15

Certificate Requirements

CIT 175 Computer Repair I	4
CIT 180 Computer Repair II	4
Related Studies Electives **	<u>8</u>
	16

Total Credits: 31

** Related Studies Electives include courses with the prefix ACC, AMD, BUS, CIT, CPL, DWG and EGR.

COMPUTER INFORMATION TECHNOLOGY

Certificate – Network Administration – 1 year

Network administrators are responsible for the day-to-day operation of computer networks. They install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. They monitor the network to ensure network availability to all system users and may perform necessary maintenance to support network availability.

Computer Information Technology Core

ORI 100 College Experience	1
ENG 105 Technical English or	
ENG 101 English Composition I or	
SPE 105 Interpersonal Communications	3
MTH 108 Practical Mathematics or	
Higher Mathematics course	4
CIT 161 Microsoft Essentials	4
BUS 203 Business Communications	<u>3</u>
	15

Certificate Requirements

CIT 175 Computer Repair I	4
CIT 180 Computer Repair II	4
CIT 251 Windows Networking Basics	3
CIT 252 Windows Active Directory and Group Policy	3
Related Studies Electives **	<u>3</u>
	17

Total Credits: 32

** Related Studies Electives include courses with the prefix ACC, AMD, BUS, CIT, CPL, DWG and EGR.

COMPUTER INFORMATION TECHNOLOGY

Certificate – Network Security – 1 year

Network security specialists detect, prevent and resolve security threats to computer networks. They also play an important role in maintaining the integrity and confidentiality of a company's data and information systems. Network security specialists also analyze security risks and develop response procedures. Additional duties may include developing and testing software deployment tools, firewalls and intrusion detection systems.

Computer Information Technology Core

ORI 100 College Experience	1
ENG 105 Technical English or	
ENG 101 English Composition I or	
SPE 105 Interpersonal Communications	3
MTH 108 Practical Mathematics or	
Higher Mathematics course	4
CIT 161 Microsoft Essentials	4
BUS 203 Business Communications	<u>3</u>
	15

Certificate Requirements

CIT 175 Computer Repair I	4
CIT 180 Computer Repair II	4
CIT 251 Windows Networking Basics	3
CIT 252 Windows Active Directory and Group Policy	3
CIT 256 Routing and Firewalling	3
CIT 257 Wireless Networks	1
CIT 258 Network Threat Detection and Penetration Testing	<u>2</u>
	20

Total Credits: 35

COMPUTER INFORMATION TECHNOLOGY

Associate of Applied Science - Computer Networking – 2 years

Network and Computer Systems Administrators install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. They maintain network hardware and software. They monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. Network and Computer Systems Administrators may supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

Computer Information Technology Core

ORI 100 College Experience	1
ENG 105 Technical English or	
ENG 101 English Composition I or	
SPE 105 Interpersonal Communications.....	3
MTH 108 Practical Mathematics or	
Higher Mathematics course	4
CIT 161 Microsoft Essentials	4
BUS 203 Business Communications	<u>3</u>
	15

CIT Requirements

CIT 175 Computer Repair I	4
CIT 180 Computer Repair II	4
CIT 251 Windows Networking Basics	3
CIT 252 Windows Active Directory and Group Policy	3
CIT 256 Routing and Firewalling	3
CIT 257 Wireless Networks	1
CIT 258 Network Threat Detection and Penetration Testing ..	<u>2</u>
	20

Degree Requirements

BUS 205 Business Communications II	3
Social Science Elective	3
Humanities Elective	3
Science/Mathematics Elective	3
Related Studies Electives **	<u>16</u>
	28

Total Credits: 63

** Related Studies Electives include courses with the prefix ACC, AMD, BUS, CIT, CPL, DWG and EGR.

COMPUTER INFORMATION TECHNOLOGY

Associate of Applied Science - Computer Programming – 2 years

Computer programmers are the creative minds behind computer programs. They develop the applications that allow people to do specific tasks on a computer or other devices. Computer Programmers develop, create, and modify general computer application software or specialized utility programs. They analyze user needs and develop software solutions. Computer Programmers can work individually but usually work as part of a team.

Computer Information Technology Core

ORI 100 College Experience	1
ENG 105 Technical English or	
ENG 101 English Composition I or	
SPE 105 Interpersonal Communications.....	3
MTH 108 Practical Mathematics or	
Higher Mathematics course	4
BUS 203 Business Communications	3
CIT 161 Microsoft Essentials	<u>4</u>
	15

CIT Course Requirements:

CIT 170 Introduction to C++ Programming	4
CIT 190 PHP Programming	3
CIT 260 HTML Programming	2
CIT 265 Javascript Programming	2
CIT 200 Introduction to Java Programming	<u>4</u>
	15

Total Credits: 63

Degree Requirements

BUS 205 Business Communications II	3
Social Science Elective	3
Science/Mathematics Elective	3
Related Studies Electives **	<u>21</u>
	33

** Related Studies Electives include courses with the prefix ACC, AMD, BUS, CIT, CPL, DWG and EGR.

ENTREPRENEURSHIP

Associate of Applied Business – 2 years

Entrepreneurship education at Gogebic Community College is designed to help prepare students for effective new venture creation and management. Students interested in Entrepreneurship will study the needs of new and emerging ventures and existing businesses. Students are challenged to pursue development of their own business ideas and opportunities and will develop their own business plan.

Not all students studying Entrepreneurship will establish new ventures immediately upon graduation. Therefore, the program is designed with the flexibility entrepreneurs require. Students will work closely with their academic advisor to create a customized degree plan to fit their personal needs and the specific needs of their type of venture. The course listing below is just one example of possible combinations of courses.

GENERAL EDUCATION CORE

ORI 100 College Experience	1
ENG 101 English Composition I or	
ENG 105 Technical English	3
***Math Elective	3-4
Social Science or Humanities Elective	<u>3</u>
	10-11

BUSINESS CORE CREDITS

ACC 150 Accounting I or	4
ACC 201 Principles of Accounting I	4
ACC 151 Accounting II or	
ACC 202 Principles of Accounting II	4
BUS 203 Business Communications	3
CIT 161 Microsoft Essentials or	4
4 Equivalent CPL Classes (CPL 100, 101, 104, 105)	4
BUS 101 Introduction to Business	<u>3</u>
	18

BUSINESS SPECIFIC REQUIRED

BUS 215 Entrepreneurship	3
BUS 204 Business Law	3
BUS 210 Marketing	<u>3</u>
	9
****Business Electives	24

Total Credits: 61-62

***Math Electives include BUS100, BUS102, or MTH100 or higher

****Business Electives include any course with the prefix ACC, BUS, CIT, CPL, or HIT.

Courses beginning with the prefix ECO can also count as Business Electives if they are NOT used to fulfill the Social Science/Humanities requirement.

WEB PROGRAMMING

Certificate – 1 year

A web programmer translates the requirements of end-users and internal clients into a functional product. These programmers know how to make a computer do what people want it to do. They assess the technical parameters of a project, decide how to approach the work, and carry it out. Programming requires highly creative, perceptual thinking with an ability to see what people want and the ability to generate a conceptual solution without seeing the actual product.

REQUIRED COURSES	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I	
or	
ENG 105 Technical English.....	3
BUS 101 Introduction to Business	3
***Math Elective	3-4
CRT 206 Digital Imaging.....	3
CIT 161 Microsoft Essentials	
or	
4 Equivalent CPL Classes (CPL 100, 101, 104, 105)	<u>4</u>
	17-18

BUSINESS REQUIRED COURSES	CREDITS
BUS 203 Business Communications	3
CPL 108 Presentations with PowerPoint	1
CPL 109 Creating Web Pages with Expressions Web	1
CIT 270 HTML Programming	4
CIT 170 Introduction to Programming	3
CIT 180 Computer Repair II - Operating Systems	<u>3</u>
	15

***Math Electives include BUS100, BUS102, or MTH100 or higher.

Total Credits: 32-33

GENERAL BUSINESS

This program is designed with the concept that the student, with his/her advisor, designs a program to fit the individual’s needs. The plan allows a student to receive a broad business background as well as a field of specialization and provides for electives outside the field of business.

The program is intended for the purpose of obtaining employment, and not necessarily for transfer purposes.

Fields of specialization may include:

- | | |
|-----------------------------------|-------------------------------|
| --Accounting | --Bookkeeping |
| --Computer Information Technology | --Computer Programming |
| --Management or Supervisory | --Microsoft Office Specialist |

CERTIFICATE – 1 year

GENERAL EDUCATION CORE	CREDITS	BUSINESS CORE	CREDITS
ORI 100 College Experience	1	ACC 150 Accounting I	4
ENG 105 Technical English.....	3	or	
or		ACC 201 Principles of Accounting I.....	4
ENG 101 English Composition I.....	3	ACC 151 Accounting II	4
***Math Elective.....	<u>3-4</u>	or	
	7-8	ACC 202 Principles of Accounting II	4
		BUS 101 Introduction to Business	3
		BUS 203 Business Communications	<u>3</u>
			14
		****Business Electives	6
		General Electives	3
			Total Credits: 30-31

GENERAL BUSINESS

Associate of Applied Business Program – 2 years

This program contains the Certificate program courses and the following:

GENERAL EDUCATION CORE		BUSINESS CORE	CREDITS
ORI 100 College Experience	1	ACC 150 Accounting I	4
ENG 105 Technical English	3	or	
or		ACC 201 Principles of Accounting I.....	4
ENG 101 English Composition I.....	3	ACC 151 Accounting II	4
***Math Elective	3-4	or	
Social Science or Humanities Elective	<u>3</u>	ACC 202 Principles of Accounting II	4
	10-11	BUS 101 Introduction to Business	3
		BUS 203 Business Communications	3
		CIT 161 Microsoft Essentials	4
		or	
		4 Equivalent CPL Classes (CPL 100, 101, 104, 105)	<u>4</u>
			18
		****Business Electives	24
		General Electives	9
			Total Credits: 61-62

***Math Electives include BUS 100, BUS 102, or MTH 100 or higher.
 ****Business Electives include any course with the prefix ACC, BUS, CIT, CPL, or HIT.
 Courses beginning with the prefix ECO can also count as Business Electives if they are NOT used to fulfill the Social Science/Humanities.

MEDICAL CODING AND BILLING SPECIALIST – ONLINE PROGRAM

(Certificate – 2 years)

The online Medical Coding and Billing Specialist program prepares students for entry-level positions in the healthcare industry performing medical coding and processing health care insurance claims. Medical coders and billing specialists play a vital role in the financial viability of any healthcare organizations. Medical Coding and Billing Specialists are employed in hospitals, clinics, long-term care facilities, and health insurance companies, just to name a few. Upon completion of the program, students will be eligible to write for a national examination.

Medical Coding and Billing students are required to achieve a grade of 75% (C) or higher in medical coding and billing course work to remain in the program.

The following program contains the Medical Office Professional Occupational Certificate program and the following:

THIRD SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
HIT 205 Disease Process & Pharmacology	4	HIT 215 Ambulatory Care Coding	4
HIT 226 ICD-10-CM/PCS	4	HIT 212 Health Care Insurance (2 nd 8 weeks)	2
	8	HIT 216 CCA Review (2 nd 8 weeks)	2
		HIT 103 Internship	2
			10
		Total Credits 42	

GCC reserves the right to revise these requirements as needed. Please consult the program director at extension 245 or angela.kortemeier@gogebic.edu for updated materials on program requirements.

Students in online classes must have a computer system, Internet access, word processing program, and email accessibility as these are the tools necessary to be successful in an online course. Inaccessibility or computer system failures will not be an acceptable excuse for incomplete or late work.

MEDICAL OFFICE PROFESSIONAL – ONLINE PROGRAM

(Occupational Certificate – 1 year)

The online Medical Office Professional program prepares students to perform secretarial duties that support healthcare staff such as scheduling appointments, billing patients, compiling and recording medical charts, reports, and correspondence, to name a few. Other reported job titles include Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, and Ward Clerk. Medical Office Professionals are employed in hospitals, physician offices, clinics, and nursing facilities – essentially anywhere that provides healthcare services to patients.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ORI 100 Freshman Orientation.....	1	BUS 116 Medical Terminology.....	4
HIT 110 Introduction to Health Information Management..	4	HIT 108 Medical Office Procedures	2
ENG 101/105 English.....	3	HIT 109 Health Care Data Structure (1st 8 weeks)	2
BIO 105 Anatomy & Physiology.....	4	CIT 161 Fundamentals of Computer Applications	4
	12		12
		Total Credits 24	

LANGUAGE AND ARTS



Faculty Advisors:

General Education.....	Nicole Ellet-Peterson
.....	Alex Marciniak
.....	Apryl Vidlak
.....	John Sokol
Liberal Arts	Nicole Ellet-Peterson

GENERAL EDUCATION

Associate of Arts – 2 years

This program is designed for those interested in pursuing an associate of arts degree, but have not yet chosen a field of specialization. The specific courses taken will be dependent on student background and interest.

CREDITS

ORI 100 College Experience	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II	3
General Science/Lab Science	8
College Level Math.....	4
Humanities Electives	9
Social Science Electives	9

****Electives of any transfer category to get to 63 total credits

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

LIBERAL ARTS

Associate of Arts – 2 years

The liberal arts program includes courses in freshman composition, languages, literature, mathematics, the sciences, speech, and the social studies. Art and music courses may be included for they are liberal arts of excellence. These courses are intended to provide the student with a background for intelligent living and for specialization in many vocational and professional career fields, or in one of the above mentioned fields of study.

This is the suggested curriculum which should be taken if the student desires a baccalaureate degree at an independent liberal arts college or at a university studying liberal arts, journalism, or library science.

FIRST YEAR	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Foreign Language Elective.....	8
College Level Math.....	4
General Science/Lab Science.....	8
*History Elective	6-8
	33-35

SECOND YEAR	CREDITS
SOC 101 Introduction to Sociology.....	3
PSY 101 General Psychology	4
SPE 101 Public Speaking.....	3
Social Science Elective	3
Humanities Electives.....	6
Elective Major & Minor.....	12
**PE Electives.....	
	31

Total Credits: 64-66

At least one history course should be selected from the humanities area, specifically, HST 101, HST 102, HST 103, or HST 104.

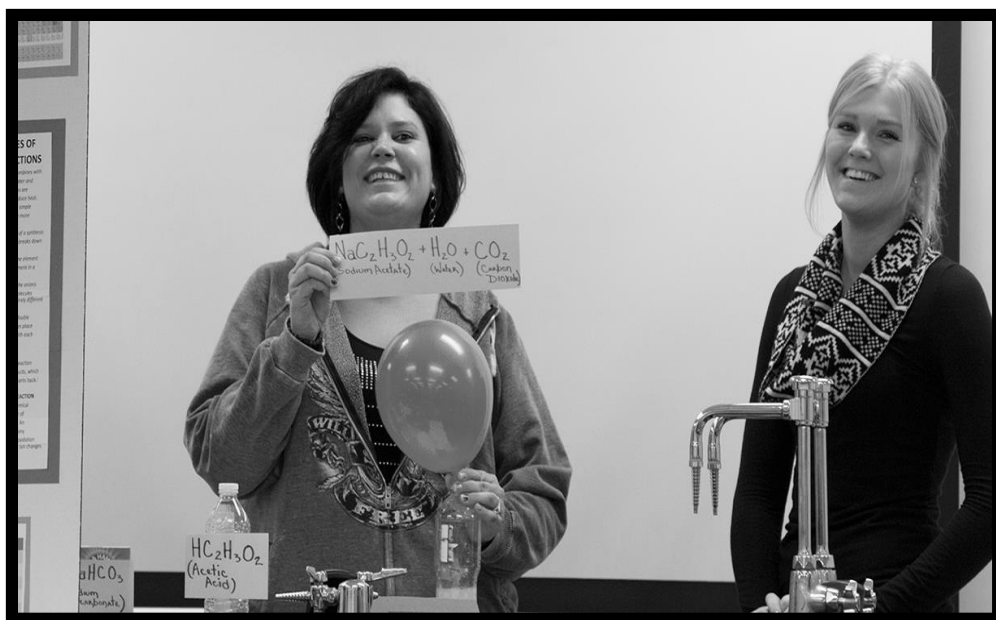
**Students pursuing a baccalaureate degree may also wish to complete future physical education requirements while at GCC.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

MATH AND SCIENCE



Faculty Advisors:

Biology	Maria Sokol
.....	Christina Ylitalo
Chemistry	Serena Mershon-Lohkamp
.....	Christina Ylitalo
Dentistry	Serena Mershon-Lohkamp
Engineering	Brian Anderson
.....	Paul LaBine
Forestry Technology.....	William Perkis
General Science.....	Math/Science Faculty
Health Information Administration	Serena Mershon-Lohkamp
Mathematics	John Sokol
.....	Paul LaBine
Medical Technology.....	Serena Mershon-Lohkamp
Medicine.....	Serena Mershon-Lohkamp
.....	Christina Ylitalo
Mortuary Science	Serena Mershon-Lohkamp
Natural Resources.....	William Perkis
Optometry.....	Serena Mershon-Lohkamp
Pharmacy.....	Serena Mershon-Lohkamp
Physical Therapy	Serena Mershon-Lohkamp
Physics.....	Brian Anderson
.....	Paul LaBine
Veterinary Medicine	Serena Mershon-Lohkamp

PROGRAM NOTES FOR BIOLOGICAL SCIENCES AND CHEMISTRY:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

BIOLOGICAL SCIENCES

Associate of Science – 2 years

FIRST YEAR	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
BIO 101 Principles of Biology	4
BIO 102 Biological Diversity	4
CHM 151 General & Inorganic Chemistry I	5
CHM 152 General & Inorganic Chemistry II	5
Humanities Elective.....	3
Social Science Elective.....	<u>3</u>
	31

SECOND YEAR	CREDITS
BIO 250 Human Anatomy	4
BIO 251 Human Physiology	4
CHM 201 Organic Chemistry I	4
CHM 202 Organic Chemistry II.....	4
*MTH 150 Calculus I	5
PHY 201/251 Elements or Physics I and II.....	4/5
PHY 201/252 Elements or General Physics II	4/5
Social Science Elective	3
Humanities Elective	<u>3</u>
	35-37

Total Credits 66-68

CHEMISTRY

Associate of Science – 2 years

FIRST YEAR	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
CHM 151 General & Inorganic Chemistry I	5
CHM 152 General & Inorganic Chemistry II	5
MTH 150 Calculus and Analytic Geometry I	5
MTH 151 Calculus and Analytic Geometry II.....	4
Humanities Elective.....	3
Social Science Elective.....	<u>3</u>
	32

SECOND YEAR	CREDITS
CHM 201 Organic Chemistry I	4
CHM 202 Organic Chemistry II	4
MTH 152 Calculus III	4
PHY 251 General Physics I	5
PHY 252 General Physics II.....	5
MTH 220 Differential Equations.....	4
Humanities Elective.....	3
Social Science Elective.....	<u>3</u>
	32

Total Credits: 64

PROGRAM NOTES FOR DENTISTRY:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

DENTISTRY

Associate of Science – 2 years

The courses listed below represent the most common courses required before admission to a school or college of dentistry; however, the requirements for admission to every dental program vary. It is important to check with your advisor as well as the potential schools of transfer for specific courses needed before admission.

A student may apply to a school/college of dentistry once the school's program admission requirements are met, which typically includes a qualifying score on the Dental Admission Test (DAT). Admission to a school/college of dentistry is very competitive. Although it may take only 2-3 years to complete the admission requirements, the trend is for accepted applicants to complete a Bachelor's degree before entering the professional school.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	CHM 201 Organic Chemistry I	4
ENG 101 English Composition I.....	3	CHM 202 Organic Chemistry II.....	4
ENG 102 English Composition II	3	PHY 201/202 Elements of Physics I and II	8
CHM 151 General & Inorganic Chemistry I.....	5	or	
CHM 152 General & Inorganic Chemistry II	5	PHY 251/252 General Physics I and II	10
BIO 101 Principles of Biology	4	BIO 250 Human Anatomy	4
BIO 102 Biological Diversity.....	4	BIO 251 Human Physiology	4
MTH 110 College Algebra	4	MTH 150 Calculus & Analytic Geometry I	5
PSY 101 General Psychology	4	Humanities Elective	3
Humanities Elective.....	<u>3</u>	Social Science Elective	<u>3</u>
	36		35-37

Total Credits: 71-73

Trigonometry should also be elected if not taken in high school in addition to the courses listed.

ENGINEERING

Associate of Science – 2 years

Engineering is the application of scientific technique and economic selection in design, construction, operation, and industrial production. The study is organized to provide for mastery of fundamental and scientific principles, understanding of engineering methods, and knowledge of social and economic factors.

FALL SEMESTER	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I.....	3
MTH 150 Calculus & Analytic Geometry I	5
PHY 251 General Physics I	5
EGR 101 Engineering Graphics.....	<u>2</u>
	16

SPRING SEMESTER	CREDITS
ENG 102 English Composition II.....	3
MTH 151 Calculus & Analytic Geometry II.....	4
PHY 252 General Physics II	5
DWG 106 Advanced CAD.....	3
ECO 201 Macroeconomics	<u>3</u>
	18

FALL SEMESTER	CREDITS
MTH 152 Calculus III	4
CHM 151 General & Inorganic Chemistry I	5
Humanities Elective.....	3
PHY 261 Statics	3
PHY 110 Introduction to Engineering.....	<u>3</u>
	18

SPRING SEMESTER	CREDITS
MTH 220 Ordinary Diff Equations w/Linear Algebra	4
Humanities Elective	3
Social Science Elective	3
PHY263 Mechanics of Materials	<u>3</u>
	13

Total Credits: 65

*Consult your advisor and the catalog of the transfer institution for requirements of specific engineering programs.

It is most important for the pre-engineering student to complete their math/science core. However, in order to receive the associate degree, all requirements must be met.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

FORESTRY TECHNOLOGY

Associate of Applied Science – 2 years

The program prepares individuals to assist foresters in the management and production of forest resources. Includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing operations, and personnel supervision. This program prepares students to join the workforce as forestry technicians or transfer and pursue a four year forestry degree.

High school course work should include two years of algebra, and a year each of biology and chemistry. Math 104 Intermediate Algebra and English 101 English Composition I assessment testing is also required or SAT/ACT scores at acceptable levels may be substituted. Applicants who have not completed the necessary high school or college background should meet with the Department of Forestry Advisor to plan a General Education-Forestry plan to help prepare them for the program.

Students in this program wishing to transfer should work with the GCC Transfer Coordinator to determine the proper course schedule to ensure maximum transferability.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience.....	1	Humanities/Social Science electives	6
ENG 101 English Composition I.....	3	FOR 200 Intern experience	2
ENG 250 Technical Writing.....	3	FOR 203 Soil Science	4
BIO 122 Botany	4	FOR 204 Intro to GIS.....	4
MTH 108 Practical Math.....	4	FOR 207 Timber Harvesting.....	2
MTH 211 Introduction to Statistics	3	FOR 209 Multi-Resource Assessment	3
FOR 105 Natural Resources Seminar.....	1	FOR 210 Biometrics & Data Analysis	4
FOR 107 Field Technique	1	FOR 221 Practice of Silviculture	4
FOR 112 Vegetation of North America	4	FOR 226 Wildlife Habitat	3
FOR 113 Forest Ecology	3	FOR 227 Land Measurements/GPS	1
FOR 228 Forest Health	<u>3</u>	FOR 243 Wildland Fire.....	<u>3</u>
	30		36

Total Credits 66

GENERAL SCIENCE

Associate of Science – 2 years

The General Science Program is designed for those interested in pursuing a science-based degree, but have not yet chosen a field of specialization. The specific courses taken will be dependent on student background and interest.

	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II	3
MTH 110 College Algebra or higher	4
*Lab Science and Math Electives.....	24
Humanities Electives	6
Social Science Electives.....	6
**General Transfer Electives	<u>16</u>
	63

*24 Lab Science/Math Electives from at least two disciplines (typically translates into 6 lab science/math courses)

**No more than 2 credits of physical education activity courses will count in the electives total.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

MATHEMATICS

Associate of Science – 2 years

FIRST YEAR	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II.....	3
MTH 150 Calculus & Analytic Geometry I.....	5
MTH 151 Calculus & Analytic Geometry II.....	4
ECO 201 Macroeconomics	3
ECO 202 Microeconomics	3
MTH 211 Introduction to Statistics	3
Social Science Electives	<u>3 or 4</u>
	28-29

SECOND YEAR	CREDITS
MTH 152 Calculus III.....	4
MTH 220 Ordinary Differential Equations w/Linear Algebra ...	4
PHY 251/252 General Physics I & II	10
or	
CHM 151/152 General Inorganic Chemistry I & II	10
Humanities Electives.....	6
General Electives	<u>11</u>
	35

Total Credits: 63-64

NOTES:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

HEALTH INFORMATION ADMINISTRATION

Associate of Arts – 2 years

In accordance with a growing interest in pre-professional curriculum in liberal art and junior colleges, a suggested curriculum for students preparing for admission to accredited schools for medical record administrators is listed below.

An effort has been made not to structure the program too tightly to provide for individual transfer school requirements and the implementation of a philosophy of education which is inherent in that institution.

FIRST YEAR	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II	3
BIO 101 Principles of Biology	4
BIO 102 Biological Diversity.....	4
SOC 101 Introduction to Sociology	3
Physical Education Elective	1
Lab Science (non-BIO) or MTH elective.....	4
Foreign Language, Humanities	
Elective or School Requirements	<u>8</u>
	31

SECOND YEAR	CREDITS
Literature.....	6
BIO 250 Human Anatomy	4
BIO 251 Human Physiology	4
Physical Education Elective	1
Foreign Language, Social Science	
Electives or School Requirement	15
SPE 101 Public Speaking.....	<u>3</u>
	33

Total Credits: 64

Satisfactory completion of the two-year program in a regionally accredited college or university will prepare a student for transfer to a college or university which offers the four-year baccalaureate program in medical records science. Students are reminded that 9 credits in humanities and 9 credits in social science are needed to meet Associate of Arts degree requirements.

We recommend that students who plan to transfer to a four-year baccalaureate program write immediately to the college of their choice for guidance regarding additional subjects which may be required by the college for students in this program.

Professional education programs for medical record administrators are accredited by the American Medical Association in collaboration with the American Medical Record Association.

If further information is desired, please write Director, Academic Department, American Medical Record Association, 875 North Michigan Avenue, Suite 1850, Chicago, Illinois 60611.

MEDICAL TECHNOLOGY

Associate of Science – 2 years

One of the first prerequisites is an interest in science, particularly in its relation to medicine. Hand in hand with this interest should go an aptitude and liking for study. The field presents the opportunity to hold positions of responsibility and prestige and to satisfy the desire to be of service to mankind.

Effective in 1962, three years of college became a prerequisite for training at an AMA-approved School of Medical Technology. Students may enroll at GCC for two years and complete the third year at the transfer institution. At least 12 consecutive months must be spent at an approved school of medical technology.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	BIO 250 Human Anatomy	4
ENG 101 English Composition I.....	3	BIO 251 Human Physiology	4
ENG 102 English Composition II	3	CHM 201 Organic Chemistry I.....	4
BIO 101 Principles of Biology	4	CHM 202 Organic Chemistry II.....	4
BIO 102 Biological Diversity.....	4	PHY 201/202 Elements of Physics I and II.....	8
CHM 151 Gen. & Inorganic Chemistry I	5	or	
CHM 152 Gen. & Inorganic Chemistry II	5	PHY 202/252 General Physics I and II	10
Humanities Electives	3	BIO 215 Introduction to Microbiology	4
MTH 110 College Algebra	4	Social Science Elective	3
SOC 101 Introduction to Sociology	<u>3</u>	Humanities Elective	<u>3</u>
	35		34-36
			Total Credits: 69-71

*Math requirements will vary with the four-year college/university. Some require trigonometry if not taken in high school.

MEDICINE

Associate of Science – 2 years

The courses listed below represent the most common courses required before admission to a school of medicine; however the requirements to every medical program vary. It is important to check with your advisor as well as the potential schools of transfer for specific courses needed before admission.

A student may apply to a school of medicine once the school's program admission requirements are met, which typically includes a qualifying score on the Medical College Admission Test (MCAT). Admission to a medical school is very competitive. Although it may take only 2-3 years to complete the admission requirements, the trend is for accepted applicants to complete a Bachelor's degree before entering the professional school

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	BIO 250 Human Anatomy	4
ENG 101 English Composition I.....	3	BIO 251 Human Physiology	4
ENG 102 English Composition II	3	CHM 201 Organic Chemistry I.....	4
BIO 101 Principles of Biology	4	CHM 202 Organic Chemistry II.....	4
BIO 102 Biological Diversity.....	4	PHY 201/202 Elements of Physics I and II.....	8
CHM 151 Gen. & Inorganic Chemistry I	5	or	
CHM 152 Gen. & Inorganic Chemistry II	5	PHY 251/252 General Physics I and II	10
Humanities Elective.....	3	BIO 215 Introduction to Microbiology	4
MTH 150 Calculus & Analytic Geometry I.....	5	PSY 101 General Psychology	4
Social Science Elective.....	<u>3</u>	Humanities Elective.....	<u>3</u>
	36		35-37

NOTES FOR MEDICAL TECH. AND MEDICINE:

Total Credits: 71-73

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

MORTUARY SCIENCE

Associate of Arts - 2 years

The requirements to meet the mortuary science educational curriculum set by the Michigan State Board of Mortuary Science are that a mortician:

1. Complete 60 semester hours of instruction at a recognized community college, four year college or university.
2. Graduate from a nine month course at an approved college of mortuary science.
3. Complete one year of resident training under the supervision of a licensed mortician.
4. Be 21 years of age, a resident of Michigan, a citizen of the United States and be of good moral character.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	BIO 101 Principles of Biology.....	4
ENG 101 English Composition I.....	3	BIO 102 Biological Diversity	4
ENG 102 English Composition II.....	3	ACC 201 Principles of Accounting.....	4
CHM 101 General, Organic, and Biochemistry I	4	ACC 202 Principles of Accounting.....	4
CHM 102 General, Organic, and Biochemistry II	4	HST 101 History of Western	
SOC 101 Introduction to Sociology.....	3	Civilization to 1650 (Fall)	4
Humanities Elective.....	3	ECO 201 Macroeconomics	3
MTH 110 College Algebra	4	ECO 202 Microeconomics	3
SPE 101 Public Speaking	3	General Transfer Electives.....	6
PSY 101 General Psychology	4		32
	32		

Total Credits: 64

NATURAL RESOURCES

Associate of Science – 2 years

This curriculum will satisfy requirements for most programs in forestry, conservation, agriculture, park and wildlife management. Slight variations exist which can be determined by consulting the Transfer Coordinator or your faculty advisor.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	PHY 201/202 Elements of Physics I and II.....	8
ENG 101 English Composition I.....	3	or	
ENG 102 English Composition II.....	3	PHY 251/252 General Physics I and II	10
MTH 110 College Algebra	4	PLS 101 Introduction to American Government.....	3
MTH 150 Calculus & Analytic Geometry I.....	5	ECO 201 Macroeconomics	3
BIO 101 Principles of Biology	4	ECO 202 Microeconomics	3
BIO 102 Biological Diversity	4	EGR 101 Engineering Graphics.....	2
CHM 151 General & Inorganic Chemistry I	5	SPE 101 Public Speaking.....	3
CHM 152 General & Inorganic Chemistry II	5	Humanities Electives	6
PED Physical Education	2		28-30
	36		

Total Credits: 64-66

NOTES FOR MORTUARY SCIENCE AND NATURAL RESOURCES:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

OPTOMETRY

Associate of Science – 2 years

The courses listed below represent the most common courses required before admission to a school or college of Optometry; however, the requirements for admission to each program vary. It is important to check with your advisor as well as the potential schools of transfer for specific courses needed before admissions.

A student may apply to a school or college of optometry once the school's program admission requirements are met, which typically includes a qualifying score on the Optometry Admission Test (OAT). Admission to an optometry school is very competitive. Although it may take only 2-3 years to complete the admission requirements, the trend is for accepted applicants to complete a Bachelor's degree before entering the professional school.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	PHY 201/202 Elements of Physics I and II.....	8
ENG 101 English Composition I.....	3	or	
ENG 102 English Composition II.....	3	PHY 251/252 General Physics I and II	10
CHM 151 General & Inorganic Chemistry I	5	MTH 211 Introduction to Statistics	3
CHM 152 General & Inorganic Chemistry II	5	BIO 250 Human Anatomy	4
*BIO 101 Principles of Biology	4	CHM 201 Organic Chemistry I	4
BIO 102 Biological Diversity	4	CHM 202 Organic Chemistry II.....	4
MTH 150 Calculus & Analytic Geometry I.....	5	SOC 101 Introduction to Sociology	3
**MTH 151 Calculus & Analytic Geometry II	4	Humanities Electives	6
PSY 101 General Psychology.....	4		32-34
	38		

Total Credits: 70-72

*Biology must include animal biology.

**Students planning to transfer to Ferris should take BIO 215 Microbiology and SPE 105 Interpersonal Communications while MTH 151 Calculus II can be omitted. To enhance one's application to Ferris, the following courses are suggested but not required:
BIO 250/251 Human Anatomy & Physiology I & II, and introductory business management or accounting course.

NOTES:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

NOTES FOR PHARMACY AND PHYSICAL THERAPY:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

PHARMACY

Associate of Science – 2 years

The courses listed below represent the most common courses required before admission to a school or college of pharmacy. However, the requirements to each pharmacy program vary. It is important to check with your advisor as well as the potential schools of transfer for specific courses needed before admission.

A student may apply to a school/college of pharmacy once the school's program pre-requisite courses are met. Applicants are also required to take the Pharmacy College Admission Tests (PCAT) before admission into a pharmacy program. Admission to a school/college of pharmacy is very competitive. Although it may take only 2-3 years to complete the admission requirements, the trend is for applicants to have a Bachelor's degree before admission.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	BIO 250 Human Anatomy	4
ENG 101 English Composition I.....	3	BIO 251 Human Physiology	4
ENG 102 English Composition II	3	CHM 201 Organic Chemistry I	4
BIO 101 Principles of Biology	4	CHM 202 Organic Chemistry II.....	4
BIO 102 Biological Diversity.....	4	MTH 150 Calculus & Analytic Geometry I.....	5
CHM 151 General & Inorganic Chemistry I.....	5	SPE 101 Public Speaking	3
CHM 152 General & Inorganic Chemistry II	5	Humanities Electives.....	6
MTH 112 Trigonometry	3	ECO 201 Macroeconomics	3
MTH 110 College Algebra	4		33
PSY 101 General Psychology	4		
	36		Total Credits: 69

PHYSICAL THERAPY

Associate of Science – 2 years

The courses listed below represent the most common courses preferred for transfer to schools offering physical therapy degrees; however, the transfer preferences to every program vary widely. Some schools will readily accept a full associate of science degree, some prefer transfer after one year, and for others, it is in the student's best interest to begin his/her studies directly with the baccalaureate institution. It is important to check with your advisor as well as the potential schools of transfer for specific courses needed before admission

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	BIO 250 Human Anatomy and Physiology I	4
ENG 101 English Composition I.....	3	BIO 251 Human Anatomy and Physiology II.....	4
ENG 102 English Composition II	3	MTH 211 Introduction to Statistics	4
CHM 101 or 151 GOB or General Chemistry I.....	4/5	PHY 201 or 251 Elements or General Physics I	4/5
CHM 102 or 152 GOB or General Chemistry II	4/5	PHY 202 or 252 Elements or General Physics II.....	4/5
BIO 101 Principles of Biology	4	PSY 210 or PSY 295 Lifespan Dev or Abnormal Psych.....	3/4
BIO 102 Biological Diversity.....	4	Humanities Electives	6
PSY 101 General Psychology	4		29-32
MTH 110 College Algebra	4		
SOC 101 Introduction to Sociology	3		
	34-36		Total Credits: 63-68

NOTES FOR PHYSICS AND VETERINARY MEDICINE:

- (1) Students planning to pursue a baccalaureate degree should consult with their advisors and potential transfer institutions about requirements specific to the transfer institution; in some cases the program listed may be modified to accommodate those requirements.
- (2) The program listed above assumes appropriate preparedness to begin the courses listed. Some students may need to do remedial coursework before beginning some courses. Refer to the Course Descriptions section of the catalog for specific course prerequisites.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

PHYSICS

Associate of Science – 2 years

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
ORI 100 College Experience	1	ENG 102 English Composition II	3
ENG 101 English Composition I	3	MTH 151 Calculus & Analytic Geometry II	4
MTH 150 Calculus & Analytic Geometry I	5	PHY 252 General Physics II	5
PHY 251 General Physics I	5	ECO 201 Macroeconomics	<u>3</u>
Humanities Elective	<u>3</u>		15
	17		

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
MTH 152 Calculus III	4	MTH 220 Differential Equations	4
CHM 151 General & Inorganic Chemistry I	5	CHM 152 General & Inorganic Chemistry II	5
PHY 110 Introduction to Engineering	3	PHY 263 Mechanics of Materials	3
PHY 261 Statics	3	Social Science Elective	<u>3</u>
Humanities Elective	<u>3</u>		15
	18		

Total Credits: 65

VETERINARY MEDICINE

Associate of Science - 2 years

The courses listed below represent the most common courses required before admission to a school or college of veterinary medicine; however the requirements for admission to every program vary. It is important to check with your advisor as well as the potential schools of transfer for specific courses needed before admission.

A student may apply to a school or college of veterinary medicine once the school's program admission requirements are met, which often includes a qualifying score on the Medical College Admission Test (MCAT) or Graduate Record Examination (GRE). Admission to a veterinary school is very competitive. Although it may take only 2-3 years to complete the admission requirements, the trend is for accepted applicants to complete a Bachelor's degree before entering the professional school.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	CHM 201 Organic Chemistry I	4
ENG 101 English Composition I	3	CHM 202 Organic Chemistry II	4
ENG 102 English Composition II	3	PHY 201/202 Elements of Physics I and II	8
CHM 151 General & Inorganic Chemistry I	5	or	
CHM 152 General & Inorganic Chemistry II	5	PHY 251/252 General Physics II	10
MTH 112 Trigonometry	3	BIO 250 Human Anatomy	4
MTH 110 College Algebra	4	BIO 251 Human Physiology (Winter)	4
Social Science Electives	6	Humanities Electives	9
BIO 101 Principles of Biology	4	BIO 215 Introduction to Microbiology	<u>4</u>
BIO 102 Biological Diversity	<u>4</u>		37-39
	38		

Total Credits: 75-77

SOCIAL SCIENCE AND EDUCATION



Advisors:

Education:

Early Childhood Education..... Glen Guilbault
Elementary/Secondary/Special Education Jennifer Forshey

Social Sciences:

Corrections Officer Carrie Yon
Criminal Justice Carrie Yon
Economics Dennis Mackey
History Tricia Cullen
..... Amanda Delich
Law (Pre) Carrie Yon
Psychology..... Tricia Cullen
..... Amanda Delich
Social Work Tricia Cullen
..... Amanda Delich

EDUCATION

EARLY CHILDHOOD EDUCATION

Associate of Arts Transfer Program – 2 years

The Associate Degree in Early Childhood Education is designed to prepare teachers and assistant teachers to work effectively with young children in preschool programs. Students are taught how to provide experiences which foster discovery learning, creativity, problem solving, language and literacy as well as to enhance a child's social skills. This is done through a child centered curriculum. Our students gain knowledge of current trends and practices which are being used throughout the world.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	MTH 121 Principles of Elementary Math I	
ENG 101 English Composition I	3	or	
ENG 102 English Composition II	3	MTH 110 College Algebra	4
PSY 101 General Psychology	4	PLS 101 Introduction to American Government	3
PSY 202 Child Development & Psychology	4	Lab Science (BIO 101, PHY 101)	4
ECE 100 Introduction to Early Childhood Education	3	ENG 230 Literature for Children	3
ECE 110 Developmentally Appropriate Practices for Early Childhood Education	3	ECE 295 Practicum II in Early Childhood Ed	3
ECE 210 Child Guidance	3	ECE 230 Creative Methods for Teaching Young Children	3
ECE 220 Infant & Toddler Care	3	ECE 290 Managing a Child Care Center	3
ECE 195 Practicum I	3	*Approved Elective	3
Humanities Elective.....	<u>3</u>	Humanities Elective	6
	33	**PE Electives.....	<u>32</u>
			32
			Total Credits: 65

ALL students in education transfer programs should *carefully* check with their faculty advisor regarding the requirements of the school to which they will be transferring.

*Approved Elective: See Faculty Advisor.

**Students pursuing baccalaureate degrees may also wish to complete future physical education requirements while at GCC. Check the requirements of the university in which you plan to enroll.

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree – 2 years

YEAR ONE	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I.....	3
or	
ENG 105 Technical English.....	3
ENG 102 English Composition II (Spring)	3
or	
Communications Course	3
PSY 101 General Psychology (Fall)	4
PSY 202 Child Development & Psychology (Spring).....	4
MTH 100 Basic Math	4
or	
MTH 103 Introduction to Algebra	3
ECE 195 Practicum I.....	3
2 Fall semester ECE courses	6
2 Spring semester ECE courses	<u>6</u>
	33-34

YEAR TWO	CREDITS
Lab Science	4
SOC 101 Intro to Sociology (Fall)	3
or	
SOC 102 Social Problems (Spring)	3
Humanities Elective	6
Social Science Elective	3
ECE 295 Practicum II	3
2 Fall semester ECE courses	6
2 Spring semester ECE courses	<u>6</u>
	31

Total Credits: 64-65

*Fall semester, Early Childhood courses

<u>2012/2014/2016</u>	<u>2013/2015/2017</u>
ECE 100	ECE 210
ECE 230	ECE 240

*Spring semester, Early Childhood courses

<u>2013/2015/2017</u>	<u>2014/2016/2018</u>
ECE 110	ECE 220
ENG 230	ECE 290

*Depending on enrollment year, students will schedule the courses above accordingly. The Early Childhood program is offered in its entirety at the Copper Country campus.

ELEMENTARY EDUCATION AND SPECIAL EDUCATION

Associate of Arts – 2 years

All education students should plan their schedules with the help of their faculty advisors and the GCC Transfer Coordinator. Transfer institutions sometimes have very different requirements. The list of notes following the program listings on this page indicates just how complex these variations have become. Advisors have complete information about many transfer institutions. Let them help you arrange a schedule that will fit the school you plan to attend after you complete your work at GCC. You should also know that admission to education classes at most transfer institutions is based on a GPA of 2.7 or higher and satisfactory scores on some kind of basic skills test.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	HST 201 U.S. History to 1877	
ENG 101 English Composition I	3	or	
ENG 102 English Composition II	3	HST 202 U.S. History from 1865 (NOTE 3)	3
HST 101 Western Civilization to 1750		EDU 201 Introduction to Education (NOTE 4)	3
or		PSY 202 Child Development & Psychology (NOTE 5)	4
HST 102 Western Civilization 1750 to Present.....	4	PLS 101 Introduction to American Government.....	3
PSY 101 General Psychology	4	GEG 111 World Regional Geography (NOTE 6)	3
Lab Science (NOTE 1)	8	SPE 101 Public Speaking (NOTE 7)	3
MTH 121 Principles of Elem. Math I (NOTE 2).....	4	ENG 230 Literature for Children (NOTE 8).....	3
MTH 122 Principles of Elem. Math II	4	Humanities Electives	3
	31	Electives or requirements toward a major/minor	7
		PE Electives	
			32
		Total Credits: 63	

NOTE 1: Some four-year colleges require that the science be divided between biology, chemistry, and physical science. Some transfer schools want more than 8 credits of science. Check with your advisor or the Transfer Coordinator.

NOTE 2: Some universities want one semester of math (MTH 121). Check with your advisor or the Transfer Coordinator.

NOTE 3: NMU requires HST 201. Some colleges may want both HST 201 and 202. Check with your advisor or the Transfer Coordinator.

NOTE 4: UW-Superior prefers that this course be completed with their Teacher Education Department.

NOTE 5: Some colleges prefer PSY 210 Lifespan Development.

NOTE 6: Offered in the fall semester.

NOTE 7: Not all colleges/universities require Public Speaking.

NOTE 8: Check with your advisor or the Transfer Coordinator as to the requirement of your transfer institution.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

SECONDARY EDUCATION

Associate of Arts – 2 years

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	EDU 201 Introduction to Education	3
ENG 101 English Composition I	3	Humanities Electives	6
ENG 102 English Composition II	3	Course Electives to apply toward major & minor fields	17
SPE 101 Public Speaking	3	Social Science Elective	<u>3</u>
General Science/Lab Science	8		29
PLS 101 Intro. to American Government	3		
PSY 101 General Psychology	4		
PSY 231 Adolescent Development & Learning (NOTE 1)	3		
College Level Math	4		
Humanities Electives	3		
Social Science Elective (NOTE 2)	<u>3</u>		
	38		

Total Credits: 67

ALL students in education transfer programs should carefully check with their faculty advisor regarding the requirements of the school to which they will be transferring.

NOTE 1: Some universities may require PSY 210 Lifespan Development.

NOTE 2: SOC 102 Social Problems is recommended as a social science elective.

Check the requirements of the university in which you plan to enroll.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

SOCIAL SCIENCES

CORRECTIONS OFFICER PROGRAM

Certificate – 1 year

This program is for men and women with career goals in the field of corrections. Upon completion of the one year program, the college will award the student with a certificate of completion.

This program meets and exceeds the State of Michigan mandated requirements for local and state corrections officers and is certified through the Michigan Correctional Officers' Training Council. Courses included in this program would allow an individual to qualify for the 15 semester credits mandated by the State of Michigan in the Michigan Department of Corrections.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ORI 100 College Experience	1	CJC 104 Client Relations in Corrections	3
CJC 101 Introduction to Corrections	3	CJC 105 Legal Issues in Corrections	3
CJC 102 Correctional Institutions/Facilities	3	ENG 102 English Composition II	
CJC 103 Client Growth & Development/Criminology	3	or	
ENG 101 English Composition I		ENG 250 Technical Writing	3
or		MTH 100 Basic Math	4
ENG 105 Technical English	3	SOC 101 Introduction to Sociology	3
PSY 101 General Psychology	4	PED 203 Advanced First Aid &	
	17	Emergency Care	3
			19
Total Credits: 36			

CRIMINAL JUSTICE

Associate of Arts – 2 years

The Associate of Arts degree in Criminal Justice addresses modern crime and justice issues and is designed to provide a rigorous educational experience focusing on the theoretical, practical, and supportive skills needed to succeed in the modern criminal justice field.

The Criminal Justice program allows students to elect one of the three Criminal Justice tracks: **Corrections, Law Enforcement, or Homeland Security.**

Individuals already employed in the Criminal Justice field can increase their skills and prepare for supervisory positions. Courses included in this program would allow an individual to qualify for the 15 semester credits mandated by the State of Michigan as a requirement for a Corrections Officer position in the Michigan Department of Corrections.

Criminal Justice - CORRECTIONS

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	PED 202 Responding to Emergencies	2
ENG 101 English Composition I	3	or	
ENG 102 English Composition II	3	PED 203 Adv. First Aid & Emergency Care	3
PSY 101 General Psychology	4	CJC 215 Juvenile Justice	3
PLS 101 Introduction to American Government	3	CJC 225 Community Based Corrections.....	3
CJC 101 Introduction to Corrections	3	General Science/Lab Science.....	8
CJC 102 Correctional Institutions/Facilities	3	College Level Math	4
CJC 103 Client Growth & Development/Criminology	3	Humanities Electives	6-8
CJC 104 Client Relations in Corrections	3	General Transfer Electives.....	6
CJC 105 Legal Issues in Corrections	3	** PE Electives.....	32-35
CJC 110 Introduction to Criminal Justice	3		
	32		
Total Credits: 64-67			

Criminal Justice – LAW ENFORCEMENT – 2 years

FIRST YEAR	CREDITS
ORI 100 College Experience.....	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II	3
PSY 101 General Psychology	4
PLS 101 Introduction to American Government.....	3
CJC 101 Introduction to Corrections.....	3
CJC 102 Correctional Institutions/Facilities.....	3
CJC 103 Client Growth & Development/Criminology	3
CJC 104 Client Relations in Corrections	3
CJC 110 Intro to Criminal Justice	3
CJC 210 Law Enforcement Function	3
	<u>32</u>

SECOND YEAR	CREDITS
PED 202 Responding to Emergencies	2
or	
PED 203 Adv. First Aid & Emergency Care	3
CJC 215 Juvenile Justice	3
CJC 225 Community Based Corrections	3
CJC 235 Criminal Law	3
General Science/Lab Science	8
College Level Math	4
Humanities Electives.....	6-8
General Transfer Elective	3
** PE Electives.....	
	<u>32-35</u>

Total Credits: 64-67

Criminal Justice – HOMELAND SECURITY – 2 years

FIRST YEAR	CREDITS
ORI 100 College Experience.....	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
PSY 101 General Psychology	4
PLS 101 Introduction to American Government	3
CJC 101 Introduction to Corrections	3
CJC 102 Correctional Institutions/Facilities	3
CJC 103 Client Growth & Development/Criminology	3
CJC 104 Client Relations in Corrections	3
CJC 110 Introduction to Criminal Justice.....	3
CJC 210 Law Enforcement Function.....	3
	<u>32</u>

SECOND YEAR	CREDITS
PED 202 Responding to Emergencies	2
or	
PED 203 Adv. First Aid & Emergency Care	3
CJC 206 Introduction to Homeland Security	3
CJC 207 Emergency Management and Planning	3
CJC 235 Criminal Law	3
General Science/Lab Science	8
College Level Math	4
Humanities Electives.....	6-8
General Transfer Elective	3
** PE Electives.....	
	<u>32-35</u>

Total Credits: 64-67

NOTES FOR ALL CRIMINAL JUSTICE TRACKS:

**Students pursuing baccalaureate degrees may also wish to complete future physical education requirements while at GCC. Check the requirements of the university in which you plan to enroll.

Students are encouraged to contact the Transfer Coordinator to determine which courses are accepted at their desired transfer institution. All courses must be completed with a minimum of a “C” to be eligible for transfer credit.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

HISTORY

Associate of Arts – 2 years

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	ANT 105 Introduction to Cultural Anthropology	3
ENG 101 English Composition I	3	HST 226 Native American History.....	3
ENG 102 English Composition I.....	3	HST 201 U.S. History	3
PLS 101 Intro. to American Government.....	3	HST 202 U.S. History	3
General Science/Lab Science	4	GEG 111 World Regional Geography	3
College Level Math.....	4	SPE101 Public Speaking	3
HST 101 Western Civilization I or		General Transfer Electives	7-8
HST 103 World Civilization I	4	General Science/Lab Science.....	<u>3-4</u>
HST102 Western Civilization II or			28-30
HST 104 World Civilization II.....	4		
Humanities Elective.....	3-4		
General Transfer Electives	<u>6</u>		
	35-36		

Total Credits: 63-66

*Check with your advisor, transfer coordinator, and/or transfer institution for preferred transfer electives.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

LAW

Associate of Arts – 2 years

FIRST YEAR	CREDITS
ORI 100 College Experience	1
ENG 101 English Composition I	3
ENG 102 English Composition I.....	3
Lab Science/General Science	3-4
College Level Math.....	4
PSY 101 General Psychology	4
PLS 101 Intro. to American Government	3
SPE 101 Public Speaking	3
SOC 101 Introduction to Sociology	3
Humanities Elective.....	3-4
General Transfer Electives.....	<u>3</u>
	33-35

SECOND YEAR	CREDITS
Lab Science/General Science	3-4
HST 201 U.S. History	3
HST 202 U.S. History	3
PHI 201 Introduction to Philosophy	3
ECO 201 Macroeconomics	3
ECO 202 Microeconomics.....	3
ACC 201 Principles of Accounting	4
ACC 202 Principles of Accounting	4
General Transfer Electives.....	<u>3</u>
	29-30

Total Credits: 62-65

*Check with your advisor, transfer coordinator, and/or transfer institution for preferred transfer electives.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

PSYCHOLOGY

Associate of Arts – 2 years

Psychology is a scholarly discipline, a scientific field and a professional activity. Its overall focus is on the study of behavior and related mental and physiological processes. As a scholarly discipline, psychology represents a major field of study in academic settings. As a science, it is a focus of research through which investigators collect, quantify, analyze and interpret data describing behavior. As a profession, psychology involves the practical application of knowledge, skills and techniques for the solution or prevention of individual or social problems. The curriculum for a two-year transfer program is designed to meet the needs of a college student seeking a degree in psychology.

FIRST YEAR	CREDITS
ORI 100 College Experience.....	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
General or Lab Science	4
College Level Math.....	4
PSY 101 General Psychology	4
PSY 202 Child Development & Psychology	4
or	
PSY 210 Lifespan Development	3
SOC 101 Introduction to Sociology	3
Humanities Elective	3-4
*General Transfer Elective.....	<u>3</u>
	32-33

SECOND YEAR	CREDITS
General Science/Lab Science	4
PLS 101 Intro. to American Government	3
PSY 204 Social Psychology	3
PSY 225 Psychology of Personality	3
PSY295 Abnormal Psychology	4
SOC 102 Social Problems.....	3
Humanities Elective.....	3-4
General Transfer Electives.....	<u>2</u>
	32-33

Total Credits: 64-66

*Recommended Electives: PSY 231 Adolescent Development & Learning, SPE 101 Public Speaking, PEH 110 Phy Ed/Health Promotion.

**Check with your advisor, transfer coordinator and/or transfer institution for preferred math, science and humanities courses.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Comp and a second course in English Comp or one course in Communications.

SOCIAL WORK

Associate of Arts – 2 years

While GCC does not offer a course title in Social Work, students may follow the recommended outline to satisfy general education requirements in preparation for Social Work programs at four-year institutions. It is advisable to work closely with the transfer coordinator at GCC, as well as the intended transfer institution, to select relevant courses for Social Work programs.

FIRST YEAR	CREDITS	SECOND YEAR	CREDITS
ORI 100 College Experience	1	General Science/Lab Science.....	4
ENG 101 English Composition I	3	PLS 101 Introduction to American Government	3
ENG 102 English Composition II	3	PSY 204 Social Psychology.....	3
SOC 101 Introduction to Sociology	3	PSY 225 Psychology of Personality	3
College Level Math.....	4	PSY 295 Abnormal Psychology	4
General Science/Lab Science.....	4	SOC 102 Social Problems.....	3
PSY 101 General Psychology	4	ANT 105 Introduction to Cultural Anthropology	3
PSY 202 Child Development & Psychology	4	ECO 201 Macroeconomics	3
or		or	
PSY 210 Lifespan Development	3	ECO 101 American Economy	3
Humanities Elective.....	3-4	General Transfer Elective	3
General Transfer Electives	<u>3</u>	Humanities Elective.....	<u>3-4</u>
	32-33		32-33

Total Credits: 64-66

*Recommended Electives: HST 225 Native American History, BUS 203 Business Communications, PSY 231 Adolescent Development & Learning, SPE 101 Public Speaking, PEH Physical Education/Health Promotion

Check with your advisor, transfer coordinator and/or transfer institution for preferred math, science and humanities.

Humanities: The two required Humanities course must come from two different disciplines, excluding studio and performance classes.

Social Sciences: The two required Social Science courses must come from two different disciplines.

Natural Sciences: The two required Natural Science courses must come from two different disciplines. One must include laboratory experience.

Communications: Students will take one course in English Composition and a second course in English Composition or one course in Communications.

APPLIED TECHNOLOGY



Faculty Advisors:

Automotive Technology	Ed Gorman
Commercial Motor Vehicle Driver's License	Connie Hicks
Building Trades.....	Raymond Niemi
Manufacturing Technology	Dennis Svoke
.....	Connie Hicks
Mechanical Design and Engineering Technology.....	Dennis Svoke
.....	Connie Hicks
Construction Technology	Raymond Niemi
Cosmetology.....	Nicole Hocking
Ski Area Management	James Vander Spoel
Electric Line Mechanic.....	
Welding	Gary Gouin

AUTOMOTIVE TECHNOLOGY

Certificate – 2 years

Students have the opportunity to choose between the Certificate program and the Associate of Applied Technology degree program. The certificate program covers the theory, diagnosis, and repair of the automobile. It is designed for those students who want to gain the skills to become automotive repair technicians. It also opens the door to several related employment possibilities in heavy equipment, marine, trucking, and aircraft industries with the some additional training.

In both programs, lab skills are practiced using the latest equipment and procedures to test, diagnose, and repair problems on late model cars and light trucks. GCC's automotive lab is outfitted with a host of modern repair equipment comparable to that found in today's most advanced service facilities.

Upon completion of the course work in either program, students are able to take state automotive technician licensing exams. Upon passing the end of program testing, student will receive two-year probationary Automotive Service Excellence (ASE) Certification in passed content area. Also upon completion/passing of the HVAC course, students will be EPA Section 609 certified for mobile refrigeration and handling and state of Wisconsin certified for HVAC service. Students will also receive a certificate of completion from Hunter Engineering for alignment technician for successful completion in steering and suspension.

All Students must meet with their academic advisor prior to registration. In addition AUT 107 and AUT 108 must be taken as prerequisites to all other core automotive courses.

FIRST SEMESTER	CREDITS
ORI 100 College Experience	1
AUT 102 Automotive Industry Fundamentals.....	3
AUT 107 Electrical/Electronic Systems I	5
AUT 108 Electrical/Electronic Systems II.....	<u>5</u>
	14

*THIRD SEMESTER	CREDITS
AUT 231 Suspension Steering & Wheel Align.	4
AUT 232 Brakes and Braking Systems	4
AUT 241 Heating/Air Conditioning/Electrical Systems	<u>5</u>
	13

SECOND SEMESTER	CREDITS
AUT 121 Engine Performance Fundamentals	5
AUT 122 Advanced Engine Performance.....	4
AUT 244 Introduction to Hybrid Vehicles.....	<u>3</u>
	12

FOURTH SEMESTER	CREDITS
AUT 101 Engine Repair	5
AUT 123 Automatic Transmissions and Transaxles.....	5
AUT 124 Manual Drive Trains and Axles	<u>4</u>
	14

*First year courses also offered for freshman.

**Varied start times due to industry.

Total Credits: 53

AUTOMOTIVE TECHNOLOGY

Associate of Applied Technology – 2 years

The Associate Degree program includes all of the elements of the certificate program with the addition of general education requirements that include management, communications, supervisory, computer, and math skills. This program allows for additional employment options in automotive management and business, as well as transfer options to four-year universities.

Students seeking the Associates degree will meet with their advisor(s) for class selections once the core automotive courses have been completed. Students desiring seeking to earn a Certificate or Associates degree over a longer time frame should be advised that core automotive class sequences are on a fixed fall/spring rotation so this decision should be carefully exercised. This decision could also have financial aid implications. Please work closely with your advisor when deciding on your schedule.

FALL SEMESTER	CREDITS
ORI 100 College Experience	1
AUT 102 Automotive Industry Fundamentals.....	3
AUT 107 Electrical/Electronic Systems I	5
AUT 108 Electrical/Electronic Systems II.....	<u>5</u>
	14

SPRING SEMESTER	CREDITS
AUT 121 Engine Performance Fundamentals	5
AUT 122 Advanced Engine Performance.....	4
AUT 244 Introduction to Hybrids Vehicles.....	<u>3</u>
	12

FALL SEMESTER	CREDITS
AUT 231 Suspension Steering and Wheel Alignment.....	4
AUT 232 Brakes and Braking Systems	4
AUT 241 Heating/Air Conditioning/Electrical Systems.....	<u>5</u>
	13

SPRING SEMESTER	CREDITS
AUT 101 Engine Repair	5
AUT 123 Automatic Transmissions and Transaxles.....	5
AUT 124 Manual Drive trains and Axles	<u>4</u>
	14

GENERAL EDUCATION CORE	CREDITS
ENG 101 English Comp. or ENG 105 Technical English....	3
BUS 101 Introduction to Business	3
Humanities Elective	3
Social Science Elective	3
Math Elective	<u>3-4</u>
	15-16

Total Credits: 68-69

COMMERCIAL MOTOR VEHICLE DRIVER LICENSE (CMV-CDL)

Occupational Certificate – 1 semester

Both programs offer extensive classroom training, hands-on vehicle activities, and behind-the-wheel practice in preparation for commercial driver license tests. Topics covered include safety, Federal Motor Carrier Safety Administration (FMCSA) regulations, truck mechanical parts and components, vehicle inspection procedures, basic truck maneuvers, driving techniques and additional content.

The program is unique in its design which allows a student to enter the program without a temporary instructional permit. The college prepares the student to test for their temporary instructional permit and provide the education to test for their Commercial Driver's License.

*These programs have a \$145 differential tuition charge per credit hour in addition to the regular per credit tuition rate.

Commercial Motor Vehicle Driver License – Class A Over the Road (OTR)

CMV 160 Classroom Basic Training	5
CMV 170 Non-Driving Practicum	4
CMV 180 Driving Class.....	<u>7</u>
	Total Credits: 16

Commercial Motor Vehicle Driver Licensing – Class B – Straight Truck

CMV 110 Classroom Basic Training	5
CMV 120 Non-Driving Practicum	4
CMV 130 Driving Class	<u>7</u>
	Total Credits: 16

CONSTRUCTION TECHNOLOGY

Associate of Applied Science Degree – 2 years

The Construction Technology Program offers course work which includes on-site participation for the construction of a residential home during the first and second semesters of the program. This Associate Degree Program offers advanced study for the individual interested in the business aspects of building construction. Students are involved in all phases of construction, including masonry, rough and finish carpentry, plumbing, and electrical wiring. Students who complete the first year of the Construction Technology program or the Building Trades certificate program meet state of Michigan criteria for pre-licensure approval to sit for the Michigan residential builders exam.

FIRST SEMESTER	CREDITS
ORI 100 College Experience	1
BLD 101 Construction Practices I	5
BLD 102 Construction Practices II	5
BLD 201 Construction Practices III.....	5
Math Elective	3
*10 hour OASHA Safety training	<u>2</u>
	19

THIRD SEMESTER	CREDITS
ACC 150 Accounting	4
*Business Elective.....	3
DWG 201 Architectural Drafting/Design	4
ENG 101 English Composition I	
or	
ENG 105 Technical English.....	<u>3</u>
	14

SECOND SEMESTER	CREDITS
BLD 104 Plans/Specs/Codes	3
BLD 120 Mechanical/Electrical Installations	5
BLD 205 Construction Practices IV	5
BUS 101 Introduction to Business.....	3
EGR 103 CAD Concepts	<u>2</u>
	18

FOURTH SEMESTER	CREDITS
Humanities and Social Science Electives	6
BUS 203 Business Communications	3
*Business Elective	3
Math Elective	<u>3-4</u>
	15-16

Total Credits: 66-67

*Business electives include: BUS 130 Salesmanship, BUS 210 Marketing, BUS 133 Customer Service Skills, BUS 204 Business Law, BUS 215 Intro to Entrepreneurship, BUS 136 Business Ethics

Students planning to transfer to four-year institutions should substitute 6 additional humanities or social science electives for these business electives.

BUILDING TRADES

Certificate – 1 year

The Building Trades Certificate Program offers course work, which includes on-site participation for the construction of a residential home. Students are involved in all phases of construction, including masonry, rough and finish carpentry, plumbing, and electrical wiring. Students who complete the first year of the Construction Technology program or the Building Trades certificate program meet state of Michigan criteria for pre-licensure approval to sit for the Michigan residential builders exam.

FIRST SEMESTER	CREDITS
ORI 100 College Experience.....	1
BLD 101 Construction Practices I	5
BLD 102 Construction Practices II	5
Math Elective (either semester).....	3
BLD 201 Construction Practices III.....	<u>5</u>
	19

SECOND SEMESTER	CREDITS
BLD 104 Plans/Specs/Codes	3
BLD 120 Mechanical/Electrical Installations	5
BLD 205 Construction Practices IV	5
EGR 103 CAD Concepts (optional)	2
BUS 101 Introduction to Business.....	<u>3</u>
	16-18

Total Credits: 35-37

MANUFACTURING TECHNOLOGY

Certificate – 1 year

The Manufacturing Technology Certificate is a one-year program in which students will learn basic design and manufacturing skills in order to enter the workforce. Topics include (but are not limited to) materials and lean manufacturing processes, designing in AutoCAD and SolidWorks, basic CNC programming, and quality control. The program also serves as a basis for the two-year Mechanical Design-Engineering Technology Associates Degree.

FIRST SEMESTER	CREDITS
ORI 100 College Experience	1
DWG 108 Materials & Lean Manufacturing	4
DWG 105 Intro to 2D Auto Cad	4
EGR 101 Engineering Graphics	2
ENG 101 English Composition or	
ENG 105 Technical English or	
SPE 105 Interpersonal Communications	3
CPL 200 Introduction to Computers and Microsoft Office ..	2
	16

SECOND SEMESTER	CREDITS
DWG 102 Industrial Drafting	4
DWG 106 Introduction to 3D Solid Works	3
EGR 102 Descriptive Geometry	2
AMD 100 Introduction to CNC-QC	4
PHY 121T Tech. Physics: Mech. And Thermodynamics	3
MTH 106 Math for Engineering Technologies or	
MTH 103 Introduction to Algebra	3-5
	19-21

Total Credits: 35-37

MECHANICAL DESIGN AND ENGINEERING TECHNOLOGY

Associate of Applied Technology – 2 years

This program trains and motivates you to become a drafting designer with the opportunity for an easy transition into today's workforce. You will experience state of the art technology with the latest programs for creating and designing products in today's fast growing markets. This two year program can also serve as a pre-requisite for graduates who wish to attend a four-year university majoring in Product Design or Manufacturing Technology.

FIRST SEMESTER	CREDITS
ORI 100 College Experience	1
DWG 108 Materials & Lean Mfg	4
DWG 105 Intro to 2D AutoCad	4
EGR 101 Engineering Graphics	2
ENG 101 English Composition or	
ENG 105 Technical English or	
SPE 105 Interpersonal Communications	3
CPL 200 Introduction to Computers & Microsoft Office	2
	16

SECOND SEMESTER	CREDITS
DWG 102 Industrial Drafting	4
DWG 106 Introduction to 3D Solid Works	3
EGR 102 Descriptive Geometry	2
AMD 100 Introduction to CNC-QC	4
PHY 121T Tech. Physics: Mech. And Thermodynamics	3
MTH 106 Math for Engineering Technologies or	
MTH 103 Introduction to Algebra	3-5
	19-21

THIRD SEMESTER	CREDITS
DWG 200 Strength of Materials	4
DWG 201 Architectural Design	4
DWG 202 Tool Design	4
AMD 101 Introduction to AMD	4
	16

FOURTH SEMESTER	CREDITS
DWG 107 Advanced 3D SolidWorks	3
DWG 203 Machine Design	3
DWG 206 GD & T	3
IND 200 Industrial Seminar	6
	15

Total Credits: 66-68

COSMETOLOGY

Certificate – 1.5 years

The cosmetology program is approved by the Michigan Board of Licensing and Regulation and prepares students to take the State Licensing Board Examination. Instruction is scheduled for five days a week, seven hours per day and includes over 1,500 hours of training. Over 900 hours are spent in laboratory work during which students practice and apply services studied in the classroom setting. A completely equipped cosmetology laboratory and classroom is utilized by students under the direction of a licensed cosmetology instructor.

IMPORTANT: State regulations require completion of a minimum of 1,500 hours of training and at least 75% average grade in each subject before the student is eligible to take the licensing exam. The program at Gogebic Community College provides 1,540 hours during regularly scheduled classes; a limited number of make-up hours will be scheduled each semester. The cost of additional hours beyond 1650 is not included in the 3 semester program. Courses COS 107 through COS 113 can be selected to complete the desired hours of training.

WISCONSIN OR MINNESOTA LICENSING: Courses offered can fill the requirements for these states as well as others. Instructors are able to advise students on the most effective classes available.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ORI 100 College Experience	1	COS 103 Lab II.....	11
COS 101 Lab I	11	COS 104 Theory II	7
COS 102 Theory I.....	7		18
	19		
 THIRD SEMESTER	 CREDITS		
COS 105 Lab III.....	11		
COS 106 Theory III.....	7		
	18		

Total Credits: 55

Topics (required by state) covered: cosmetology laws and rules, sterilization, sanitation, anatomy and physiology, manicuring, facials, facial makeup, eyebrow arching, haircutting, hairdressing and styling, permanent waving, haircoloring, wiggery, personal development, salon management, basic electricity, communication techniques, color analysis, and hair design concepts for clients..

An additional series of courses are provided to enhance experience for any licensed cosmetologist as well as students that need to complete additional hours of theory or lab work. Customization of course work may be offered to meet some of the individualized needs of students. Examples: tutoring for state licensing examinations, review of basic training, and additional hours of study for varying state training requirements. These courses are numbered COS 107-COS 113 and can be reviewed in the course description section of this catalog.

ADDITIONAL TRAINING PROGRAMS:

MANICURING

ONE SEMESTER	CREDITS
COS 114 Manicuring Lab	7
COS 115 Theory	3
	10

COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

ONE SEMESTER	CREDITS
COS 116 Cosmetology Instructor Lab	7
COS 117 Cosmetology Instructor Training	6
	13

SKI AREA MANAGEMENT

Associate of Applied Technology – 2 years

The Ski Area Management Program at GCC is one of the nation's most comprehensive training programs for individuals interested in pursuing a career in the snow sport industry. Technical and academic study is combined with a practical internship which is conducted at major resorts throughout Coast to Coast. Students spend their freshman year and the first eight weeks of their sophomore year completing prerequisite courses. During this period, the Mt. Zion Recreation Complex is utilized as a training laboratory. Mt. Zion is our college-owned and operated winter sport complex located on campus which is open to the public.

The Cooperative Work Experience assignment (Co-op) is the capstone of the Ski Area Management Program. All sophomore students participate in the five month internship where they gain important operational experience in an actual resort environment.

GCC's graduates, placed at resorts nationwide, succeed with knowledge and skills provided by the program. Employment opportunities look very good into the future. Placement assistance is available through GCC's Career Placement Office with assistance from the Ski Area Management Department. Through appropriate course selection, students may opt to pursue a Bachelor Degree through an articulated agreement with Northern Michigan University and the Walker L. Cisler College of Business and obtain a baccalaureate degree in Ski Area Business Management. This transfer agreement will enable students to begin their program at either institution and will further enhance their future career opportunities.

HOME PAGE ADDRESS: gogebic.edu/academics/sam/

FIRST SEMESTER	CREDITS
ORI 100 College Experience	1
SAM 100 Introduction to Ski Area Management.....	3
SAM 101 Ski Area Layout	3
ENG 101 English Composition I.....	3
or	
ENG 105 Technical English.....	3
SAM 104 Ski Equipment Mechanics (8 week course).....	2
SAM 106 Snowmaking Fundamentals (8 week course).....	2
PED 202 Responding to Emergencies	2
PED 220 Fundamentals of Ski Instruction.....	1
ACC 150 or 201 Accounting.....	4
	21

THIRD SEMESTER (8 weeks)	CREDITS
SAM 200 Ski Area Operation/Cost Analysis	3
SAM 202 Risk Management and Related Issues.....	2
SPE 105 Interpersonal Communications	3
SAM 205 Applied Industrial Skills	2
***SAM 230 Co-op Work Experience (2 nd 8 weeks)	3
CPL 200 Introduction to Computers & Microsoft Office	2
or	
CIT 161 Microsoft Office Essentials	4
	15-17

SECOND SEMESTER	CREDITS
SAM 103 Ski Lift Construction and Design	3
SAM 105 Ski Area Maps (8 week course)	1
SAM 107 Slope Grooming Fundamentals (8 week course)...	2
PSY 101 General Psychology	4
or	
SOC 101 Introduction to Sociology.....	3
or	
HS 104 History of World Civilization from 1440.....	4
*Limited Electives	6-7
	15-17

FOURTH SEMESTER	CREDITS
***SAM 231 Co-op Work Experience	12
	12

Total Credits: 64-68

A valid driver's license is required for completion of this program.

*Limited Electives: select from BUS 101, BUS 130, BUS 133, BUS 185, BUS 210, BUS 215, BUS 230, ACC 151, ACC 202, ECO 201, ECO 202, ENG 102, ENG 250

***Students complete internships at participating ski resorts or ski shops. A 2.0 cumulative GPA (C) is required in all SAM courses as a prerequisite to enrollment in SAM 230/231 Co-op Work Experience Program.

NOTE: Curriculum is subject to change without notice or obligation.

ELECTRIC LINE MECHANIC

Certificate – 1 year

Electric Line Mechanics work for contractors, public utilities, municipal utilities, electric cooperatives and electric transmission companies installing poles, towers, wires, and cables. They use power equipment to dig holes for installing poles and towers and for digging trenches to install underground cables and wire. They climb poles and towers or use truck mounted buckets to connect wires, install transformers and perform maintenance on street lighting systems, electrical distribution, and high voltage transmission lines. These technicians may also build substations, install circuit breakers, switches, and other equipment required to provide electric service to residential, commercial and industrial customers. Virtually all work is performed outdoors in all weather conditions. Work can be physically demanding at times, and students should be able to lift and carry loads up to 70 pounds. Students should feel comfortable working in elevated locations, sometimes in awkward positions.

FIRST SEMESTER	CREDITS
ORI 100 College Experience	1
MTH 106 Mathematics for the Engineering Technologies	4
ELM 103 Utility Laboratory & Field Exercises I	3
ELM 104 Utility Careers & Apprenticeships	2
ELM 206 Pole Climbing & Knots/Rigging	<u>7</u>
	17

SECOND SEMESTER	CREDITS
COM 103 Workplace Literacy	4
PED 103 Community First Aid	1
ELM 102 Analysis of the Public Utility Industry I	3
ELM 110 Science for the Utility Industry	3
ELM 203 Utility Laboratory & Field Exercises II	<u>4</u>
	15

Total Credits: 32

WELDING

Certificate -1 year

The Welding Certificate Program puts students on the fast track to a successful career within the welding, construction, mining, heavy equipment and manufacturing industries. The course consists of a combination of classroom instruction and hands-on lab modules aimed towards preparing student welders for job placement upon completion. This program provides the necessary foundations in safety, equipment operation, metallurgy, and applications of various welding and cutting processes to prepare students for welder qualification testing.

SEMESTER ONE	CREDITS
ORI 100 College Experience	1
WLD 100 Introduction to Welding & Industrial Safety.....	2
WLD 110 Welding Symbols and Blueprint Reading.....	2
WLD 120 Thermal Cutting and Welding Processes	4
WLD 140 Shielded Metal Arc Welding (SMAW).....	3
WLD 150 Metal Fabrication and Rigging	<u>3</u>
	15

SEMESTER TWO	CREDITS
MTH 106 Mathematics for the Engineering Technologies.....	4
WLD 160 Gas Metal/Flux Cored Arc Welding	5
(GMAW)/(FCAW)	
WLD 170 Metallurgy.....	2
WLD 180 Gas Tungsten Arc Welding (GTAW)	3
WLD 220 Weld Inspection and Testing	1
WLD 240 Welder Qualification.....	<u>2</u>
	17

Total Credits: 32

COURSE DESCRIPTIONS

The course descriptions on the following pages are listed alphabetically according to type of class. Each course description includes the following information:

1. Course abbreviation.

2. Course number. Courses numbered 100-199 are normally freshmen courses; they may be elected by sophomores. Courses numbered 200-299 are sophomore courses; they may be elected by freshmen with the necessary prerequisites. Courses numbered below 100 may not be used to fulfill degree or certificate requirements. Some courses have prerequisites or co-requisites listed. A prerequisite must be taken prior to entering a course; a co-requisite may be taken prior to, or must be taken concurrently with, the course. In individual cases, prerequisites or co-requisites may be waived upon approval of the instructor.

3. Title of the course.

4. Credit hours. Credit hours are listed outside of the parentheses. Within the parentheses are: total contact hours of lecture and laboratory experience per week. The number appearing to the left of the hyphen denotes lecture hours and the number to the right of the hyphen denotes lab hours.

Examples:

- 3 (3-0) means the course has a three credit hour value and meets three hours a week for lecture, with no lab.
- 4 (3-2) means the course has a four credit hour value and meets three hours a week for lecture, with two hours a week for lab.

If a course is listed as having variable credits, contact hours, or lab hours, students must check with their advisors.

5. Brief description of the content of the course and any prerequisites and co-requisites.

Note: Course numbers, titles, credit hours, class and lab hours, and descriptions are subject to change before expiration of this catalog.

ACCOUNTING

(ACC)

ACC 150 ACCOUNTING I

4 (4-0)

A practical accounting course that introduces the concepts of double entry bookkeeping, special journals, general and subsidiary ledgers, work sheets, financial statements and year-end closing procedures. A practice set is included. Students who have completed one or two years of high school bookkeeping with above average grades should consult with the accounting instructor about placement in Principles of Accounting 201 rather than in Accounting 150.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

ACC 151 ACCOUNTING II

4 (4-0)

A practical study of the manner in which the accounting processes apply to sole proprietorships, partnerships, and corporations. The topics covered include: merchandise operations, inventories, cash accounting, receivables, notes, depreciation and control accounting. A computerized practice set is included to give students practical experience in keeping books for a small business.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 150

ACC 160 PAYROLL TAX ACCOUNTING

2 (2-0)

A study of the methods of computing wages and salaries, keeping payroll records, and making government reports. Practice in completion of government forms and filing of periodic reports included.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 150

ACC 170 INCOME TAX ACCOUNTING - PERSONAL

2 (2-0)

Federal and state (Michigan and Wisconsin) income tax for personal use. A non-technical coverage of information needed in preparing returns for individuals and sole proprietorships. Practice on completion of federal and state income tax forms included.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 151 or Consent of Instructor

ACC 171 INCOME TAX ACCOUNTING - BUSINESS

2 (2-0)

Federal income tax theory for small businesses, partnerships, and corporations including special provisions and requirements. Practice in the completion of necessary forms will be included.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 201 or ACC 151

ACC 201 PRINCIPLES OF ACCOUNTING I

4 (4-0)

The Principles of Accounting I course is designed as an introduction to the development of financial accounting principles. This course fulfills the needs of college students transferring to another college or university and planning a career in the following disciplines: Accounting, business administration, liberal arts, marketing, management, law, computer information technology, & other disciplines. Topics covered include: The accounting cycle, asset valuation, income determination, & financial reporting.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

ACC 202 PRINCIPLES OF ACCOUNTING II

4 (4-0)

The Principles of Accounting II (ACC202) course is a continuation of the financial principles developed in Accounting 201. We will expand our study of proprietorships to include partnerships & corporations. Students will be introduced to cash flow statements, managerial accounting, cost accounting, income tax accounting, budgeting, decision making, and cost-volume-profit analysis. This course fulfills the needs of students transferring to other colleges or universities and those seeking two year vocational business degrees.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 201

ACC 205 COMPUTERIZED ACCOUNTING SYSTEMS

2 (2-0)

This course uses computerized accounting practice sets and commercially available software to introduce accounting on the microcomputer. General ledger, accounting cycle, accounts payable, accounts receivable, and payroll applications are covered. Students will be responsible for additional assigned lab hours.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 201

ACC 210 INTEGRATED ACCOUNTING APPLICATIONS 2 (2-0)

An introduction to the recording of accounting records and operating procedures in an electronic Windows-based computer environment. The course prepares students for the real-world of recording accounting results through utilizing a general ledger software program that was designed to emulate commercial software packages used in businesses today. Students will review and apply accounting principles as they pertain to solution of accounting problems and situations in an electronic record keeping environment. The course emphasizes analysis of problems and student initiative to solve the problems presented using computerized accounting software.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 202 or equivalent

ACC 211 FINANCIAL ANALYSIS 2 (2-0)

This course is designed to prepare students to interpret and analyze financial data and financial statements effectively. The course focuses on the mechanics of financial statement analysis including balance sheet and income statement analysis, ratio analysis, cash flow analysis, and trend analysis. Students are expected to analyze and evaluate cash flow generation, profitability, operating efficiency, return on equity, debt leverage and overall entity business risk. Students learn to compare companies financially, understand cash flow forecasting, and grasp basic profitability and risk analysis concepts. Ultimately, students who complete this course develop a more efficient and effective approach to researching, interpreting, and analyzing financial statements as well as making better informed business decisions.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 202 or equivalent

ACC 216 COST ACCOUNTING 4 (4-0)

An introductory course in accounting principles for manufacturing enterprises. It includes accounting for materials, labor and overhead in job-order, process, standard, and direct costing systems. The course considers the application of costs to operations and to products.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ACC 202

AUTOMATED MANUFACTURING DESIGN (AMD)

AMD 100 INTRODUCTION TO CNC/QC 4 (2-4)

This course will provide introductory basic instruction in the areas of computer numeric control (CNC) and quality control (QC). Students will be introduced to the basic concepts of CNC programming for a milling machine using standard G&M codes. Laboratory opportunities will provide experience on running the programs on the CNC milling machine. Quality control concepts will be studied with emphasis being placed on statistical process control (SPC) as used in a manufacturing environment. Students should be versatile in math and CAD.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: None

AMD 101 INTRODUCTION TO COMPUTER AIDED MANUFACTURING 4 (2-4)

This course serves as an introduction to computers in industry and computer aided manufacturing. Attention focuses on CNC equipment and programming using standard industry codes and software. Students should be versatile in math and CAD.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: Introduction to CAD

Math 106

ANTHROPOLOGY (ANT)

ANT 105 INTRODUCTION TO CULTURAL ANTHROPOLOGY 3 (3-0)

A study of what it means to be human. The course will examine principles of social organization and explore how languages affect cultural values. Applications of theory, together with ethnographic examples will provide students with an understanding of diverse world views and knowledge of contemporary issues in different societies. Topics such as sexuality and gender, marriage and family economics, religion, art, and politics will be investigated throughout the world.

This fulfills a social science requirement.

Prerequisite: None

ART (ART)

ART 200 PAINTING I 3 (1-3)

A basic course exploring the creative aspects of acrylic or oil painting. Formal design such as line, form, space and color are emphasized. Students deal with abstract and realistic approaches in their handling of tools and painting

media.

Prerequisite: None

ART 204 PHOTOGRAPHY 3 (2-2)

An introduction to basic photographic process and techniques. Lectures, demonstrations, and class assignments includes a variety of photographic materials and operations used by photographers. Upon course completion, students will understand and use the 35mm SLR camera to make good photographs, learn to process black and white film, make prints and enlargements, and finish prints. Critique of student work will be done for each shooting assignment.

Prerequisite: None

ART 207 PAINTING II 3 (1-3)

This is a more advance painting class. Students will learn how to stretch canvases and to make stretcher frames. Three to five projects involving an expansion of the creative process by adding new elements to the paintings such as collage, mixed media, glazes, monotype images, vignette, etc. will be included.

Prerequisite: ART 200 or Permission of Instructor

ART 214 PHOTOGRAPHY II 4 (2-2)

This advanced course in digital photography is designed to extend the students' exploration of the art of photography with an emphasis on creativity and the photograph as the beginning of the creative process.

Prerequisite: ART 204

ART 220 ART APPRECIATION 3 (3-0)

A study of the aesthetics and creative processes involved in major art forms.

This course fulfills a humanities requirement.

Prerequisite: None

ART 221 ART HISTORY 3 (3-0)

A study of the great works and movements in art from ancient times to the 20th century.

This course fulfills a humanities requirement.

Prerequisite: None

ART 229 PAINTING III 3 (1-3)

A beginning watercolor painting class of six to ten projects investigating techniques such as: dry on dry, wet on wet, mixing colors, opaque and transparencies, importance of different kinds of papers, glazes, etc.

Prerequisite: ART 200

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 101 ENGINE REPAIR 5 (4-3)

Students are prepared for practical experience in engine maintenance, service and fundamental knowledge in engine theory and repair. Principles, design, construction, operation and service procedures are studied. Development of work skills and proficiency in engine rebuilding are emphasized. Students learn to disassemble, clean, inspect, service and assemble an engine.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 102 AUTOMOTIVE INDUSTRY FUNDAMENTALS 3 (2-3)

This course will introduce students to the basics of the Automotive Industry. Orients students to the automotive service industry. Students will learn in group settings using collaborative methods to research service information attainment, vehicle design and operation. Students will prepare to independently perform engine and vehicle chassis and drive train inspections and maintenance.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 107 ELECTRICAL/ELECTRONIC SYSTEMS 5 (4-3)

The study of basic electrical principles, schematic diagrams, circuit operation and analysis, followed by practice using professional trouble-shooting procedures and equipment such as voltmeters, ohmmeters, ammeters or other appropriate test equipment. Coverage includes the battery, lighting system, charging circuit, regulator, starting circuit, fusing and indicating devices with an introduction to alternator rebuilding, starter rebuilding and accessory repair. Diagnosis and repair of all electrical systems is stressed. Students also receive advanced training in SIMI Conductors Micro Processors and other on board electronic systems.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 108 ELECTRICAL SYSTEMS II 5 (4-3)

Course Description: A continuation of AUT 107. Coverage includes the lighting system, fusing, indicating devices and accessory repair. Diagnosis and repair

of all electrical systems is stressed. Students also receive advanced training in Semi-Conductors Micro Processors and other on board electronic systems.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 121 ENGINE PERFORMANCE – FUNDAMENTALS 5 (4-3)

This course will introduce students to the basics of engine performance. The proper use of service information is covered along with general engine diagnosis, entry level engine related service, emission system diagnosis, electrical principles, and entry level fuel system service. The primary content of this course is directly related to an Automotive Technology occupational program.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 122 ADVANCED ENGINE PERFORMANCE – ADVANCED 4 (3-3)

This course will carry the student beyond basic tune-up into the world of computer controlled systems. Students will study the engine sensors that feed data to an on-board microprocessor. They will learn how the microprocessor processes and then uses data to make a host of real time decisions concerning the correct delivery of fuel, ignition, and emission controls to achieve maximum fuel economy and minimum emissions output. Students will get hands on training on late model cars to reinforce classroom theory. The use of scan tools, computer self-diagnostics, and electrical principles will also be covered. The primary content of this course is directly related to an Automotive Technology occupational program.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: AUT 107 or permission of instructor.

AUT 123 AUTOMATIC TRANSMISSIONS AND TRANSAXLES 5 (4-4)

A study of the design and construction of the automatic transmission; its diagnosis and testing as well as maintenance and overhaul will be covered. Automatic transaxle diagnosis, testing, maintenance and overhaul will also be stressed.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 124 MANUAL DRIVE TRAINS AND AXLES 4 (3-3)

This course will study the design, construction, servicing and overhaul procedures used on standard transmissions: 4 wheel drive, drive lines, axles and clutches used in today's automobiles. Emphasis will be on proper diagnosis and repair techniques.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 231 SUSPENSION STEERING AND BRAKES 4 (3-3)

A study of automotive suspension and brake systems including nomenclature, theory of operation, applicable hydraulic principles, service and repair procedures, steering geometry and wheel alignment as they apply to safety, repair service and correction. The purpose of new and improved safety features, such as disc brakes, dual master cylinders, power brakes, and anti-skid devices, will be discussed and service procedures will be practiced. Electrical principles will be covered, also. The primary content of this course is directly related to an Automotive Technology occupational program.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 232 BRAKING SYSTEMS 4 (3-3)

AUT 232 is a course that covers theory, repair, and adjustment of hydraulic and Antilock Braking Systems (ABS) brake systems and related machining equipment. While learning basic electrical principles, students will learn in this class through hands on experience how to diagnose problems with ABS and Electronic Stability Control in addition to rebuild and bleed advanced braking systems. As with all automotive classes, students have the opportunity to take NATEF end of program testing. If passed, students will be granted two-year ASE certification that will enable them to be more marketable as entry level technicians. The primary content of this course is directly related to an Automotive Technology occupational program.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 241 HEATING/AIR CONDITIONING/ELECTRICAL SYSTEMS 5 (3-3)

Principles, design, construction, installation, troubleshooting, removal and service of various models of automotive air conditioners and heating systems are examined in this course. Emphasis is on safety procedures and practices in disassembly and recharge of air conditioning systems.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

AUT 244 INTRODUCTION TO HYBRID VEHICLES 3 (3-2)

Intended for both the entry level and experienced technicians, this course introduces basic hybrid vehicle safety and maintenance. Upon completion, learners will be able to identify a hybrid vehicle, locate and identify the major components and locate, identify, and remove the safety disconnect Hybrid Vehicle High Voltage system following manufacturer and industry standards. This course includes basic electrical principles. The primary content of this course is directly related to an Automotive Technology occupational program.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

BIOLOGY (BIO)

BIO 101 PRINCIPLES OF BIOLOGY 4 (3-3)

This course is designed as an introduction to the principles of Biology. Emphasis will be placed on cell structure, metabolism, genetics and ecology. Modern techniques of Molecular Biology and Biotechnology will be used in the laboratory.

Prerequisites/Co-requisites: None.

BIO 102 BIOLOGICAL DIVERSITY 4 (3-3)

This course will explore the vast area of biological diversity. Particular attention will be given to the evolution, classification, anatomy and physiology of the plant and animal kingdoms.

Prerequisite: None

BIO 105 ANATOMY AND PHYSIOLOGY 4 (4-4)

A comprehensive study of all the systems of the human body, focusing on structures and their functions. Anatomical structure will be studied by organ systems with emphasis on the relationship between form and function. Systematic topics include levels of organization, support and movement, integration and coordination, transport, absorption and excretion, and the development of human life.

Prerequisite: None

BIO 110 ECOLOGY 4 (3-3)

An introduction to the relationships of organisms to each other and to their environments. Major topics include the interactions of individuals with the physical environment as well as the dynamics of populations, and the structure and function of communities and ecosystems. Laboratory exercises include field work, experimentation, and analysis of data.

Prerequisite: Assessment Scores

BIO 111 HONORS ECOLOGY 4 (3-3)

An introduction to the relationships of organisms to each other and to their environments. Major topics include the interactions of individuals with the physical environment as well as the dynamics of populations, and the structure and function of communities and ecosystems. Laboratory exercises include field work, experimentation, and analysis of data. A significant research project is required.

Prerequisite: Assessment Scores

BIO 122 BOTANY 4 (3-3)

This course will discuss and investigate the field of Botany. The focus will be on the structure, function reproduction, and classification of plants, and algae, as well as the relationship to current ecological, agricultural, and other human issues.

Prerequisite: None

BIO 150 FIELD BIOLOGY (Interim Session) 1-4 (Variable)

Field studies of the ecology, morphology and theology of organisms in different parts of the North American continent. Specimen collection, identification and preservation are also an integral part of the course. A report will be required.

Prerequisite: Consent of Instructor

BIO 215 INTRODUCTION TO MICROBIOLOGY 4 (3-3)

A course in the identification, morphology, distribution and physiology of microorganisms important in the home, agriculture, industry and medical sciences. The laboratory deals with techniques basic to the study of microorganisms.

Prerequisite: Grades of C or higher in CHM 101 or higher AND BIO 101 or an ACT science score of 24 or higher

BIO 250 HUMAN ANATOMY 4 (3-3)

A study of the structure of the human body. Lectures emphasize structures of all the systems of the human body (Integumentary, skeletal, muscular, nervous, sense organs, endocrine, cardiovascular, respiratory, digestive, and urinary). Laboratory work includes study of the human skeleton, dissection of the cat, sheep brain, beef/sheep heart, and beef/sheep kidney.

Prerequisite: It is **HIGHLY RECOMMENDED** that students have successfully completed HS Chemistry and Biology or have passed CHM

099 and BIO 101 (or equivalent transfer courses) to be successful in this course.

BIO 251 HUMAN PHYSIOLOGY

4 (3-3)

A study of the function, regulation, control, and interrelationships of all the organ systems of the human body. Major divisions covered include human cell, muscular system, nervous system, sense organs, endocrine system, cardiovascular system, vascular system, respiratory system, digestive system, urinary system, water and electrolyte balance, reproductive system.

Prerequisite: Pass BIO 250 with a "C" or better. **It is HIGHLY RECOMMENDED** that students gain the Chemistry and Biology background needed to be successful in this course by both CHM 101 and BIO 101 (or equivalent transfer course) with a passing grade prior to taking this course.

BUILDING CONSTRUCTION

(BLD)

BLD 101 CONSTRUCTION PRACTICES I

5 (2-5.5)

This course is an introduction to surveying, masonry and carpentry trades with special emphasis in the proper use, care and maintenance of hand tools and machinery. It will also focus on safe working practices in shop and field conditions. Instruction will include principles of building layout, theory and field work which will include forming and pouring of basement footings, sidewalks, foundation walls, slabs and construction of block foundations, masonry walls, chimneys and piers. The student will learn to read a site plan, operate a builders level and transit, take and reduce field notes, determine elevations, and stake lot/foundation/building elevations, lines, and corners.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: None

BLD 102 CONSTRUCTION PRACTICES II

5 (2-5.5)

This course is a continuation of Building Construction I. Students will be introduced to the various building construction materials. The use and care of hand and power tools used in industry will be covered. Special emphasis will be given to safety. Students will be involved with floor framing, wall framing and roof framing and the application of roofing materials.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: BLD 101

BLD 104 PLANS, SPECS, AND CODES

3 (3-0)

Content includes planning the electrical, plumbing, and heating systems of a residential home in accordance to specifications using the guidelines of the National Electrical Code and BOCA building code. Blueprint reading will be used to coordinate the mechanical prints with the erection of the building.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: None

BLD 120 MECHANICAL-ELECTRICAL INSTALLATIONS

5 (2-5.5)

Introduces the mechanics and installation of the plumbing, heating, and electrical wiring for a residential building, students will first receive laboratory experiences in typical installations and then work on the actual plumbing, heating, and electrical installations on the job site.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: BLD 101

BLD 201 CONSTRUCTION PRACTICES III

5 (2-5.5)

This is a continuation of Construction Lab II, placing emphasis on actual wall layout in conjunction to windows, doors, and partitions. Layout of cabinets and interior fixtures will be included. Stairways and insulation are installed at this time. Floor, wall, and ceiling framing loads in reference to beam and truss sizes will be discussed.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: None

BLD 203 SPECIFICATIONS AND ESTIMATES

4 (3-3)

A study of the various building components with costs determined for both labor and materials using a current pricing handbook. Cost estimates for a building utilizing masonry, carpentry, plumbing, heating, electricity, etc., prepared from a complete set of blueprints.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: None

BLD 205 CONSTRUCTION PRACTICES IV

5 (2-5.5)

A continuation of Construction Practices III, with student involvement in the finish carpentry of a residential home. Interior carpentry will involve interior wall finishes, installation of interior and exterior doors and windows. Manufacturing and installation of cabinetry, all trim, locks and hardware, the various types of

exterior wall finishes (may include brick) are studied, as well as the installation of garage doors.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: BLD 201

BLD 220 CABINET MAKING

5 (2-5.5)

Cabinet making will be offered to the two-year building construction students or to students that have acquired entry level knowledge and skills. The course will be designed to have the students in the course custom build all kitchen and bathroom cabinets for the college residential home project. The course will also include closet shelving, trimwork, and any built-in cabinet, including finishing and installation.

The primary content of this course is directly related to a Construction Technology occupational program.

Prerequisite: 2 year student or departmental permission

BUSINESS

(BUS)

BUS 100 BASIC BUSINESS MATH

4 (2-2)

Business Mathematics covers basic business mathematical procedures as applied to practical business problems. It includes a review of basic mathematical fundamentals and processes, and practical applications of percentages, ratios, discount, payroll, interest, banking and insurance, depreciation, financial statements, tax problems, as well as corporate and special business applications.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 101 INTRODUCTION TO BUSINESS

3 (3-0)

An introduction to various functions of business; organization, management, finance, accounting, marketing, data processing, statistics, government, business law, and ethics.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 102 MATHEMATICS OF FINANCE

3 (3-0)

This course deals with mathematics as applied to practical business and financial problems. Attention is given to percentages, ratios, discounts, simple and compound interest, ordinary and complex annuities, depreciation and sinking funds.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: MTH 100

BUS 105 BEGINNING FORMATTING/TYPEWRITING

3 (2-2)

A beginning course for students with no prior typewriting experience. Includes introduction to and mastery of the micro computer keyboard; speed and accuracy building; and application of skill of personal and business typing problems, such as letters, tabulated reports, and manuscripts.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 106 INTERMEDIATE FORMATTING/TYPEWRITING

3 (2-2)

A course designed to improve typing skill and to introduce office type problems on the microcomputer such as business letters, tabulated reports, statistical typing, business forms, and manuscripts.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: BUS 105

BUS 116 MEDICAL TERMINOLOGY

4 (4-0)

This is an online course which involves development of medical vocabulary and skill in spelling, pronouncing, and defining medical terms. Students learn to divide words into their component parts recognizing the basic combining forms. They learn suffixes and prefixes and their meanings. Emphasis is placed on learning the pathology of the nine body systems.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

BUS 130 SALESMANSHIP

3 (3-0)

The theory and methods involved in personal selling. Buyer motivations and selling theories which apply to various buyer-seller situations. Major emphasis will center around the basic elements involved in the selling situation; namely, the customer, the salesperson, and the selling process. Emphasis will also be placed on the development of each student's verbal communication ability.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None (Suggested: SPE 101)

BUS 133 CUSTOMER SERVICE SKILLS**3 (3-0)**

This course is designed to provide students with a guide to the "soft skills" and the "self-management skills" needed to deliver excellent customer support at the help desk. It provides the student with a better understanding of what a career in customer support would entail with strong real-world computer support examples, case studies, and exercises.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 136 BUSINESS ETHICS**3 (3-0)**

This course is designed to help business students improve their ability to make ethical decisions in business by providing them with a framework that they can use to identify, analyze, and resolve ethical issues in business decision making. An emphasis is placed on the importance of understanding that individual values and ethics are important in this process. By studying business ethics, students begin to understand how to cope with conflicts between their personal values and those of the organization.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 165 OPERATIONS MANAGEMENT**3 (3-0)**

This course addresses operations planning, scheduling, inventory and other resource management. Sections on time management and total quality management are included.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 203 BUSINESS COMMUNICATIONS**3 (3-0)**

A study of effective business communications with an emphasis on the planning and writing of business letters and reports. The course includes a review of English fundamentals.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: ENG 101 or ENG 105

BUS 204 BUSINESS LAW 3 (3-0)

What constitutes a valid and hence enforceable contract? Topics covered are: capacity, accent, consideration, statute of frauds, along with principal and agent relationships.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 205 - BUSINESS COMMUNICATIONS II**3 (2-1)**

A course designed to provide more detailed training in those business communication areas specifically designed to assist students in making a more seamless school-to-work transition. Specifically, students will learn to more effectively read, write, speak, listen, think critically, solve problems, and express themselves in the workplace.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: BUS 203

BUS 210 MARKETING**3 (3-0)**

Social foundations, managerial marketing, economic conditions, planning, demand forecasting, market segmentation, determinants of consumer behavior, product concept of strategy, pricing strategy, and channel policy.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 215 INTRODUCTION TO ENTREPRENEURSHIP**3 (3-0)**

This course is a contemporary approach to entrepreneurship and small business management. Students follow the process of starting and managing a small business. Coverage includes foundations of entrepreneurship, building the business plan, putting the plan to work, and the ethical, legal, and regulatory environment.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 224 ORGANIZATIONAL BEHAVIOR**3 (3-0)**

This course is a study of individual behavior and group dynamics in organizational settings. In addition to addressing traditional topics like motivation, leadership, teamwork, and communication, an emphasis is placed on more contemporary issues such as ethical considerations, especially with regard to an international business environment; organizational citizenship behaviors, managing employee behavior in virtual organizations and teams, and the new psychological contract between employees and organizations.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 230 PRINCIPLES OF SUPERVISION**3 (3-0)**

A practical management course for technical career students which reviews all the major management functions, emphasizing those functions directly related to supervision. Major topic areas include: decision making; effective communications; delegation of authority; staffing; leadership styles; motivational techniques; employee and work evaluation; disciplinary procedures; work, equipment, and supply organization; and labor union relationships.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 240 INTERNATIONAL BUSINESS**3 (3-0)**

Designed to increase students' awareness of global markets. An overview of economic, social, cultural, and other variables affecting the international market place. Includes exchange rates, allocation of resources, import and export controls, and balance of payments.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: BUS 101 or ECO 201

BUS 245 INTRODUCTION TO MANAGEMENT**3 (3-0)**

This course is an introduction to the practical concepts used for organizational management. The course will cover the basic managerial process of making things happen; meeting the competition; organizing people, projects, and processes; and leading. Additional selected topics of interest to managers will also be examined.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

BUS 296-299 WORKSHOP IN BUSINESS**(variable) (.25-1)**

From time to time, GCC offers workshops, seminars, and short courses of varying lengths and on a variety of business topics. Topics might include special interest training and updating for businesses, teleconference opportunities, and trend information for businesses. With the approval their advisor and of the Dean of Students, students can apply credits from these workshops to certificate and degree requirements.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: Permission of advisor and instructor

CAREER**(CAR)****CAR 096 PERSONAL FINANCE AND MONEY MANAGEMENT****3 (3-0)**

Students will learn the basics of budgeting and buying, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

Prerequisite: None

CAR 099 GENERAL EDUCATION DEVELOPMENT**5 (5-0)**

A preparation or review for those wishing to take the General Education Development test to earn their high school diploma. A course for adults who have not completed high school. Topics covered and reviewed are English, social studies, general mathematics, interpretation of literary materials and natural sciences. (Must be 19 years of age to take the GED exam.)

Prerequisite: None

CAR 100 CAREER SELF AWARENESS AND DEVELOPMENT**1 (1-0)**

The course is designed to assist individuals in assessing strengths, weaknesses, helps, and hurdles in preparation for a career. The course will also enhance persons in exploration of potential careers and planning for one's selected career. This course could benefit a person attempting to select a career or a person wanting to affirm a career choice.

Prerequisite: None

CAR 101 ADVENTURES IN ATTITUDES**2 (2-0)**

A workshop in personal development utilizing a small group discussion approach to dealing with such areas as developing and maintaining a positive attitude, becoming a more effective listener, building self-confidence, gaining leadership skills, how to use time effectively and setting your goals. Participants will be able to put the information to immediate use both in their personal or professional lives.

Prerequisite: None

CAR 102 CAREER PLANNING & EMPLOYABILITY SKILLS**1 (1-0)**

This course is designed to enhance one's career planning by confirmation of a career based on exploration and comparison to other careers. This course shall also explore: Decision-making skills; assertiveness, resume' writing; interviewing techniques; and development of a comprehensive career plan.

Prerequisite: None

CAR 103 CAREER AND LIFE SKILLS**2 (2-0)**

This course is designed, through many proven strategies, to help students create greater success in career, college, and in life. By participating in class activities, focused conversations, and guided journal writings, students will dramatically advance their ability to improve their outcomes in career, college, and in life. This course focuses on students accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, developing emotional intelligence, and staying focused through crisis.

Prerequisite: must be a TRIO Student Support Services participant

CAR 110 CONTRACTING WITH BUSINESS AND INDUSTRY**8 (0-12)**

Provides individualized career orientation, training and opportunities for exploration not available through college courses and programs. Utilizes the local business, industry and governmental unit as a laboratory by tailoring experiences to student interests and objectives. Students must develop a planned experience through a faculty advisor before assignment is permitted.

Prerequisite: None

CHEMISTRY**(CHM)****CHM 099 BASIC CHEMISTRY****3 (3-0)**

This course is designed for students with little or no chemistry background. It does not satisfy any degree requirement, nor is it transferable. Emphasis is on an introduction of chemical and science vocabulary, as well as chemical concepts. A few of the quantitative aspects of chemistry will also be covered in order to prepare the student for success in the next level of chemistry courses.

Prerequisite: None, MTH 100 strongly recommended

CHM 101 GENERAL, ORGANIC, AND BIOCHEMISTRY**4 (3-3)**

This course is intended for non-science/engineering majors and nursing students. It offers the opportunity to gain a better understanding of the world in which we live by exploring the principles of chemistry and the molecular basis of life. This course emphasizes the qualitative understanding of chemical principles covered in a freshman general chemistry course, with some application of these principles to quantitatively solving problems. Organic and biochemistry topics will be integrated where applicable. The accompanying laboratory offers reinforcement of the lecture topics by providing hands-on experience in working with chemicals and scientific instrumentation.

Prerequisite: MTH 103 or test into MTH 104

One year high school chemistry or CHM 099 strongly recommended

CHM 102 GENERAL, ORGANIC, AND BIOCHEMISTRY II**4 (3-3)**

This course will apply basic chemical principles learned in CHM 101 to the study of organic and biochemistry. It will begin with the nomenclature and physical and chemical properties of organic compounds, and proceed to apply these principles to understanding the molecular basis of life, including the study of DNA, enzymes, metabolism, nutrition, body fluids, and xenobiotics. The accompanying laboratory offers reinforcement of the lecture topics.

Prerequisite: CHM 101

CHM 151 GENERAL AND INORGANIC CHEMISTRY (FALL)**5 (4-3)**

This course provides a foundation for science majors and pre-professional students to understand the properties of matter in terms of its atomic and molecular constitution. Emphasis is on the qualitative comprehension of chemical principles and the application of those principles to quantitatively addressing problems. Topics include chemical reaction types, including acid-base and redox reactions, stoichiometry, atomic structure, periodic relationships, thermochemistry, chemical bonding and intermolecular forces, molecular geometry and solid structure. The accompanying laboratory offers reinforcement of the lecture topics and/or introduction of additional concepts by providing hands-on experience in working with chemicals and scientific instrumentation.

Prerequisite: None, CHM 101 or a strong high school Chemistry background highly recommended.

Co-requisite: MTH 110

CHM 152 GENERAL AND INORGANIC CHEMISTRY II (SPRING)**5 (4-3)**

A continuation of CHM 151. Topics include acid-based laws, phase changes, solutions, chemical kinetics, equilibrium, and thermodynamics, acid-base equilibria and buffers, electrochemistry, and nuclear chemistry.

Prerequisite: CHM 151 (completed with a C or higher)

CHM 201 ORGANIC CHEMISTRY I**4 (3-3)**

This course endeavors to explain what is currently known about the basic properties and reactions of organic matter. The chemistry of carbon compounds, including their structure, nomenclature, stereochemistry, preparation, reaction, properties, and analysis, will be introduced on a level appropriate for science, engineering, and pre-professional students. Reaction mechanisms will focus on the alkene and alkyne functional groups during the first semester. The accompanying laboratory offers hands-on experience in synthesizing, isolating, and analyzing a variety of organic compounds using some

of the basic experimental techniques employed by the organic chemist.

Prerequisite: CHM 151-152 (completed with a C or higher)

CHM 202 ORGANIC CHEMISTRY II**4 (3-3)**

Continuation of Chemistry 201. The material covered will include substitution and elimination reactions, the chemistry of benzene, class I and II carbonyl chemistry, and an introduction of organometallic chemistry. Emphasis will be on reactions, multi-step synthesis, theory, and mechanisms. The accompanying laboratory offers hands-on experience in synthesizing, isolating, and analyzing a variety of organic compounds using some of the basic experimental techniques employed by the organic chemist. Theory of mass spectrometry, IR and NMR will be introduced during the laboratory period.

Prerequisite: CHM 201 (completed with a C or higher)

CRIMINAL JUSTICE/CORRECTIONS**(CJC)****CJC 101 INTRODUCTION TO CORRECTIONS****3 (3-0)**

Enables students to understand the historical and philosophical development of corrections, legal dimensions of the correctional system, the correctional process, including probation, imprisonment, parole, the rights of prisoners, the character of community-based corrections, the role of the correctional officer, the characteristics of the offender, and the expectation for the future of the corrections system.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: None

CJC 102 CORRECTIONAL INSTITUTIONS/FACILITIES**3 (3-0)**

Examines the purpose of prisons, treatment and rehabilitative programs, management and organization of correctional institutions, custodial care, safety and security, and prisoner rights.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: None

CJC 103 CLIENT GROWTH & DEVELOPMENT/CRIMINOLOGY**3 (3-0)**

Examines normal versus criminal behavior, human development and criminal patterns, specific problems, and intervention strategies.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 101, PSY 101, and SOC 101, or Consent of Instructor

CJC 104 CLIENT RELATIONS IN CORRECTIONS**3 (3-0)**

Examines the meaning and function of culture, the impact and meaning of discrimination, minorities, attitude formation and professional responsiveness.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 101, PSY 101, and SOC 101, or Consent of Instructor

CJC 105 LEGAL ISSUES IN CORRECTIONS**3 (3-0)**

Examine constitutional law, law and the court process, U.S. courts, prisoners' rights, Section 42, 1983 concerns, and current topics.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 101 or Consent of Instructor

CJC 110 INTRODUCTION TO CRIMINAL JUSTICE**3 (3-0)**

Introduces students to the criminal justice system and its process. Examines the interrelationships of various agencies of the criminal justice system; police, courts, corrections and security, and explores careers in all areas.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: None

CJC 206 INTRODUCTION TO HOMELAND SECURITY**3 (3-0)**

This course covers the concepts of homeland security and the programs and actions being taken by government agencies, organizations, and the private sector. It examines the essential need for preventing terrorist attacks within the United States, decreasing vulnerability to terrorism, and minimizing the recovery from attacks that do occur.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: None

CJC 207 EMERGENCY MANAGEMENT AND PLANNING**3 (3-0)**

This course covers the concepts of emergency management and crisis planning as an activity to anticipate, prevent, prepare for, respond to, and recover from various incidents. It examines the critical role emergency management and planning plays in protecting the social and economic stability of our communities.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: None

CJC 210 THE LAW ENFORCEMENT FUNCTION**3 (3-0)**

The course allows students pursuing a career in law enforcement to explore all aspects of police work. This includes the history of law enforcement, current methods used by law enforcement officers, and expectations placed on the police in today's society.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 110 or Consent of Instructor

CJC 211 POLICE ETHICS**3 (3-0)**

The course covers the history of law enforcement, ethical behavior, and moral commitment in standards. Ethical definition and ethical decision-making barriers are examined and applied to daily police work.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 110

CJC 215 JUVENILE JUSTICE**3 (3-0)**

The alternatives available to the juvenile offender after disposition of their case in court are examined. This includes probation, special alternative incarceration, foster care, adoption, halfway houses and prison terms.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 101 or 110

CJC 225 COMMUNITY-BASED CORRECTIONS**3 (3-0)**

Allows students to explore and understand the methods used to place and keep the convicted felons within the community. It will provide an overview of the history, administration, organization and utilization of those methods employed and what theories may be put into practice in the future.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisites: CJC 101 or 110

CJC 235 CRIMINAL LAW**3 (3-0)**

This course is designed for students to develop an awareness of criminal law. It will assist students in understanding both federal and state law, sentencing, and criminal activity. The students will be able to apply the law to various situations within the criminal law context and philosophy.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 110 or Consent of Instructor

CJC 250 SPECIAL TOPICS**1-4cr**

Special courses exploring special topics relevant to the field of Criminal Justice may be offered on occasion. Topics covered and credits offered will vary. Students must seek consent from their academic advisor and the Dean of Students to ensure that credits from the seminar courses may be applied to certificate and degree requirements

Prerequisite: None

CJC 295-299 CRIMINAL JUSTICE INTERNSHIP PROGRAM 2 to 6 credits

This program is designed for criminal justice degree-seeking students and is intended to provide an opportunity to integrate classroom theory with practical experience and observation at a municipal, county, state, or federal criminal justice agency. The program may be taken during any semester.

The primary content of this course is directly related to the Criminal Justice occupational program.

Prerequisite: CJC 101 and CJC 110

MEDICAL ASSISTING**(CMA)**

The primary content of these courses is directly related to an Allied Health occupational program.

CMA 100 ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I**4 (3-3)**

This course introduces the student to the medical assisting profession, with emphasis on the administrative tasks performed in the everyday operation of a medical office. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, technology, professionalism and other employability skills. Law and ethics in relation to medicine and the medical office are discussed. Instruction in front end medical office skills include telephone techniques, scheduling, patient reception and processing, the office environment and daily operations, as well as written communications.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Admission into the program

CMA 101 ADMINISTRATIVE MEDICAL OFFICE PROCEDURES II**4 (3-3)**

This course follows the introduction of Administrative Medical Office Procedures 1 highlighting the health information management of the medical office, billing and coding procedures and financial and practice management. Instruction in electronic medical records, HIPAA and privacy, diagnostic and procedural

coding, health insurance and the claim form, professional fees, billing and collecting, banking and human resources are discussed.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: CMA 100 with a minimum accepted grade of C (75%).

CMA 102 MEDICAL ASSISTANT CLINICAL PROCEDURES I**4 (3-3)**

This course covers the role and responsibilities of a medical assistant working with a physician or health care provider in a medical clinic. The course will include documentation, safety measures, obtaining a medical history and patient education. Other topics covered include nutrition, measuring vital signs, preparing the examination room and the patient for the exam, dealing with the special needs of pediatric and geriatric populations, radiological testing, sterilization techniques and surgical assisting. Life span, cultural diversity and psychosocial differences will be discussed.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: Admission into the program.

CMA 103 MEDICAL ASSISTANT CLINICAL PROCEDURES II**4 (3-3)**

This course is a continuation of Clinical Procedures 1. Following the Clinical 2 experience, the students will be prepared to administer oral and parenteral forms of medications, and demonstrate skills in assisting with various medical specialties and office procedures. Students will have an understanding of specific diseases, conditions and their signs/ symptoms, testing, treatment, medications, and resources. Students will also have an understanding of emergency response, evacuation plans, and self-awareness in the event of an emergency situation.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: CMA 102 with a minimum accepted grade of C (75%)

CMA 104 MEDICAL OFFICE LABORATORY AND PHLEBOTOMY**5 (4-4)**

This course involves the study of interactions between microbes and the practice of handling medically important microbes, blood and body fluids. Practical experiences include aseptic techniques in collecting, handling and testing of specimens.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: BIO 105 and HED 105 with a minimum accepted grade of C (75%)

CMA 105 MEDICAL ASSISTANT PRACTICUM**4 (0-12)**

The practicum provides an opportunity for students to experience working in a qualified, licensed healthcare practitioners office or clinic. The student will perform supervised clinical and administrative medical assisting tasks. They will be evaluated by office staff and monitored by the instructor. They will complete 192 hours (32 hours per week for 6 weeks) of practicum.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisites: CMA 136, CMA 100, CMA 101, CMA 102, CMA 103, CMA 104, with a minimum accepted grade of C (75%).

Corequisites: CMA 106

CMA 106 CMA REVIEW CLASS**2 (2-0)**

The course will evaluate knowledge of the medical assistant core competencies reviewing knowledge and skills required of the most successful medical assistants. General, administrative and clinical knowledge required to successfully complete the examination will be reviewed. The course will stress study skills, time management, applying for the exam(s) and what to expect the day of the exam.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: CMA 136, CMA 100, CMA 101, CMA 102, CMA 103, CMA 104, with a minimum accepted grade of C (75%)

Corequisite: CMA 105

CMA 136 PHARMACOLOGY FOR CMA STUDENTS**2 (2-0)**

This course is an introduction to basic pharmacology with an emphasis on the importance of medications that help the client maintain a healthy lifestyle. The top nationally prescribed medications will be discussed with emphasis in classifications, uses, routes of administration, drug/drug and drug/food interactions, adverse effects and contraindications. Also addressed are special precautions, legal considerations, patient education, preparation and administration of medications as directed by the physician. Additional emphasis will be placed on the performance of basic math, calculation of drug doses, and immunization schedules.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: Admission into the program.

COMMERCIAL MOTORE VEHICLE

(CMV-CDL)

CMV 110 CLASS B STRAIGHT TRUCK BASIC CLASSROOM TRAIN. 5 (5-0)

This classroom course will focus on the knowledge and skills needed to become a qualified Class B straight truck professional driver. Topics will include, but not be limited to the trucking industry, vehicle components including air brakes, pre-trip inspection, basic vehicle maneuvering, safe transportation of and proper documentation of cargo, hours of service, logging, trip planning, health and lifestyle, FMCSR driver qualifications, post-accident procedures, whistleblower protection and CSA for drivers, and interaction with law enforcement. This course will help students gain knowledge and skills to prepare for their temporary instruction permit test and subsequent commercial driver license (CDL) test.

CMV 120 CLASS B STRAIGHT TRUCK NON DRIVING PRACTICUM 4 (0-4)

This course will offer students hands-on experience in Class B straight truck non-driving activities. Topics will include, but not be limited to identification of truck parts and components, utilization of air brakes, pre-trip inspection procedures, cargo securement and axle weight limits, identification and utilization of placards, appropriate accident and emergency procedures including setting up reflective equipment and preparing accident reports. This class will help students obtain knowledge and skills to prepare for their temporary instruction permit test and subsequent commercial driver license (CDL) test.

CMV 130 CLASS B STRAIGHT TRUCK DRIVING CLASS 7 (0-7)

This course will focus on driving Class B straight trucks for students holding a valid temporary instruction permit. Activities will be performed in the parking lot driving range, roadways, and highways. Topics will include, but not be limited to pre-trip inspection procedures in accordance with FMCSR, parking lot driving range activities such as brake tests, slow speed maneuvering including shifting, turning and backing using GOAL, cargo inspection, roadway driving including visual search and commentary driving techniques, accelerating/decelerating, space management, proper turning, obedience of signs and signals, and overall safe operation of vehicle. This class will help students gain knowledge and skills to prepare for the Class B commercial driver license (CDL) test.

CMV 160 CLASS A TRACTOR TRAILER BASIC CLASSROOM TRAIN. 5 (5-0)

This classroom course will focus on the knowledge and skills needed to become a qualified Class A tractor trailer professional driver. Topics will include, but not be limited to the trucking industry, vehicle components including air brakes, pre-trip inspection, coupling and uncoupling, basic vehicle maneuvering, safe transportation of and proper documentation of cargo, hours of service, logging, trip planning, health and lifestyle, FMCSR driver qualifications, post-accident procedures, whistleblower protection and CSA for drivers, and interaction with law enforcement. This course will help students gain knowledge and skills to prepare for their temporary instruction permit test and subsequent commercial driver license (CDL) test.

CMV 170 CLASS A TRACTOR TRAILER NON-DRIVING PRACTICUM 4 (0-4)

This course will offer students hands-on experience in Class A tractor trailer non-driving activities. Topics will include, but not be limited to identification of truck parts and components, utilization of air brakes, coupling and uncoupling, pre-trip inspection procedures, cargo securement and axle weight limits, identification and utilization of placards, appropriate accident and emergency procedures including setting up reflective equipment and preparing accident reports. This class will help students obtain knowledge and skills to prepare for their temporary instruction permit test and subsequent commercial driver license (CDL) test.

CMV 180 CLASS A TRACTOR TRAILER TRUCK DRIVING CLASS 7 (0-7)

This course will focus on driving Class A tractor trailer trucks for students holding a valid temporary instruction permit. Activities will be performed in the parking lot driving range, roadways, and highways. Topics will include, but not be limited to pre-trip inspection procedures in accordance with FMCSR, parking lot driving range activities such as brake tests, coupling and uncoupling, slow speed maneuvering including shifting, turning and backing using GOAL, cargo inspection, roadway driving including visual search and commentary driving techniques, accelerating/decelerating, space management, proper turning, obedience of signs and signals, and overall safe operation of vehicle. This class will help students gain knowledge and skills to prepare for the Class A commercial driver license (CDL) test.

COOPERATIVE EDUCATION

(COE)

COE 100 COOPERATIVE EDUCATION

2-6

(variable) Cooperative education is a program combining training in industry, business and government with regular college study during a semester or summer term to give students a chance to integrate classroom theory with practical experience in a chosen field. Any full-time GCC student enrolled in a curriculum at the college is eligible for the program.

Prerequisite: Satisfactory completion of majority of specialty courses in Industrial-Technical or Business program and recommendation of faculty advisor. For other programs, permission of the faculty advisor is required.

COE 200 COOPERATIVE EDUCATION II

2 (96)

Cooperative education is a program combining training in industry, business and government with regular college study during a semester or summer term to give students a chance to integrate classroom theory with practical experience in a chosen field. Any full-time GCC student enrolled in a curriculum at the college is eligible for the program.

Prerequisite: All courses within programs

COMMUNICATIONS

(COM)

COM 101 BEGINNING SIGN LANGUAGE

2 (2-0)

The PSE (Pidgin Signed English) method is used to create a functional working knowledge of sign language. Students will develop a useful beginning proficiency in communicating with hearing-impaired individuals.

Prerequisite: None

COM 102 INTERMEDIATE SIGN LANGUAGE

2 (2-0)

A continuation of COM 101, emphasizing the use of the PSE (Pidgin Signed English) method.

Prerequisite: COM 101

COM 103 WORKFORCE LITERACY

4 (4-0)

This course helps students acquire basic English and communication skills necessary for success in the workplace including skills necessary to secure employment. Basic English review, reading, writing, vocabulary, listening, reporting and presentation skills, along with career activities will be covered. This class is designed for certificate students and does not transfer to other institutions.

Prerequisite: None

COM 110 INFORMATION AND RESEARCH SOURCES

1 (1-0)

A practical introduction to the organization of information in the library. The course includes instruction and practice in the use of basic reference materials, the on-line catalog, CD-ROMs, and periodical indexes. Open to all students, it is especially recommended to freshmen.

Prerequisite: None

COSMETOLOGY

(COS)

COS 101 COSMETOLOGY LAB I

11 (0-22.5)

A laboratory course which provides practice in natural nail care, skin care, hair removal, hair and scalp analysis, shampoo and rinses, finger waving, basic wet and dry hairstyling techniques, hair sculpting, permanent waving and basic hair color. Students will be globally conscious in their design decisions when analyzing the diverse types of hair textures, colors, face and body shapes. Students will learn to communicate effectively with a diverse clientele base and analyze and assess for each unique need and desire. Students will be assessed through verbal question and answers and written multiple choice tests at the completion of each subject. Students will also be examined through hands-on demonstrations at the completion of the course.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: None

COS 102 COSMETOLOGY THEORY I

7 (12.5-0)

This course is an in-depth theoretical approach to the various subjects an entry-level student will need to use as a building block for further learning. Professional development, sanitation, anatomy, electricity, chemistry, trichology, study of nails and skin are essential to promote a productive, creative student. Students will be able to relate and recognize the diverse learning and communication styles of each other and guests that enter the salon. Along with interactive lecture, numerous videos are used to create the connection between the text and the students own understanding. Students will be assessed at the completion of each subject through written exams. Students will also be assessed at the completion of the course with a cumulative exam.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: None

COS 103 COSMETOLOGY LAB II

11 (0-22.5)

This course will continue with hands on practice in subject matter from COS 101 and COS 102. Lab practice to improve all professional skills and efficiency of services. Customer consultation and communication skills are to be improved and used on a daily basis. Students will expand upon their knowledge of diversity in hair textures and research hair types of all ethnicities when applying their knowledge of chemical relaxers. Students will apply their knowledge of makeup, creative color techniques, thermal styling, men's hair sculpting and acrylics to models and salon clientele. Instructor demonstrations and video presentations followed by supervised actual or mock practice sessions where students will be verbally assessed. Students will also be assessed through hands-on demonstrations at the completion of the course.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: COS 101 & COS 102 (Lab I and Theory I)

Note: 224 lab clock hours

COS 104 COSMETOLOGY THEORY II 7 (12.5-0)

This course encompasses the study of communication skills in relation to the cosmetology field, advanced skin theory in relation to makeup applications, including matching skin tones and colors of all ethnicities with cosmetics. Students will learn in-depth systematic approach to men's haircutting by the use of different tools such as shears, razor and clippers. A professional approach to salesmanship and the retail industry will expand student's understanding of clientele's spending habits. Students will discover chemical services such as chemical relaxing in relation to all ethnicities and hair types, highlighting, lowlighting and other creative color techniques. An intensive workshop of completed long hair designs will be included in this course. Students will enhance nails with the use of acrylic product to create artificial nails. Students will be assessed at the completion of each subject, as well as a written cumulative exam at the completion of the course.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: COS 101 & COS 102 (Lab I and Theory I)

COS 105 COSMETOLOGY LAB III 11 (0-22.5)

This course involves the hands on practice of the subjects previously learned from COS 101, and COS 103. The lab portion enables the student to practice all skills, focusing on efficiency of skills and communication skills. Students will understand and apply state and local laws and understand how they affect the salon industry. Students expand upon their knowledge of all hair types and ethnicities in the application of soft curl blow outs, pressing and marcelling. Students will gain greater understanding of color correction. Students will see the daily operation of a salon through the lens of salon management and understand the importance of the business structure. Live demonstrations and video presentations are followed by actual or mock practice sessions. Students will be assessed verbally and through hands-on examinations at the completion of each subject, as well as at the completion of the course.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: COS 101, 102, 103, 104 (Lab I and Lab II, Theory I and Theory II)

COS 106 COSMETOLOGY THEORY III 7 (12.5-0)

This course encompasses the theory of advanced lab practices. This course includes an in-depth study of color correction, marcel curling, pressing, wiggery, salon management and State Laws and Rules. Students will study the State of Michigan Laws and Rules and understand the relationship the state, salon and school have. Students will further understand the diverse hair textures through soft curl blowouts and the styling methods using the pressing and marcel method. Sensitivity in communication will be discussed during Wiggery Theory in the tactful approach to hair loss and balding. Students will complete a cover letter and resume, effectively communicating their strengths, work history and abilities. Students will also study the seasonal color concepts and differentiate skin tones, colors and the appropriate hair colors, makeup choices to be used for each person. Live demonstrations and videos are presented prior to lab assignments. Students will be assessed at the completion of each subject and a cumulative exam at the completion of the course.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: COS 101, 102, 103, and 104 (Lab I and Lab II, Theory I and Theory II)

COS 107-111 COSMETOLOGY LABORATORY

A series of laboratory courses providing Cosmetology students with additional laboratory hours. These courses are designed for students who need to complete the Minimal Practical Applications or additional laboratory hours, which are required for graduation or specialized certification. These courses primarily serve as makeup sessions and are offered at designated times of the year.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite:	Consent of Instructor	
Course Number	Credits	Total Contact Hours
COS 107	1	35
COS 108	2	70
COS 109	3	105
COS 110	4	148
COS 111	5	175

COS 112 COSMETOLOGY LAB IV 7 (0-22.5)

This course is designed to provide Cosmetology students with 200 to 224 hours of additional training for states that require more hours of training. The State of Wisconsin requires 1800 hours of training. The course content includes advanced barbering techniques, advanced hairstyling, perming and hair coloring. Individual student lab practice and research is emphasized.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: COS 105, COS 106

COS 113 COSMETOLOGY THEORY IV 3 (12.5-0)

This course is designed to provide Cosmetology students with 90 to 110 hours of theory to fulfill the requirements of states that require additional hours of training, such as Wisconsin. Theory IV is an integral part of COS 112 Lab IV and is necessary to reinforce lab work and assignments. Subjects to be covered are: advanced concepts of barbering hair coloring, hair styling, and perming. Rules and regulations of the State of Wisconsin will be studied in detail. Students will also be able to give emphasis to their special study needs.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: COS 105, COS 106

COS 114 MANICURING LAB 7 (0-22.5)

This course is a 400 hour course with 265 hours of practical training. S step-by-step manicuring, pedicuring, and artificial nail procedure is taught and performed on clients in the lab/student salon. How to arrange equipment and materials in the lab/student salon is learned on a manicuring table. Safety and sanitation will be focused on to prevent the spread of disease.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: None

Corequisite: COS 115

COS 115 MANICURING THEORY 3 (12.5-0)

This course provides approximately 135 theory hours. Michigan laws and rules concerning manicurists are studied, as well as salon management, hygiene and occupational safety. A study of the nail composition, its shapes, diseases and disorders is learned. Chemistry is defined in all manicuring, pedicuring, and artificial nail procedure.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: None

Corequisite: COS 114

COS 116 COSMETOLOGY INSTRUCTOR TRAINING LAB 7 (0-22.5)

This is a 350 hour course that provides licensed cosmetologists with first-hand experience on instructing cosmetology students in the classroom and in the lab/student salon. How and when to demonstrate techniques, lecturing, use of visual aids and conducting student workshops. The teacher trainee will assist students in student salon by checking all services performed by students, greeting clients, formulating chemicals for hair color, perm waving, etc. guiding students at reception desk, and analyzing student sanitation.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: None

Corequisite: COS 117

COS 117 COSMETOLOGY INSTRUCTOR TRAINING 6 (0-22.5)

This course provides approximately 150 theory hours. School rules, teacher's training books, equipment and uniform will be introduced. The training program consists of curriculum planning, developing lesson plans and course outlining. Teaching techniques include instructional methods, demonstrations, discussions, and visual aids. Teaching aides, such as film/video/DVD, pictures, chalkboard, models/manikins, textbook/workbook, computer, and 3-D analysis are used. How to design tests and evaluate a student's performance is taught. State of Michigan laws and regulations are defined.

The primary content of this course is directly related to the Cosmetology occupational program.

Prerequisite: None

Corequisite: COS 116

COMPUTER INFORMATION TECHNOLOGY (CIT)

CIT 161 MICROSOFT OFFICE ESSENTIALS 4 (3-3)

Introduction to the applications of the microcomputer as used by businesses. Emphasis is on equipment, vocabulary, and the three basic tools of office automation, word processors, spreadsheets, and databases.

The primary content of this course is directly related to a Computer Technology occupational program.

Pre/Co-requisite: Keyboarding, MTH 100 or Equivalent

CIT 170 INTRODUCTION TO C++ PROGRAMMING 4 (4-0)

An introduction to computer programming using the microcomputer. Students learn current techniques in structured program design and programming methodologies, along with basic programming algorithms, and methods of testing, debugging, and documenting computer programs.

The primary content of this course is directly related to a Computer Technology occupational program.

Pre/Co-requisite: Keyboarding, MTH 103 or Equivalent

CIT 175 COMPUTER REPAIR I**4 (4-0)**

Students will gain a fundamental understanding of supporting and troubleshooting and computer hardware with hands-on activities. Students will work in the Computer Repair Shop and solve real problems with real customer computers. In addition to the hands-on experiences in the shop, students will study the concepts of computer hardware and peripheral devices.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: None

CIT 180 COMPUTER REPAIR II**4 (4-0)**

This course will provide students with a comprehensive understanding of current PC operating systems in the areas of primary user and administration tasks as well as installation, configuration, troubleshooting, and network management. Student will work in the Computer Repair Shop. The focus is on planning and hardware selection for installing the operating system, setting up network connectivity, configuring user environments, and managing security.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 175 or Permission of Instructor

CIT 190 PHP PROGRAMMING**3 (2-2)**

This course provides an introduction to the fundamentals of the PHP programming language and string parsing and manipulation. The course is for the beginning programmer with previous programming experience. The focus is on the basics of PHP and string parsing. Student will learn string parsing techniques with real-world examples of today's applications.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 170 or Permission of Instructor

CIT 200 INTRODUCTION TO JAVA PROGRAMMING**4 (3-3)**

This course provides an introduction to the fundamentals of the Java Programming language. Topics include systematic development of algorithms and programs, programming style and design, techniques for testing, debugging, and documenting programs, the software cycle, and structured and object oriented approaches.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: None

CIT 251 WINDOWS NETWORKING BASICS**3 (3-0)**

This course covers the necessary knowledge and skills to successfully implement and manage computers attached to a local area network in a small to medium size business. Emphasis is on network standards, terminology, planning, implementation and troubleshooting of Windows based business networks. Enterprise class security is emphasized. Integrating other operating systems into a Windows environment is also covered.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 180

CIT 252 WINDOWS ACTIVE DIRECTORY AND GROUP POLICIES**3 (3-0)**

This course focuses on Microsoft's Server operating systems including implementation and management of Internet servers like IIS and Exchange. The emphasis is on enterprise class Active Directory and Group Policy implementations for large organizations. Information security and Access Control is emphasized.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 251

CIT 256 ROUTING AND FIREWALLING**3 (3-0)**

This course focuses on securing a business network and protecting the computing assets behind a firewall. Students will also learn how to implement public facing computing services like web sites, E-mail, Virtual Private Networks, and other public services securely. Stateful packet inspection, network address translation, and secure port forwarding are also covered.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 252

CIT 257 WIRELESS NETWORKS**1 (1-0)**

This course focuses on deploying, securing, and maintaining wireless business networks. Major topics include implementing wireless networks, providing public wireless access, and wireless network design. Students will learn how to perform site surveys, spectrum analysis, and how to maximize wireless network performance.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 256

CIT 258 NETWORK THREAT DETECTION AND PENETRATION TESTING**2 (2-0)**

This course focuses on computer network threats and how to identify and protect against them. Students will implement Intrusion Detection Systems that monitor networks for malicious activities or policy violations. Students will also perform penetration testing on their own networks to detect possible threats before they can be exploited.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 257

CIT 260 HTML PROGRAMMING**2 (2-0)**

This course provides students with the HTML programming skills necessary for web page and web site development. Both introductory and intermediate topics are covered. Students will progress by developing simple personal web pages and commercial web sites. All development will use the most current HTML standards.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: None

CIT 265 JAVASCRIPT PROGRAMMING**2 (2-0)**

This course requires knowledge of HTML and CSS and is an ideal transition from HTML to more advanced web technologies and Web 2.0 tools. As students explore the fundamentals of JavaScript, they gain an understanding of how to implement interactivity, special effects, and enhanced functionality in web development.

The primary content of this course is directly related to a Computer Technology occupational program.

Prerequisite: CIT 260

COMPUTER LITERACY**(CPL)****CPL 100 COMPUTER LITERACY – INTRODUCTION****1 (0-1)**

Provides an awareness of computers and the effects of this technology on our culture, our jobs, and our lives. Individuals will gain knowledge of Computer terminology and current capabilities, limitations and potential of computers. Lab activities include introduction to word processing, spreadsheets, database management, computer graphics, and maintenance.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: None

CPL 100 or **equivalent experience** is the prerequisite for all CPL 10x.

Equivalent experience can be determined by answering YES to ALL the following questions:

1. Have you ever used a computer before?
2. Are you comfortable using a keyboard?
3. Are you comfortable using a mouse?
4. Do you understand basic computer terminology? Folders, Filenames, Devices, Hardware, Software
5. Can you Create, Open, Print, and Save a file?
6. Can you manage computer files, folders, and disks?
7. Do you have any experience using Microsoft Windows 10?

CPL 101 COMPUTER LITERACY - DATABASE**1 (0-1)**

Designed to develop the basic understanding and use of a database management system. Topics include those activities needed to design and create a typical database: the use of procedures to create, search, sort, and edit the database, and to create and print forms and formatted output.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

CPL 102 COMPUTER LITERACY - COMPUTER GRAPHICS**1 (0-1)**

This course is a beginning course in Computer Graphics for all types of students. It will include topics in type selection and manipulation, business orientated graphic applications, presentation graphics, and graphic arts techniques.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

CPL 104 COMPUTER LITERACY - SPREADSHEETS**1 (0-1)**

A hands-on introduction to spreadsheets using the Microsoft Excel software. Its main objective is to provide each student with a working knowledge of spreadsheet software.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

CPL 105 COMPUTER LITERACY - WORDPROCESSING 1 (0-1)

An introductory computer literacy course designed to teach the student basic word processing skills on a microcomputer to create, edit, store, and print documents using Microsoft Word software.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

CPL 108 COMPUTER LITERACY - POWERPOINT 1 (0-1)

An introductory course for the uses and functions of Windows presentations. Emphasis is on basic concepts and the fundamentals of creating useful presentations and application to practical business problems.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

CPL 109 COMPUTER LITERACY – FrontPage 1 (0-1)

Course introduces basic World Wide Web concepts, including HTML and the elements of a Web page. The projects in the course illustrate essential Web page development concepts.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

Students having taken a CPL 10x course must use the SAME SOFTWARE when progressing to a higher level CPL 11x course i.e. CPL 105 Introduction to Microsoft Word must be taken before CPL 115 Intermediate Microsoft Word

CPL 111 INTERMEDIATE DATABASE TOPICS 1 (0-1)

Develops the skills needed to effectively work with advanced database topics, procedures, and functions. Topics include: managing, design, and development of large databases; multiple databases; using special functions; creating command files; graphics screen display and debugging techniques.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 101

CPL 112 DESK TOP PUBLISHING 1 (0-1)

Introduces students to Desk Top Publishing techniques and software. Aldus Pagemaker will be utilized to train students in various page design layout principles. Designed to educate students to the benefits of DTP, types of software, and basic designing principles.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

CPL 114 INTERMEDIATE SPREADSHEET TOPICS 1 (0-1)

Continuation of CPL 104. Develops skills to manage advanced spreadsheet topics and includes advanced formulas and functions, macro development, printing and displaying graphs, and other advanced topics.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 104

CPL 115 INTERMEDIATE WORDPROCESSING 1 (0-1)

Continuation of CPL 105. An intermediate level course in word processing using Microsoft Word. Applications include spelling and thesaurus activities, macros, merging, and sorting. Advanced formatting and editing techniques are also covered.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 105

CPL 121 ADVANCED DATABASE TOPICS 1 (0-1)

Develop advanced techniques used in database management including planning, building and testing database files, developing command level procedures, developing programming strategies, debugging programs, and developing programs for printing reports.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 111

CPL 125 ADVANCED WORDPROCESSING TOPICS 1 (0-1)

Advanced computer literacy course designed to have the student apply the Microsoft Word features previously learned in job-like applications. Some advanced features not previously covered will be introduced.

The primary content of this course is directly related to a Business Related

occupational program.

Prerequisite: CPL 115

CPL 200 INTRODUCTION TO COMPUTERS & MICROSOFT OFFICE 2 (2-0)

This course introduces students to the most important features that the latest version of Windows and Microsoft Office have to offer. Students use hands-on projects to learn the key features of Windows, Word, PowerPoint, Excel and Access.

Prerequisite: None

CPL 196-299 WORKSHOP IN COMPUTER LITERACY .50-1 (Variable)

Customized training in topics related to any aspect of computer literacy, including database, spreadsheets, word processing, desktop publishing, and other areas.

The primary content of this course is directly related to a Business Related occupational program.

Prerequisite: CPL 100 or equivalent experience per instructional guidelines

DRAFTING AND DESIGN (DWG)**DWG 101 TECHNICAL DRAWING I 3 (2-2)**

An introductory course in the development and application of fundamental drafting principles and skills as applied to engineering functions. Includes: proper use and care of drafting instruments, geometric drawing functions, lettering, freehand sketching, theory of orthographic projection, dimensioning auxiliary projection, sections, pictorial representation, and working drawings.

Prerequisite: None

DWG 102 INDUSTRIAL DRAFTING 4 (2-4)

Creation of industrially acceptable drawings involving true position, geometric and dimensional tolerances, fasteners, welding, gears and cams. US and ISO standards will apply. The CAD System will be used in this course.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: EGR 101 or EGR 103 and DWG 105

DWG 103 MATERIALS AND MANUFACTURING PROCESSES 2 (2-0)

A study of the materials, processes, and equipment used in manufacturing with focus on the primary and secondary processes used to produce finished goods. Local field trips provide experiences in manufacturing environments.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: None

DWG 105 INTRODUCTION TO 2D AUTOCAD 4 (2-4)

This course is designed to introduce the student to the operation of a computer graphics system. The student gains hands-on experience at the graphic work station while working on two and three dimensional drawing exercises. The course covers system orientation, graphics generation, graphics editing, text, dimensions, and data maintenance.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: None

DWG 106 INTRO TO 3D SOLID WORKS 3 (2-2)

This course will make use of previously learned drafting & AutoCAD concepts. The subject matter will include the introduction of solid-modeling design concepts.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisites: EGR 101 and DWG 105 or permission of the instructor

DWG 107 ADVANCED 3D SOLID WORKS 3 (2-2)

This course will make use of previously learned concepts from Solid Works Part 1. The subject matter will include the advanced techniques of solid-modeling design concepts.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: DWG106 or permission of the instructor

DWG 108 MATERIALS & LEAN MANUFACTURING PROCESSES 4 (4-0)

This course will provide introductory basic instruction in the areas of industrial materials, manufacturing processes, and lean manufacturing strategies. Students will be introduced to material properties along with casting, molding, forming, separating, conditioning and finishing process methods. Lean manufacturing concepts will be introduced along with topics on business fundamentals. Local field trips will provide experiences in a manufacturing environment.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: None

DWG 200 STRENGTH OF MATERIALS 3 (3-1)

This course will provide the student with a basic background of the vast field of strength of materials. Units include basic concepts and design properties of materials, direct stress, deformation, thermal stress, torsional shear stress, moments of inertia, pressure vessels, bending moments and shearing forces in beams, stress due to bending, shearing stresses and deflections of beams, columns, and connections. Specific problems will be assigned during the study of each unit of instruction. The course will concentrate on developing the ability to apply available methods, resources and technology to solve strength of materials design problems.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: Completion of math requirement or instructor permission

DWG 201 ARCHITECTURAL DRAWING AND DESIGN 4 (2-4)

A course for designing of a residence and preparing architectural working drawings. Course includes design and construction principles and methods for residential construction. The CAD system will be used in this class.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: EGR 101 and either DWG 105 or EGR 103 or
Permission of Instructor

DWG 202 TOOL DESIGN 4 (2-4)

Class will include principles of jig and fixture design and die design related to the manufacturing sequence with special emphasis on the relationship between the design and fabrication process. The CAD System will be used in this class.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: DWG 102

DWG 203 MACHINE DESIGN 3 (3-1)

This course will provide the student with a basic background of the vast field of machine design. Units include failure analysis, bearings, lubrication, shafts and couplings, gears, cams, belts and chains, clutches, brakes, fasteners, springs, and dynamic loading and balancing.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: DWG 200

DWG 205 TECHNICAL ILLUSTRATION 3 (2-2)

The course involves an application of drafting practices oriented toward presentation or publication drawings. Exploded assemblies and architectural perspectives and renderings are included along with the process of graphic publication. The CAD system will be used in this class along with solid modeling software.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: EGR 101 and DWG 105

DWG 206 GEOMETRIC DIMENSIONING & TOLERANCING (GD&T) 3 (2-2)

This course will provide a foundational understanding and interpretation of mechanical drawings using linear dimensions, tolerancing, and GD&T in their designs and inspections of their parts.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: DWG 102 or permission of the instructor

DRAMA (DRA)**DRA 100 COMMUNITY THEATRE 3 (2-2)**

The student will participate in the production of theatrical activities and plays. He will be expected to perform in college plays and community theatrical presentations.

Prerequisite: None

DRA 101 INTRODUCTION TO THEATRE 3 (3-0)

A study of the principles of theatrical production and appreciation of theater, structure of written drama and the forms and styles of theater in both literature and performance.

This course fulfills a humanities requirement.

Prerequisite: None

DRA 102 INTRODUCTION TO THE ART OF THE MOVIES 3 (3-0)

An introduction to the social significance of the cinema through the decades showing how film reflects the historical, moral and intellectual atmosphere of its day.

This course fulfills a humanities requirement.

Prerequisite: None

DRA 120 ACTING I 3 (1-2)

Principles and techniques of voice and body control in characterization, movement and stage business. Performance in a production is required.

Prerequisite: None

DRA 121 STAGECRAFT 2 (0-2)

A study and practice of scenery construction and of lighting techniques. Work with the production crew is required.

Prerequisite: None

DRA 150 DRAMA ACTIVITY 1 (0-1.25)

At least twenty hours of theatrical experience. Students will work in either technical or performance aspects of a major dramatic production: set design, costume design, lighting, sound, properties, publicity, and theater management, directing, or acting.

Prerequisite: None

DRA 202 FILM APPRECIATION 3 (1-2)

An introductory course tracing the development of a variety of film genres not covered in DRA 102. Representative movies are analyzed for plot, acting, directing, and cinematic technique.

This course fulfills a humanities requirement.

Prerequisite: None

DRA 220 ACTING II 3 (1-2)

A continuation of Drama 120, This course may be repeated for credit. Performance in a production is required.

Prerequisite: DRA 120

DRA 221 STAGE COSTUMES AND MAKEUP 2 (0-2)

The history and construction of costume. The theory and practice of straight and character makeup. Work on a production is required.

Prerequisite: DRA 121

DRA 230 HISTORY OF THE THEATER 3 (3-0)

A study of the history of the theater. Each historic period is studied to indicate the physical development of the stage, the playwrights, their plays, dramatic criticism, and aesthetics.

This course fulfills a humanities requirement.

Prerequisite: None

EARLY CHILDHOOD EDUCATION (ECE)**ECE 100 INTRODUCTION TO CHILDCARE & EARLY CHILDHOOD EDUCATION 3 (3-0)**

An introductory course covering historical prospective, philosophies, current issues and practices, models and curriculum of preschool, kindergarten, and primary programs. Includes approaches for the education of young children with special needs.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: None

ECE 110 DEVELOPMENTALLY APPROPRIATE PRACTICES FOR EARLY CHILDHOOD EDUCATION 3 (3-0)

Focuses on developmentally appropriate practices which encourage children to become creative, independent, and successful. Subjects include definitions of play, creating curriculum plans and schedules, designing a supportive environment, safety, nutrition, physical, emotional, social, and cognitive development.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: None

ECE 111 WORKSHOP IN EARLY CHILDHOOD PRACTICE .50-3 (Variable)

Provides training in an array of practices appropriate for the young child. Topics include such areas as nutrition, games, music, movement, discipline and other areas of interest to educators and childcare providers. *The primary content of this course is directly related to an Early Childhood Education occupational program.*

Prerequisite: None

ECE195 PRACTICUM I EARLY CHILDHOOD EDUCATION 3 (1-6)

This course involves observation, social interaction and recording of preschool children's development. Provides an opportunity to apply the theories and practices previously learned in the classroom. Emphasis on the developmentally appropriate activities and competency as a childcare provider.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: Permission of Instructor or a cumulative CPA of 2.3 in
ECE classes and ECE 210 Child Guidance course

Contact Hours: 10 1/2 Hours Instruction & 90 Hours of fieldwork

ECE 210 CHILD GUIDANCE 3 (3-0)

Explores the principles of guiding children through the early childhood and primary years. The emphasis is on the child's social development. Strategies that enhance the child's self-esteem and consequently that increase self-discipline will be taught through role playing and small group activities.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: None

ECE 220 INFANT & TODDLER CARE**3 (3-0)**

Emphasis is on the specialized care of infants and toddlers between birth and thirty-six months of age. This emphasis includes developmental stages and appropriate practices, daily care, feeding, and guidance.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: None

ECE 230 CREATIVE METHODS FOR TEACHING YOUNG CHILD**3 (3-0)**

Prepares students to work with young children in a variety of creative activities. Art, music, drama, science, math, and environmental awareness are some of the topics covered. Emphasis shall be on acquiring methods and skills which shall enhance a child's creativity, imagination, and curiosity.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: None

ECE 240 LANGUAGE & LITERACY FOR EARLY CHILDHOOD EDUCATION**3 (3-0)**

This class will help students become familiar with teaching strategies and techniques that support the language and literacy development of young children. The topics of study will include: language development, reading readiness, print rich environments, storytelling through puppets and flannel boards, and children's literature. Students will become proficient at helping children develop both expressive and receptive language skills. *The primary content of this course is directly related to an Early Childhood Education occupational program.*

Prerequisite: None

ECE 290 MANAGING A CHILD CARE CENTER**3 (3-0)**

Focuses on the design and operation of a preschool center. Includes assessment of needs, schedules, health and safety services, licensing regulations, personnel management, equipment purchasing, financing, and professionalism.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: Permission of Instructor

ECE 295 PRACTICUM II IN EARLY CHILDHOOD EDUCATION**3 (3-0)**

This course is utilized to practice skills learned throughout prior coursework in the program. Students will be required to participate in 90 hours of fieldwork within the preschool classroom. They will also be responsible for attending 5 seminars, where they will receive assignments and be given the opportunity to discuss their various experiences.

The primary content of this course is directly related to an Early Childhood Education occupational program.

Prerequisite: Permission of instructor of a cumulative CPA of 2.3 in all ECE classes. Must have completed ECE 210 Child Guidance with 2.3 GPA.

Contact Hours: 10 1/2 Hours Instruction & 90 Hours Fieldwork

ECONOMICS (ECO)**ECO 101 AMERICAN ECONOMY****3 (3-0)**

This course will improve the economic literacy of our citizens through a survey of both macro and microeconomics. By examination of recent historic events and by the study of theories and principles that explain economic events that shape their lives. These events include inflation, unemployment, national income, money and banking, government, prices and output, monopoly, wages and profit, international trade, and economic growth.

This fulfills a social science requirement for non-business majors only.

Prerequisite: None

ECO 201 MACROECONOMICS**3 (3-0)**

This course is designed to provide a study of aggregate behavior; how consumers, businesses, and society choose, and what determines the level of output that our economy chooses. Topics include GNP, GDP, unemployment, inflation, monetary policy, fiscal policy, & national debt. This course fulfills a social science requirement.

This fulfills a social science requirement.

Prerequisite: None

ECO 202 MICROECONOMICS**3 (3-0)**

The Microeconomics course is designed to provide a study of individual markets in our economy. We will examine price-output behavior in purely competitive, oligopolistic, monopolistically competitive, & monopolistic markets. Other topics reviewed in this course include - resource markets, concentration ratios, labor & unions, pollution, agriculture, & international trade. In summary, our studies will emphasize how households and firms make decisions & interact within the economic markets in which we live. This course provides a social science requirement.

This fulfills a social science requirement.

Prerequisite: None

EDUCATION**(EDU)****EDU 104 WORKING WITH SPECIAL POPULATIONS****3 (4-6 online)**

This is an Internet-based course which covers an overview of the field of special education, including characteristics, programs, adaptive teaching methods, and supporting research.

Prerequisite: None

EDU 201 INTRODUCTION TO EDUCATION**3 (3-1)**

This program enables the student to explore a career in education. In addition to providing background information on the organization, control, supervision, financing and professional aspects of American schooling, various assessment and observational activities have been designed to determine the individuals potential for teaching.

Prerequisite: Education Majors with Sophomore Standing.

Accumulative GPA of 2.5 or better. (Standards are increasing and consulting with transfer schools is important.)

ELECTRIC LINE MECHANIC (ELM)

The primary content of these courses is directly related to an Electric Lineman Mechanic occupational program.

ELM 102 ANALYSIS OF THE PUBLIC UTILITY INDUSTRY**3 (3-0)**

Course addresses the history and legacy of public utilities in the United States as they have existed for more than 100 years. In addition, this course presents the most up-to-date information available on utility operations and the changing utility environment. Special emphasis is placed upon the foundations of utility regulation, the complexities of delivering gas and electric services, and an analysis of the utility's income and expenditures.

Prerequisite: None

ELM 103 UTILITY LABORATORY & FIELD EXERCISES I**3 (3-0)**

This course is an introduction to construction, operation, and maintenance procedures in the electric utility industry. The course will emphasize day-to-day operation of the electric utility including the safe and proper procedures for construction of new facilities and operation and maintenance of existing facilities. Field trips to operating entities will provide a firsthand look at various segments of the electric utility business. Lab and field exercises will focus on safety, operating systems and construction practices and procedures. Specific subject matter to be covered includes unloading, hauling, erecting and setting poles, guying poles, insulators, cross arms and conductor supports, line conductors, electric power system overview, electrical units, alternating current, three-phase circuits, circuit protection, working in an electrical environment, and installing and removing protective grounds. Other topics to be covered will include map reading, property descriptions, design considerations, regulatory review, and the one-call system. Some class sessions may consist of informational lectures provided by experts in their field.

Prerequisite: None

ELM 104 CAREERS AND APPRENTICESHIPS**2 (2-0)**

Prerequisite: None

ELM 110 SCIENCE FOR THE UTILITY INDUSTRY**3 (3-0)**

An introduction to basic electricity, this course begins with the study of direct current (DC) and ends with the study of alternating current (AC). DC topics covered include Electron flow, Ohms Law, Series circuits, parallel circuits, power, high and low voltage, and magnetism. AC topics covered include significance of AC-voltage, wave form analysis, inductive reactance, capacitive reactance, impedance, AC power, and meters.

Prerequisite: None

ELM 202 ANALYSIS OF THE PUBLIC UTILITY INDUSTRY II**3 (3-0)**

Prerequisite: None

ELM 203 UTILITY LABORATORY AND FIELD EXERCISES II**4 (4-0)**

A continuation of UTL103. Students will gain further knowledge in the subject areas of supplying quality power, conductors and cable, transformers, street lighting systems, revenue metering and line rigging. The line rigging segment will cover some basic principles of physics, use of formulas in line construction and how to safely lift and move field equipment using ropes, knots, splices, blocks, and slings. The laboratory segment of this course will consist of experiments based on Ohms law including resistance, voltage and current in circuits with emphasis on the use of a digital multi-meter to measure resistance, voltage and current. Other experiments will include analysis of circuits with capacitors, diodes, and transistors.

Prerequisite: UTL 103

ELM 206 POLE CLIMBING AND KNOTS/RIGGING**7 (0-7)**

An introduction to pole climbing, pole top construction and load lifting and handling. This course will emphasize safe and proper use of pole climbing equipment, including inspection and maintenance of pole climbers, body belts,

and other safety related equipment. Pole top construction will include actual construction of utility plant under un-energized conditions. Students will learn how to splice rope, tie knots, and use rope to life tools and equipment necessary for the construction of new and maintenance of existing overhead electrical lines.

Prerequisite: None

ENGINEERING GRAPHICS (EGR)

EGR 101 ENGINEERING GRAPHICS 2 (1-2)

The course includes the following units of instruction: Proper use and care of drafting instruments, triangles, scales, geometric curves; drawing geometry; freehand lettering; technical sketching; theory and principles of orthographic projection; basic and precision dimensions; primary auxiliary projection; sections; pictorial representation; and working drawings.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: None

EGR 102 DESCRIPTIVE GEOMETRY 2 (1-2)

In this course, the student will learn to solve engineering problems graphically by using the relationship between points, lines, planes, and curved surfaces. The CAD system will be used with special emphasis on engineering applications.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: EGR 101, DWG 105, or EGR 103

EGR 103 CAD CONCEPTS 2 (1-2)

This course is designed to familiarize the student with CAD concepts such as the drawing editor, graphic entities, editing capabilities, display manipulation, symbol and attribute creation, layer and output. 2D and 3D techniques will be employed.

The primary content of this course is directly related to the Mechanical Design and Engineering Technology occupational program.

Prerequisite: None

EMERGENCY MEDICAL SERVICES (EMS)

EMS 101 EMERGENCY MEDICAL TECHNICIAN-BASIC I 7 (5-6)

This course provides didactic (lecture) and practical training for the Emergency Medical Technician (EMT)-Basic. This includes but is not limited to preparation for a career as an Emergency Medical Technician with the option to continue for a Paramedic. EMS 101 contains general principles of pathophysiology, airway management, patient ventilation, patient assessment, communication, documentation, management of the trauma patient.

Prerequisite: Acceptance into EMS Program

Co-Requisites-ORI 100, BIO 105

EMS 102 EMERGENCY MEDICAL TECHNICIAN-BASIC II 7 (5-6)

This course is a continuation of Emergency Medical Technician-Basic I. This includes but is not limited to preparation for a career as an Emergency Medical Technician with the option to continue on for a Paramedic. EMS 101 contains general principles of pathophysiology, airway management, patient ventilation, patient assessment, communication, documentation, management of the trauma patient.

Prerequisite: EMS 101, ORI 100, BIO 105

Co-requisites: EMS 105

EMS 105 COOPERATIVE EDUCATION-EMERGENCY MEDICAL TECHNICIAN-BASIC 2 (0-0-6)

This course is the clinical portion of the EMT-Basic Program. The clinical experience will prepare the student to use skills necessary to become an EMT-Basic with the option to continue on for a Paramedic. Students will obtain 144 hours of clinical experience in the hospital and ambulance.

Prerequisite: CPR: Healthcare Provider Certification, ORI 100, BIO 105, EMS 101

Co-requisite: EMS 102

EMS 201 PARAMEDIC I 10 (9-2)

This course provides the didactic (lecture) and practical training for the Paramedic. This includes, but is not limited to preparation for a career as a paramedic, general principles of pathophysiology, airway management, patient ventilation, patient assessment, communication, documentation, management of the trauma patient.

Prerequisite for Paramedic Certification: Acceptance in Paramedic Program, Successful completion of National Registry EMT

Co-requisites for Paramedic Certification: ORI 100, BIO 105, EMS 205

Prerequisite for Paramedic-Associate of Applied Science: ORI 100, EMS 101, BIO 250, PSY 101, ENG 101 or ENG 105, EMS 102, EMS 105, one humanities, BIO 251, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101.

Co-requisites for the Paramedic-Associate of Applied Science-EMS 205

EMS 202 PARAMEDIC II 10 (9-2)

This course is a continuation of Paramedic I. It provides the didactic (lecture) and practical training for the Paramedic. This includes, but is not limited to, general principles of pathophysiology, patient assessment, EKG interpretation, management of the medical emergency patient, EMS operations, and management of patients with special needs.

Prerequisite for Paramedic Certification: Acceptance in Paramedic Program, Successful completion of the National Registry EMT, ORI 100, BIO 105, EMS 201, EMS 205

Co-requisites for Paramedic Certification: EMS 206

Prerequisite for the Paramedic-Associate of Applied Science: ORI 100, EMS 101, BIO 250, PSY 101, ENG 101 or ENG 105, EMS 102, EMS 105, EMS 201, EMS 205, one humanities, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101.

Co-requisites for Paramedic-Associate of Applied Science-EMS 206

EMS 203 PARAMEDIC III 4 (3-1)

This course is a continuation of Emergency Medical Technician-Paramedic I and II. This program provides both didactic (lecture) and practical classes for the Emergency Medical Technician-Paramedic. This includes the following but not limited to, crime scene awareness, acute interventions including behavior disorders, medical incident command with mass casualty incident (MCI) actual drill, pulmonary, neurology, water rescue (pool exercise), Neonatal Resuscitation program (NRP), Pediatric advanced life support (PALS), extrication (live exercise), written and practical review for national registry exam, written final exam, and final practical exam.

Prerequisite for Paramedic Certification: Acceptance in Paramedic Program, Successful completion of the National Registry EMT, ORI 100, BIO 105, EMS 201, EMS 205, EMS 202, EMS 206

Co-requisites for Paramedic Certification: EMS 207

Prerequisite for the Paramedic-Associate of Applied Science-ORI 100, EMS 101, BIO 250, PSY 101, ENG 101 or ENG 105, EMS 102, EMS 105, EMS 201, EMS 205,, BIO 251,one humanities, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101

Co-requisites for Paramedic-Associate of Applied Science-EMS 207

EMS 205 COOPERATIVE EDUCATION - PARAMEDIC I 4 (0-12)

This course provides 192 hours of clinical experience for paramedic students in areas including patient assessment, management of the medical and trauma patient, patient intubations, special considerations, medication administration, IV access, and documentation.

Prerequisite for Paramedic Certification: Acceptance in Paramedic Program, Successful completion of National Registry EMT

Co-requisites for Paramedic Certification: ORI 100, BIO 105, EMS 201

Prerequisite for Paramedic-Associate of Applied Science-ORI 100, EMS 101, BIO 250, PSY 101, ENG 101 or ENG 105, EMS 102, EMS 105, one humanities, BIO 251, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101.

Co-requisites for the Paramedic-Associate of Applied Science-EMS 201

Prerequisite: Admission to Paramedic Program

Co-requisite: Paramedic I

EMS 206 COOPERATIVE EDUCATION - PARAMEDIC II 4 (0-12)

This course is a continuation of Paramedic Clinical I and provides 192 hours of clinical experience for paramedic students in areas including management of the trauma and medical patient including cardiac patients and use of EKGs, and assessment-based management of emergency situations, EMS operations, rescue assessment and operations, hazardous materials incidents, and crime scene awareness.

Prerequisite for Paramedic Certification: Acceptance in Paramedic Program, Successful completion of the National Registry EMT, ORI 100, BIO 105, EMS 201, EMS 205

Co-requisites for Paramedic Certification: EMS 202

Prerequisite for the Paramedic-Associate of Applied Science-ORI 100, EMS 101, BIO 250, PSY 101, ENG 101 or ENG 105, EMS 102, EMS 105, EMS 201, EMS 205, one humanities, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101.

Co-requisites for Paramedic-Associate of Applied Science-EMS 202

EMS 207 COOPERATIVE EDUCATION - PARAMEDIC III 5 (0-0-15)

This course is a continuation of EMS 206 - Paramedic Cooperative Work Experience II and provides continued clinical experience for paramedic students in areas including advanced patient assessment, management of the medical and trauma patient, patient intubations, special considerations, medication administration, EMS operations, rescue assessment and operations, and crime scene awareness. 240 hours of clinical experience.

Prerequisite for Paramedic Certification: Acceptance in Paramedic Program, Successful completion of the National Registry EMT, ORI 100, BIO 105, EMS 201, EMS 205, EMS 202, EMS 206

Co-requisites for Paramedic Certification: EMS 203

Prerequisite for the Paramedic-Associate of Applied Science-ORI 100, EMS 101, BIO 250, PSY 101, ENG 101 or ENG 105, EMS 102, EMS 105, EMS 201, EMS 205,, BIO 251,one humanities, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101

Co-requisites for Paramedic-Associate of Applied Science-EMS 203

ENGLISH

(ENG)

Courses listed with numbers below the 101 level are designed to assist the student in preparing for college level coursework. They may be recommended on the basis of placement assessment scores and/or referral by faculty advisors, counselors, or the Dean of Students. If one of these courses is recommended for a student, the student has three options:

1. The student may elect to take the course.
2. The student may demonstrate, through testing, his/her competency in the subject matter. (The student may test out of the course.)
3. The student may elect not to take the course and sign out of it. If the student signs out of the course, the Gogebic Community College guarantee is void for that student.

This course does not count toward an Associate of Arts or Associate of Science degree.

ENG 090 APPLIED COMMUNICATIONS I 3 (3-0)

This course helps students to improve their decoding and literal comprehension skills. Multi-sensory instruction in basic reading skills with phonics is presented along with sight word decoding practice. Additional instructional activities may be incorporated as supplemental skill-building tools as needed and applicable.

This course does not count toward an Associate of Arts or Associate of Science degree.

Prerequisite: None
Credit: 3 Institutional, Non-graduation

ENG 091 APPLIED COMMUNICATIONS II 3 (3-0)

This course is offered to help students improve their writing skills. Basic sentence structure, fundamentals of grammar, punctuation, vocabulary building, and spelling are covered. Additional activities may be incorporated as supplemental skill-building tools.

This course does not count toward an Associate of Arts or Associate of Science degree.

Prerequisite: None
Credit: 3 Institutional, Non-graduation

ENG 095 LEARNING SKILLS IMPROVEMENT I 4 (4-0)

This course helps students acquire basic English skills necessary for success in college-level courses. It is considered a skill-builder class which does not transfer to other institutions. Upon successful completion of this course, students may take End100 Learning Skills II in order to strengthen academic skills or COM103 Workplace Literacy to develop communication skills for the workplace. The focus of the course is on writing paragraphs with proper grammar, punctuation, vocabulary, and development.

This course does not count toward an Associate of Arts or Associate of Science degree.

Prerequisite: None
Credit: 4 Institutional, Non-graduation
Contact: 4

ENG 100 ACCELERATED LEARNING PROGRAM 3 (3-0)

This course is a co-requisite of ENG101 for those students assessed at a level below college-level English. This class emphasizes active learning, improved reasoning skills, engaged reading, and effective editing skills to maximize the likelihood of success in ENG 101. This developmental level course does not transfer to other institutions.

This course does not count toward an Associate of Arts or Associate of Science degree.

Prerequisite: None
Credit: 3 Institutional, Non-graduation
Contacts: 3

ENG 101 ENGLISH COMPOSITION I 3 (3-0)

This course promotes the habits of scholarly writing, reading, and critical thinking necessary to academic success. In this course, students will produce writing reflective of a multi-stage composing and revising process, strategically employ writing conventions in response to a variety of rhetorical situations, accurately summarize, evaluate, and synthesize information from a variety of sources, and read and engage critically with college-level texts.

Prerequisite: Appropriate placement by assessment scores or ACT/SAT

ENG 102 ENGLISH COMPOSITION II 3 (3-0)

This course focuses on the writing, researching and revising of expository essays and writing projects. The second of a two-course sequence, it concentrates on the writing process, identifying and responding to different audiences and rhetorical contexts, and understanding the conventions of format and structure. Skills in essay development and in critical writing, reading, and thinking are emphasized. Students write analytical and argumentative essays, including an academic research paper.

Prerequisite: Grade C or higher in 101 or 111

ENG 105 TECHNICAL ENGLISH

3 (3-0)

The focus of this course is on expository writing for utilitarian purposes in the business and technical fields. Emphasis is on developing a clear and concise style of presentation based on one's audience and purpose. Course assignments include, among others, a set of instructions, various kinds of abstracts based on readings, a comparison-contrast leading to a recommendation, basic business letters and a resume.

Prerequisite: None

ENG 111 HONORS ENGLISH COMPOSITION I

3 (3-0)

For students who have high aptitudes in English. The course places less emphasis on the "fundamentals" and more on the development of individual interests and creative and analytic writing.

Prerequisite: Placement by assessment scores or ACT/SAT scores

ENG 112 HONORS ENGLISH COMPOSITION II

3 (3-0)

Continuation of Freshman English 111. Emphasis is on research and the preparation of one major research paper. Also, considerable importance will be placed on individual, evaluative study, interpretation and creative writing.

Prerequisite: ENG 101 or 111

ENG 201 ENGLISH LITERATURE (Beginnings to 18th Century)

3 (3-0)

An intensive study of selected works from the major periods of English literature. Emphasis is placed on literary analysis to show how the dominating philosophy, attitude or mood of each period is reflected in the works themselves. Its main objective is to furnish the student with a literary background of the development of Western culture. Includes lecture, commentary, discussion and analytical writing.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

ENG 202 ENGLISH LITERATURE (18th, 19th, 20th century)

3 (3-0)

A continuation of English 201. Includes the reading of supplementary works.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

ENG 211 AMERICAN LITERATURE (1600-1860)

3 (3-0)

The course enables the student to conduct an in-depth study of the works of five or six of the great masters of early American literature. The study is based on a series of paperback collections and novels.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

ENG 212 AMERICAN LITERATURE (1860 to the Present)

3 (3-0)

The course enables the student to conduct an in-depth study of the works of five or six of the great masters of early contemporary poetry and prose (1840-1950) and acquaints the student with late contemporary poetry and prose (1950 to date). The study is based on a series of paperback collections and novels and contemporary periodicals.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

ENG 220 POETRY

3 (3-0)

This course is for the college student who is beginning a serious study of literature. The course gives the student a sufficient grasp of the nature and variety of poetry, some reasonable means for reading it with appreciative understanding, and primary ideas of how to evaluate it and write it.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

ENG 221 INTRODUCTION TO LITERATURE

3 (3-0)

An introduction to poetry, drama, fiction, and non-fiction. Analyses of classic and contemporary works help the student to have a better appreciation and understanding of literature.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

ENG 222 SPECIAL TOPICS IN LITERATURE

3 (3-0)

The study of literature that has been grouped by era, nation, and/or content. Selections vary from semester to semester, and the course may be repeated to a maximum of six credits provided there is no repetition of subject matter.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into ENG 101 or permission of Instructor.

Credit: 3 Semester Hours
Contact Hours: Lecture 3, Laboratory 0

ENG 223 MODERN LITERATURE **3 (3-0)**
This course focuses on the poetry and prose of modern writers (1950- present). The study is based on collections of works of established modern writers and literary journals that showcase the works of emerging modern writers.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 224 WOMEN IN LITERATURE **3 (3-0)**
This class will explore the changing perspectives of women through the close reading of writings by and about women in a variety of genres. Topics considered are women's relationship to literary, philosophical, and social movements; the experience of women in various social, political, and cultural landscapes; and the impacts of race, class, and gender in the construction of women's identities and voices.

Prerequisite: Placement in ENG 101 or permission of instructor

ENG 225 MYTHOLOGY **3 (3-0)**
The course focuses on the mythology of Greece and Rome, traditionally called "Classical" mythology, with the added component of a detailed analysis of the "Hero" myth as it appears in a variety of cultures around the world.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 226 CONTEMPORARY WORLD LITERATURE **3 (3-0)**
An exploration of contemporary world literature in English in a variety of genres, focusing on non-Western literature. Students will examine the cultural and personal context of the literature. Through the literature of contemporary writers from around the world, students can compare their lifestyles/values/perceptions/experiences/etc. to those of people from different cultures, giving students a broader and deeper understanding of and more tolerance and respect for those cultures.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 227 THE BIBLE AS LITERATURE **3 (3-0)**
This course will provide an introduction to the study of the Bible both as literature and in literature, and will examine the presentation of major literary genres found in the Bible, refining skills of analysis, synthesis, and evaluation. The course will approach the Bible as literature from a social, historical, and literary perspective, paying special attention to stories and passages that appear repeatedly in literature of Western culture. Readings include influential biblical texts and a broad selection of literary texts drawn from all genres and periods in Western literature.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 228 THE LITERATURE OF FANTASY AND SCIENCE FICTION **3 (3-0)**
A study of the genres of fantasy and science fiction. The course will survey the history of fantasy and science fiction with an emphasis on major contemporary authors. The course will examine the art of storytelling and worldbuilding in fantasy and science fiction to evoke a "sense of wonder." Students will also explore the wide variety of sociological, political, and scientific themes inherent to fantasy and science fiction literature, such as utopian/dystopian worlds, race, class, gender and identity formation, surveillance, and artificial intelligence.

Prerequisite: Placement in ENG 101 or permission of instructor.

ENG 230 LITERATURE FOR CHILDREN **3 (3-0)**
A survey of prose and poetry suitable for use in the elementary classroom. Work with the presentation and selection of materials is designed to give experience with children's books that will aid in the stimulation and guidance of individual recreational reading. Includes student participation involving the reading of selections from children's literature in simulated and actual classroom situations.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 236 LITERATURE AND FOLKLORE OF MICHIGAN'S UPPER PENINSULA **3 (3-0)**
A study of the literature and folklore of the Upper Peninsula with emphasis placed on the primary literary forms. Students will be required to read and discuss U.P. related materials, plus collect and interpret local folklore. Topics considered include U.P. ethnic groups, customs, folk songs, ballads, myths, legends, folk medicines, and speech distinctions.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 240 CREATIVE WRITING **3 (2-1)**
This introductory level class will explore contemporary and classic literary works and the elements required for successful writing across genres. It will focus on reading as a writer and applying identified techniques to produce short stories, poetry, and/or creative nonfiction. Students will respond to both published and peer texts and understand writing as a process dependent on revision.

Prerequisite: Placement in ENG 101 or permission of instructor

ENG 245 CREATIVE NONFICTION **3 (3-0)**
This course provides an introduction into the writing genre of creative nonfiction by focusing on the basic principles of reading and writing creative nonfiction. Students will read and study works by prominent writers of creative nonfiction. Drawing on the course readings for models and idea development, students will produce creative nonfiction works such as the personal essay, the memoir, nature writing, and literary journalism. Additionally, students will construct a writing portfolio of short works in creative nonfiction. Classroom activities will include discussion of the various modes and approaches used in creative nonfiction, analysis of the major creative nonfiction writers, and the writing and revision of student nonfiction works.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 250 TECHNICAL WRITING **3 (3-0)**
Study and practice of communication in technical and scientific fields. Emphasis is on using elements of document design to clearly communicate ideas to a specific audience for a specific purpose. Students also explore aspects of communication theory and apply their findings to their writing. Course assignments include, among others, technical description, proposals, basic research techniques in technical and scientific fields, a formal report, a feasibility study, and an oral presentation.

Prerequisite: ENG 101, ENG 105, or Permission of Instructor

ENVIRONMENT (ENV)

ENV 101 HUMAN ECOLOGY **3 (3-0)**
An analysis and survey course specifically designed to develop students' awareness of their relationship to their biophysical environment, including basic knowledge concerning the environment and the associated problems. Environmental problems will be addressed from economic, social, and political perspectives after a firm understanding of the underlying scientific principles is achieved. Special emphasis will be placed on correctional methods of solving ecological problems

Prerequisite: none

FINNISH (FIN)

FIN 092 CONVERSATIONAL FINNISH **1 (1-0)**
An introduction to provide familiarity with the basic structure, vocabulary, and cultural aspects of the Finnish language.

Prerequisite: None

FOOD SERVICE (FDS)

FDS 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY **2 (2-0)**
This course explores the growth and development of the Hotel and Food Industry; the organization of hotel operations including front of the house; food service marketing, menu strategies, purchasing and receiving procedures, personnel and scheduling; future trends for career opportunities in the hospitality industry.

Prerequisite: None

FDS 202 BARTENDING AND BEVERAGE MANAGEMENT **2 (2-0)**
Provides basic exposure to bar set-up, costs and percentages, inventories, purchasing and controls, staffing, mixing and serving techniques, various beverage combinations, liquors, beers, wines, customer relations and legalities and ways to develop beverage sales and service programs.

Prerequisite: None

FORESTRY (FOR)

FOR 105 NATURAL RESOURCES SEMINAR **1 (1-0)**
This course introduces students to the various careers within forestry, conservation, applied ecology, environmental science, and wildlife ecology that represent specialties within natural resources.

Prerequisite: None

FOR 107 FIELD TECHNIQUES **1 (0-3)**
Equipment and techniques used to measure forest ecosystem attributes and perform fieldwork. Topics include field safety, land measurement and navigation, establishment of sample locations, measurement of attributes of individuals and groups of trees, vegetation and other organisms.

Prerequisite: None

FOR 112 VEGETATION OF NORTH AMERICA 4 (2-4)
Identification of trees and shrubs. Study of seed dispersal, dormancy, and community ecology, with an emphasis on trees. Systematic study of the major forested vegetation types of North America.
Prerequisite: None

FOR 113 FOREST ECOLOGY 3 (2-3)
Environmental factors and plant and animal characteristics which control composition, structure, and function of forest ecosystems. Emphasis on how ecosystems change across space and time and knowledge needed to sustainably manage forest ecosystems for social, economic, and ecological benefits.
Prerequisites: FOR 112 and FOR 107

FOR 200 SUMMER INTERN EXPERIENCE 2 (0-2)
This course provides structure to a work experience with an agency or company related to this career field. This internship will offer the opportunity for the student to further develop on-the-job experience related to this field of study and enhance future career options
Prerequisite: sophomore status

FOR 203 SOIL SCIENCE 4 (3-3)
Introduction to the chemical, physical, and biological properties of soil. The student will gain a basic understanding of soil physical, chemical and biological properties and how they relate to forest management and plant ecology.
Prerequisite: Proficiency in HS Chemistry and/or CHM 099 as a refresher course as needed.

FOR 204 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS FOR NATURAL RESOURCE MANAGEMENT 4 (3-3)
The fundamentals of GIS and its application to natural resource management. Spatial data, its uses and limitations are evaluated. Students work extensively with the ARCGIS software package. Each major component of a GIS will be explored.
Prerequisite: MTH 211

FOR 207 TIMBER HARVESTING 2 (1-3)
This course is designed to provide you with background and basic information regarding the removal of timber from the forest and the associated ecological, aesthetic, and financial impacts.
Prerequisite: None

FOR 209 MULTI-RESOURCE ASSESSMENT 3 (1-4)
Develops a basic proficiency in the application of multiple-resource measurement techniques. Gain familiarity with the application of individual tree and landscape measurements as well as estimation of growth, sampling techniques, computational procedures, and mapping procedures commonly used in forest and land management. To gain an applied knowledge of inventory techniques and their application to the sustainable management of natural resources.
Prerequisites: FOR 107, FOR 113, FOR 210, and MTH 211

FOR 210 BIOMETRICS AND DATA ANALYSIS 4 (3-3)
Sampling design, implementation and analysis for inventory and monitoring of attributes of stands, forests and landscapes. Includes computing skills for data entry, storage and analysis and application of statistical techniques to answer questions about ecological data.
Prerequisites: MTH 110, MTH 211

FOR 221 PRACTICE OF SILVICULTURE 4 (2-4)
Methods of controlling the establishment, growth, composition, health and quality of forests and woodlands to meet the diverse needs and values of landowners and society on a sustainable basis. To gain an understanding of how to use silvicultural practices to meet multiple resource management objectives
Prerequisites: FOR 112, FOR 107, FOR 113, and MTH 211

FOR 226 WILDLIFE HABITAT 3 (2-3)
Understand the ecological basis for management of forest wildlife and how forest management influences wildlife populations.
Prerequisite: None

FOR 227 LAND MEASUREMENT AND GPS 1 (0-3)
Introduces field measurements and computations involved in determining direction, distance, and area. Covers the hand compass, pacing, and use of GPS, including differential correction. Integration of GPS data with GIS is emphasized. Demonstrate a basic level of skill and confidence in carrying out field assignments that may be required of an entry level natural resources technician.
Prerequisite: None

FOR 228 FOREST HEALTH 3 (2-3)
Drawing on examples from the Great Lakes region, and other parts of North America, this course will consider which type of insects and pathogens attack our trees and forests, how they interact.
Prerequisite: None

FOR 229 CONSULTING FORESTRY 2 (2-0)
For students who are considering consulting forestry as a career. Covers issues specific to working with private landowners, stewardship plan writing, choosing a business entity, marketing, taxes, income/expenses, insurance, timber sale administration, and resolving landowner disputes. To learn the basics of running a consulting forestry business.
Prerequisite: None

FOR 243 INTRODUCTION TO WILDLAND FIRE 3 (3-0)
An introduction to wildland fire based on an understanding of fuel properties, fire behavior, ecological effects and management.
Prerequisite: None

GEOGRAPHY (GEG)

GEG 101 INTRODUCTION TO GEOGRAPHY 4 (4-0)
The course deals mainly with elements of the natural landscape including: earth-sun relationships, weather, climate, soils, natural vegetation, and landforms, with related major activities, and their cultural landscape manifestations.
This fulfills a social science requirement.
Prerequisite: None

GEG 111 WORLD REGIONAL GEOGRAPHY 3 (3-0)
A survey of the world's nations and geographic regions. Each region will be discussed in connection with population, natural environment, size and location, economy, political situation, problems and potentialities.
This fulfills a social science requirement.
Prerequisite: None

GEOLOGY (GLG)

GLG 101 FUNDAMENTALS OF EARTH SCIENCE 4 (3-2)
Introduction to the principles of geology, oceanography, meteorology and climatology. The laboratory experience consists of working with weather and topographical maps, rocks, minerals and fossils. Field trips may be required.
Prerequisite: None

GLG 102 PHYSICAL GEOLOGY 4 (3-3)
A study of the earth's crust and its constituents, the various geological processes of diastrophism, plate tectonics, and erosion. Lab work includes study of common rocks and minerals, aerial photo, topographic and geological map interpretation.
Prerequisite: None

GLG 150 FIELD GEOLOGY 1-4 (Variable)
Studies in rocks, minerals, fossils and landforms in applied field situation. Specimen collection and outdoor photography are an integral part of the course. A report will be required.
Prerequisite: Consent of Instructor

HEALTH EDUCATION (HED)

HED 101 WEIGHT MANAGEMENT/NUTRITION 2 (2-0)
This course is designed to promote lifetime behavioral changes. Through a multi-disciplinary approach which includes a nutrition component, exercise component, behavioral modification component and maintenance component, the student is assisted in developing healthy attitudes, sound decision making skills, as well as the knowledge required to make healthy dietary choices.
The primary content of this course is directly related to an Allied Health/Business occupational program.
Prerequisite: None

HED 103 BASIC LIFE SUPPORT-HEALTH CARE PROVIDERS .5 (5-0)
The Basic Life Support Healthcare (BLS) Provider course is designed to teach cardiopulmonary resuscitation (CPR) skills to healthcare professionals. This course includes adult, child, infant CPR, and foreign- body airway obstruction. Proper operation of an automated external defibrillation (AED) will be required. Successful completion of a written and practical exams is required to obtain a two year certification from the American Heart Association. This course is intended for healthcare professionals.
The primary content of this course is directly related to an Allied Health occupational program.
Prerequisite: None

HED 105 INTRODUCTION TO MEDICAL TERMINOLOGY 2 (2-0)

An introduction to medical terminology designed to increase familiarity with terms used in medicine learning root words, prefixes, suffixes, and combining forms. This course will help you learn the terms that describe very specific healthcare conditions or procedures. The terminology will be presented and analyzed as it corresponds to body systems. Students will learn to examine unknown words and identify commonly used abbreviations.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HED 120 LIVING WITH HEALTH 3 (3-0)

Examines health issues and presents contemporary approaches to personal health. Emphasis is on problem prevention, focusing on topics as stress, hypertension, nutrition, depression, smoking, and sexually transmitted diseases.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HED 130 STRESS MANAGEMENT 2 (2-0)

This course is a holistic approach to stress management which emphasizes scientific knowledge and an awareness of how attitudes and unhealthy practices cause stress. Healthy coping skills are developed to reduce negative stress experienced in adult life. Included are lecture, discussion, role playing, relaxation techniques, physical activities, instructional aids, and individual self-discovery projects.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HED 160 GROWING OLD IN A NEW AGE 3 (3-0)

This course introduces students to the study of a growing and influential segment of our society, the elderly. Provides an understanding of the process of aging, old age as a state of life, and the impact of aging on society.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HED 230 NUTRITION 3 (3-0)

An introductory course in the science of food and its role in all age groups. Emphasizes the importance of nutrition in the normal growth and development process of the human body. Theory is supplemented by practical applications such as food label reading, weight control, and functions in disease states. The course includes elements for students of Nursing and Early Childhood Development, and allows students to collaborate using their many different styles of learning.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HEALTH INFORMATION TECHNOLOGY (HIT)**HIT 103 INTERNSHIP 2 (0-4)**

Clinical internship in which the Medical Coding and Billing student will obtain hands on experience in the principles and concepts learned within the program. The student will work with an automated encoder/grouper and other health information software including, if available, an electronic recorder. The time the student will spend at eh clinical site will total not less than 60 hours.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: BIO 105, HIT 108, HIT 109, HIT 110, HIT 205, HIT 226, BUS 116 or permission of advisor and instructor

HIT 108 MEDICAL OFFICE PROCEDURES 2 (2-0)

This course provides an introduction to processing health information and the professional skills needed within a medical office. The student will start by learning professionalism, communication techniques, telephone etiquette, as well as other employability skills that are necessary to work in a medical office. The course will then move onto scheduling, data entry, posting charges and payments, adjustments, claims processing and other relevant medical office procedures.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HIT 109 HEALTH CARE DATA/STRUCTURE 2 (2-0)

This course provides an analysis of the health record including content, structure, and use. The legal and ethical issues involved in the documentation found in the record will be discussed. Data, data sets, primary and secondary records will also be evaluated. At the conclusion of the course, the student will be able to identify where information will be found in the record and in other resources or data sets.

The primary content of this course is directly related to an Allied

Health/Business occupational program.

Prerequisite: None

HIT 110 INTRODUCTION TO HEALTH INFORMATION MNGNT 4 (4-0)

This online course will provide the student with the background needed to develop an understanding of the delivery systems, regulatory agencies and reimbursement methodologies in the healthcare system. Students will learn about the different types of healthcare facilities and the various disciplines involved, be able to read and interpret healthcare regulations that affect the different types of healthcare facilities and have a basic understanding of Medicare, Medicaid, Blue Cross and Blue Shield, Worker's Compensation, Tricare and disability compensation.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: None

HIT 205 DISEASE PROCESS AND PHARMACOLOGY 4 (4-0)

This is an online course which looks at signs/symptoms, etiology, diagnosis and treatments involved for a basic understanding of human diseases and conditions. The student will also learn about the pharmaceuticals for these diseases and conditions.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: BIO 105 and BUS 116 with a minimum accepted grade of C (75%)

HIT 212 HEALTH CARE INSURANCE PROCESSING 2 (2-0)

This course integrates all of the competencies obtained throughout the program. The student utilizes health information, coding principals, and knowledge of healthcare reimbursement and regulatory standards to legally and ethically process healthcare claims. Students will be required to work on an encoder and obtain practical experience at their mentoring site.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: HIT 108 with a minimum accepted grade of C (75%)

HIT 215 AMBULATORY CARE CODING 4 (4-0)

This is an online course which provides the student with the background and skills needed to code in the ambulatory care setting. The student will code utilizing the HCPCS coding system composed of CPT and national codes for physician billing, outpatient/ancillary care, emergency department and ambulatory care. The importance of documentation to support the code selection, especially in the area of Evaluation and Management, will be stressed. Legal and ethical issues involving coding and submission of claims will also be discussed. Prospective payment in ambulatory and outpatient services (RBRVS and APC) will be presented and the implications of coding will be discussed.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: HIT 226 with a minimum accepted grade of C (75%)

HIT 216 CCA REVIEW 2 (2-0)

This online course is designed to assist the student in reviewing for the Certified Coding Associate (CCA) exam through the American Health Information Management Association (AHIMA). It will cover test taking strategies and review of the content areas covered during the Medical Coding and Billing program. The student will become comfortable with online testing and special format questions used in the CCA exam.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: HIT 108, HIT 109, HIT 110, HIT 205, HIT 226 with a minimum accepted grade of C (75%)

Corequisite: HIT 103, HIT 212, HIT 215

HIT 226 ICD-10-CM/PCS CODING 4 (4-0)

This online course is designed to assist the student in reviewing for the Certified Coding Associate (CCA) exam through the American Health Information Management Association (AHIMA). It will cover test taking strategies and review of the content areas covered during the Medical Coding and Billing program. The student will become comfortable with online testing and special format questions used in the CCA exam.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: HIT 109, BIO 105 and BUS 116 with a minimum accepted grade of C (75%)

Corequisite: HIT 205

HOSPITALITY (HOS)**HOS 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY 2 (2-0)**

This course provides a basic understanding of the hospitality industry: Lodging, Food Service, and Resorts by tracing the Industry's growth and development, reviewing the organization of hospitality businesses, and by focusing on industry

opportunities and future trends.

Prerequisite: None

HISTORY (HST)

NOTE: Students may take both Western and World Civilization courses in combination, but not for the same time periods.

Permitted combinations:

101,102 101,104 102,103 103,104

Prohibited: 101,103 102,104

HST 101 HISTORY OF WESTERN CIVILIZATION TO 1750 4 (4-0)

This course covers the history, cultures and values of western society from the prehistoric period to the Enlightenment. It examines the development of early civilizations in the ancient Near East; the rise of classical civilization in Greece and Rome; the influence of early Christianity and Islam on Europe; the development of European society, religion and politics during the Middle Ages; the Renaissance, the Reformation, the Scientific Revolution and the Enlightenment; and western contacts with the Americas and Asia in the 15th through 18th centuries.

This course fulfills a humanities requirement.

Prerequisite: None

HST 102 HISTORY OF WESTERN CIVILIZATION 1750 TO PRESENT 4 (4-0)

This course covers Western Civilization from 1750 to the present. Topics include the Enlightenment and changes which led to the French Revolution; the French Revolution and how it influenced the western world; the intellectual, cultural, social, and political changes in the 19th century as Europe came to dominate much of the world; the crises of the first half of the twentieth century, such as the world wars and the depression; the rise of the Soviet Union; and the post-World War II period with the rise of the welfare state, the Cold War, decolonization, and the collapse of the communist world.

This course fulfills a humanities requirement.

Prerequisite: None

HST 103 HISTORY OF WORLD CIVILIZATION TO 1650 4 (4-0)

This course covers the emergence of world history from ancient times to the beginnings of the modern period in the 17th century. It examines the rise of civilization in the Middle East and China; classical civilizations in Greece, Rome, India, and the Americas; the early development of African civilization; the rise and spread of Islamic civilization; the spread of Chinese civilization; and the rise of the western world discussed in the context of principal political, religious, economic and cultural forces molding these societies.

This course fulfills a humanities requirement.

Prerequisite: None

HST 104 HISTORY OF WORLD CIVILIZATION FROM 1450 4 (4-0)

This course covers the evolution of leading civilizations and the interaction among different peoples and societies around the globe. It examines the rise of the west as a dominant influence on the world; global change in Africa and Asia; industrialization and imperialism throughout the 19th century; major developments in the history of Latin America from its colonial period; the crises in the west during the 20th century; the rise and fall of the Soviet Union; decolonization; and major developments in Asia, especially Japan, during the 20th century.

This course fulfills a humanities requirement.

Prerequisite: None

HST 150 HISTORY OF THE GOGEBIC RANGE 3 (3-0)

A general but systematic study of the history of the Gogebic Iron Range and what its role was in state, national, and world history. The course also discusses methods of compiling and preserving what remains of this history and the useful applications that could result from preservation.

This fulfills a social science requirement.

Prerequisite: None

HST 160 PACIFIC CENTURY 3 (3-0)

An introductory, college-level survey of the modern history, economics, politics, and cultures of the Pacific Basin region.

This fulfills a social science requirement.

Prerequisite: None

HST 170 AMERICAS 3 (3-0)

A study of the 20th century political, economic, social, and cultural history of Latin American and the Caribbean. Focuses on the key issues and events crucial to understanding the development of the modern-day Americas.

This fulfills a social science requirement.

Prerequisite: None

HST 201 UNITED STATES HISTORY TO 1877 3 (3-0)

This course covers the political, social, and cultural history of the United States from its colonial founding through the Reconstruction period. It examines the clash of European and native civilizations; development of colonies; growing independence of the colonies; revolution and the formation of a national government; nation building; sectional conflict; the Civil War; and rebuilding the nation after the war.

This fulfills a social science requirement.

Prerequisite: None

HST 202 UNITED STATES HISTORY FROM 1865 3 (3-0)

This course covers the political, social, and cultural history of the United States from the Reconstruction period to the present. It examines the rebuilding of the nation after the Civil War; settlement in the Midwest and industrialization; the Progressive Era; World War I; the 1920s and the Great Depression; World War II; the cold War at home and abroad; the political and cultural transformation of the 1960s and 1970s; and the resurgence of conservatism.

This fulfills a social science requirement.

Prerequisite: None

HST 212 MICHIGAN HISTORY 3 (3-0)

A survey of Michigan history from the coming of the white man; the history of the state in its regional and national context.

Prerequisite: None

HST 226 NATIVE AMERICAN HISTORY 3 (3-0)

An ethno-historical study of Native American cultures from prehistoric times to the present. The major emphasis will be on patterns and diversity among tribal groups through a historic timetable.

This fulfills a social science requirement.

Prerequisite: None

HST 250 HISTORY SPECIAL TOPICS 1-4

Seminar course exploring special topics relevant to the field of history may be offered on occasion. Topics covered and credits offered will vary. Students must seek consent from their academic advisor and the Dean of Students to ensure that credits from the seminar courses may be applied to certificate and degree requirements.

Prerequisite: None

HUMANITIES (HUM)

HUM 111 SIGNS, SYMBOLS, AND SYSTEMS: THE FOOTPRINTS OF HUMANITY - HONORS 3 (3-0)

This interdisciplinary course illustrates the interdependence of the scholastic disciplines through a study of the development of its signs, symbols, and systems. Team taught by art, history, drama, music, language, math, and science instructors, HUM 111 is an enlightening, fast-paced, multi-dimensional humanities elective.

This course fulfills a humanities requirement.

Prerequisite: Assessment Scores

HUM 201 HUMANITIES IN THE WESTERN WORLD - 1400 TO PRESENT 3 (3-0)

This course provides a general introduction to humanities studies with an emphasis on literature/philosophy, art, and cultural and intellectual history from approximately the Renaissance period through the twentieth century. It will focus on particular topics in humanistic studies in Western Europe. Topics will include the Renaissance; Enlightenment; Romanticism, the Nineteenth Century; World War; and contemporary cultural trends.

This course fulfills a humanities requirement.

Prerequisite: Placement by assessment scores or ACT/SAT into ENG 101 or permission of Instructor.

HUM 205 INTRODUCTIONS TO COMPARATIVE RELIGIONS 3 (3-0)

This course is an introduction to the various religions of the world. In addition to learning about each religion, the student will also be exposed to methods used to study and compare religions. The student needs no prior experience in the study of religion. Through this course, students will survey and discuss the nature of religion, the indigenous religions of Africa, the Americas, China, and Japan, and the major world religions of Hinduism, Buddhism, Judaism, Christianity, and Islam.

This course fulfills a humanities requirement.

Prerequisite: None

INDUSTRY (IND)

IND 111 INDUSTRIAL ORGANIZATION 2 (2-0)

This course is designed to introduce students to the organization of a manufacturing facility and to careers available to a graduating student. Additional attention is given to the pioneers and founders of the manufacturing industry.

The primary content of this course is directly related to a Graphic

Communications occupational program.
Prerequisite: None

IND 112 INDUSTRIAL MANAGEMENT 2 (2-0)
This course introduces students to the managerial practices and financial aspects of a manufacturing entity with additional attention being given to manufacturing quality.

The primary content of this course is directly related to a Graphic Communications occupational program.

Prerequisite: IND 111

Prerequisite: Must be in final semester of CAD program or have consent of instructor(s)

IND 200 INDUSTRIAL SEMINAR 6 (2-8)
Students will work as a team under the instructor's supervision. The students will choose a product to manufacture, select the equipment needed for manufacturing, program the CNC equipment, procure materials, calculate payroll, perform a project cost analysis, design and build necessary fixtures, prototype and manufacture the product, and provide comprehensive documentation of the product. This course allows the student to be creative in applying his or her skills and knowledge toward the creation and manufacture of a product. This is primarily a "hands" on type of course with the instructors providing guidance and direction when necessary.

The primary content of this course is directly related to a Mechanical Design and Engineering Technology Occupational program.

Prerequisite: Must be in final semester of Mechanical Design & Engineering Technology program or have consent of instructor(s).

ITALIAN (ITL)

ITL 092 CONVERSATIONAL ITALIAN 1 (1-0)
Presents each student a basic foundation and method of building upon it. Emphasis shall be upon pronunciation and memorization including repetitive speech. The practice of phonetics provides an important key to success.
Prerequisite: None

ITL 094 CONVERSATIONAL ITALIAN: ITALIAN LANGUAGE AND CULTURE 1 (1-0)
An extension of ITL 092, this course provides students with further practice in conversational Italian and emphasizes increased knowledge of the culture of Italy.
Prerequisite: ITL 092

JOURNALISM (JRN)

JRN 101 JOURNALISM 3 (3-0)
This course is designed to provide basic information about the journalist's role in the mass media and in society. The student will also be able to develop and refine his/her practical writing skills through the production of the GCC student newspaper, *The Chieftain*. With this experience, the student will gain a working knowledge and perspective of the organizational, writing, editing, and advertising areas of publication. Local resource people will address students on various aspects of the media throughout the course.
Prerequisite: ENG 101, 105, or Permission of Instructor

LANGUAGE (LAN)

LAN 100 CONVERSATIONAL LANGUAGES 1 (1-0)
An introduction to provide familiarity with the basic structure, vocabulary and cultural aspects of the more popular languages spoken in our pluralistic culture of today.
Prerequisite: None

MATHEMATICS (MTH)

MTH 090 COMPUTATIONAL SKILLS I 3 (3-0)
A course for students who need to review or improve the essential skills related to addition, subtraction, multiplication, division, and order of operations of whole numbers. Students may be assigned supplemental instruction from developmental course materials.
This course does not count toward an Associate of Arts or Associate of Science degree.
Prerequisite: None

MTH 091 COMPUTATIONAL SKILLS II 3 (3-0)
A course to improve the application of basic math skills while learning special skills necessary in dealing with fractions, decimals, order of operations, exponents, variables, equations, units, and estimations. Applications will include consumer, business, and technical topics. Students may be assigned supplemental instruction from developmental course material.
This course does not count toward an Associate of Arts or Associate of Science degree.

Prerequisite: MTH 090 or appropriate placement exam score

MTH 099 APPLIED MATHEMATICS 3 (3-0)
Designed to upgrade and develop the basic math skills for those who will be employed or self-employed in various occupational fields. Topics covered include fractions, decimals, number systems, ratio and proportion, metric systems. Practice and practical application to industrial use are emphasized.
This course does not count toward an Associate of Arts or Associate of Science degree.
Prerequisite: None

MTH 100 BASIC MATHEMATICS 4 (4-0)
A course covering the fundamental operations of basic mathematics including whole number operations, fractions, decimals, ratio and proportion, percentages, square roots and perfect squares, the Pythagorean theorem, basic statistics, signed numbers, pre-algebra concepts and real-life applications.
This course does not count toward an Associate of Arts or Associate of Science degree.
Prerequisite: Appropriate placement exam score

MTH 103 INTRODUCTION TO ALGEBRA 3 (3-0)
An entry level algebra course designed for the student who has never taken algebra but has a solid background in arithmetic skills. Topics covered include an introduction to: Solving linear and quadratic equations and inequalities, operations with polynomials, factoring, rational expressions, exponents, radical expressions, and graphing.
This course does not count toward an Associate of Arts or Associate of Science degree.
Prerequisite: MTH 100 or appropriate placement exam score

MTH 104 INTERMEDIATE ALGEBRA 3 (3-0)
This is designed as a beginning course for the student who has completed one year of high school algebra or who has been out of school for several years. Topics include a more in-depth study of: solving linear and quadratic equations and inequalities, operations with polynomials, factoring, rational expressions, exponents and radical expressions, and graphing.
This course does not count toward an Associate of Arts or Associate of Science degree.
Prerequisite: MTH 103 or appropriate placement exam score

MTH 106 MATHEMATICS FOR THE ENGINEERING TECHNOLOGIES 4 (4-0)
A course covering technical applications in measurement, conversion, ratio, proportion, percentages, basic statistics, basic algebra, practical plane geometry, triangle trigonometry, and solid figure calculations.
Prerequisites: MTH 100 or appropriate placement score

MTH 108 PRACTICAL MATH 4 (4-0)
MATH 108 is a course which demonstrates mathematics' usefulness and relevance to students' daily lives through topics such as calculating interest and understanding voting systems. The course emphasizes problem-solving skills, practical applications, probability, statistics, and the history of mathematics. MATH 108 unveils the relevance of mathematics and its creative human aspect to students. This course investigates a variety of areas in which mathematics is concretely applied, in a way which is both engaging and accessible to students who do not necessarily have strong interests in the sciences.
Prerequisite: MTH 103 (passed with a C or higher) or appropriate Math placement score

MTH 110 COLLEGE ALGEBRA 4 (4-0)
This course covers equation solving and functional analysis. Topics covered include: systems of real numbers, operations on polynomials and rational expressions, functions, conic sections, roots, exponential and logarithmic functions, systems of equations, and elementary matrix algebra.
Prerequisite: MTH 104 or MTH 108

MTH 112 TRIGONOMETRY 3 (3-0)
This course covers functions of acute angles, solution of right triangles and applications. Functions of a general angle, identities, related angles, radian measure, graphing the trigonometric functions, addition formulas and related identities, logarithms, oblique triangles, inverse trigonometric functions, vectors.
Prerequisite: MTH 110

MTH 120 FINITE MATHEMATICS 4 (4-0)
This course is designed primarily for students in business and the social and life sciences. It builds algebraic skills while emphasizing applications and mathematical modeling. It deals with problems in the social sciences, business, natural sciences, and other areas. Concepts introduced include linear systems, matrices, the simplex method, sets and counting methods, probability, Bayes' theorem, descriptive statistics, normal and binomial distributions, simple and compound interest, annuities and present value, sequences and difference equations. Requires the use of a graphing calculator.
Prerequisite: MTH 104 (passed with C or better) or satisfactory score on the Math Placement Exam

MTH 121 PRINCIPLES OF ELEMENTARY MATHEMATICS I 4 (4-0)

This course is intended primarily for future elementary and junior high school teachers. A precise treatment of the mathematics underlying arithmetic will be given, with the emphasis on the "why" of arithmetic procedures. The course will cover systems of numeration, sets, relations, whole numbers, rational numbers, real numbers, construction and properties of number systems, basic number theory and computational methods.

Prerequisite: MTH 104

MTH 122 PRINCIPLES OF ELEMENTARY MATHEMATICS II 4 (4-0)

This course is a continuation of Mathematics 121. It will include selected topics from informal geometry such as elementary theorems and proofs, area and volume, coordinate systems, topology, axiomatic method, as well as logic, basic probability, and statistics. The LOGO programming language will be introduced.

Prerequisite: MTH 121 or Permission of Instructor

MTH 150 CALCULUS AND ANALYTIC GEOMETRY I 5 (5-0)

Functions and their graphs, rate of change of functions, theorems about limits, derivatives, chain rule, differentials dy and dx , maximum and minimum theory, derivatives of inverse functions, natural logarithms, and exponential functions, tangents and normals to curves. Newton's method for approximating roots of equations, introduction to integration, differentiation and integration of sines and cosines, areas under a curve, trapezoidal rule for approximating an integral, and topics in analytic geometry.

Prerequisite: MTH 110 and MTH 112

MTH 151 CALCULUS AND ANALYTIC GEOMETRY II 4 (4-0)

Applications of the definite integral, volumes, length of arc of plane curves, areas of surface of revolution, moments and center of mass, centroid, infinite series, MacLaurin's Series, Taylor's Series, indeterminate forms, Vectors and parametric equations basic methods of integration, partial fractions, integration by parts, and trigonometric substitutions.

Prerequisite: MTH 150

MTH 152 CALCULUS III 4 (4-0)

Scalar and vector product, spherical and polar coordinates, partial differentiation, directional derivatives, the total differential, multiple integrals, path and curve integrals, surface integrals, and Green's Theorem.

Prerequisite: MTH 151

MTH 211 INTRODUCTION TO STATISTICS 3 (3-0)

MATH 211 includes the organization of data, summation notation, measures of central tendency and dispersion, probability, types of probability distributions, sampling, hypothesis testing, regression and correlation, and analysis of disparities. Outcome of experiments and interpretation of data are related to business, sociological, psychological, and educational problems.

Prerequisite: MTH 108 or MTH 110

MTH 220 ORDINARY DIFFERENTIAL EQUATIONS WITH LINEAR ALGEBRA 4 (4-0)

First order equations, second and higher order equations with constant coefficients, solution by operator methods, matrices, systems of linear equations, eigenvalues and eigenvectors, systems of linear differential equations, applications, power series solution of 2nd order equations will be covered. Also includes a module on linear algebra.

Prerequisite: MTH 152

MTH 280 HONORS MATH SEMINAR 1 (1)

Students must take this one-credit seminar simultaneously with a four-credit higher-level math course. A grade of "C" or better in both courses will convert into five honors credits on students' transcripts. Students will understand the impact of mathematical thought, both historical and modern, on the world and will work on special projects that relate their higher-level math class to everyday concerns.

Prerequisite: Assessment Scores

MUSIC (MUS)**MUS 101 MUSIC THEORY 3 (3-0)**

The study of the elements of music-elementary theory, musical notation, chord construction and relationships, and ear training; all as related to the piano keyboard.

Prerequisite: None

MUS 102 MUSIC APPRECIATION 3 (3-0)

An introduction to the sounds and composition of serious music from ancient times to the present, with an emphasis on the recognition of musical styles through recorded sound.

This course fulfills a humanities requirement.

Prerequisite: None

MUS 103 PIANO CLASS 1 (0-3)

An introduction to basic piano technique with emphasis upon the special needs of the elementary classroom teacher.

Prerequisite: None

MUS 104 APPLIED MUSIC 2 (0-3)

Private instruction per week on piano, voice, wind or percussion instruments, depending on availability of instruction.

Prerequisite: None

MUS 105 CHOIR- CIVIC CHORUS 1 (0-2)

Membership is open to those who demonstrate sufficient vocal ability. Students may participate in the college-sponsored Civic Chorus, a larger choral group formed of singers of all ages from the area. May be taken with or without credit.

Prerequisite: None

MUS 106 BEGINNING INSTRUMENTAL MUSIC 1 (2-0)

Classroom instruction on brass, woodwinds, and percussion. Open to those interested in learning to play a band instrument. A refresher course for those who have not played for many years. Some instruments are available.

Prerequisite: None

MUS 107 CONCERT BAND 1 (0-2)

Performance in a college instrumental group. May be taken with or without credit. May be repeated for credit.

Prerequisite: MUS 106 or Playing Ability

MUS 125 MUSIC THROUGH THE GENERATIONS 3 (3-0)

An historical study of western and non-western music from ancient to modern civilization with an emphasis on the relationship of music to its relative society.

This course fulfills a humanities requirement.

Prerequisite: None

MUS 130 JAZZ, FOLK, ROCK, & BROADWAY MUSIC 3 (3-0)

A study and comparison of the styles, elements, composers, and performers of Broadway, folk, jazz, and rock music.

This course fulfills a humanities requirement.

Prerequisite: None

MUS 203 INTERMEDIATE PIANO 1 (0-3)

A continuation of MUS 103 with more emphasis on piano technique and repertoire. The student will become more familiar and comfortable in piano playing and be able to have some degree of skill in sight reading piano literature.

Prerequisite: MUS 103 or Instructor Consent

MUS 240 VOCAL-VOICE 2 (1-1)

Classroom instruction in vocal technique; individual study in voice and the fundamentals of singing.

Prerequisite: None

NURSING (NUR)**NUR 140 FUND. CONCEPTS OF NURSING PRACTICE ACROSS THE LIFESPAN 7 (6-3)**

This course provides the acquisition and application of fundamental concepts important to the practice of nursing including those related to patient-centered care, the healthcare environment, and professional nursing practice. Includes care of stable patients with a focus on wellness and health promotion. Mental health is integrated throughout the course. Application of knowledge and skills occurs in the nursing laboratories and clinical settings.

Pre-requisites: Admission into the Nursing Program.

Co-requisites: NUR 141 Clinical Experience of Fundamental Concepts
NUR 142 Clinical Reasoning in Current Nursing Practice

NUR 141 CLINICAL EXPERIENCE OF FUNDAMENTAL CONCEPTS 1 (0-0-3)

This course provides the application of fundamental concepts important to the practice of nursing including those related to patient-centered care, the healthcare environment, and professional nursing practice. Includes care of stable patients with a focus on wellness and health promotion. Mental health is integrated throughout the course.

Pre-requisites: Admission into the Nursing Program.

Co-requisites: NUR 140, NUR 142

NUR 142 CLINICAL REASONING IN CURRENT NURSING PRACT. 2 (2-0)

This course introduces the learner to clinical reasoning used in nursing. In this course the student learns to use critical thinking skills and strategies that underscore the clinical reasoning represented in the nursing process as well as dealing with aspects of the healthcare system for safe practice in the current healthcare environment. This course forms the basis for the thinking processes applied throughout all nursing courses.

Prerequisite: None

NUR 144 CONCEPTS OF NURSING PRACTICE IN THE CARE OF PATIENTS WITH UNCOMPLICATED CONDITIONS

9 (8-3-0)

This course builds on the fundamental concepts providing for the acquisition of additional concepts and application of concepts of nursing applied to the care of patients experiencing uncomplicated health issues. The course also includes care of the reproducing family during pregnancy and care of the newborn and children. Mental health is integrated throughout the course. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.

Prerequisite: None

NUR 145 CLINICAL EXPERIENCE OF NURSING PRACTICE I

4 (0-0-12)

This course builds on the fundamental concepts providing for the acquisition of additional concepts and application of concepts of nursing applied to the care of patients experiencing uncomplicated health issues. The course also includes care of the reproducing family during pregnancy and care of the newborn and children. Mental health is integrated throughout the course. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings

Pre-requisites: NUR 140, NUR 141, NUR 142.

Co-requisites: NUR 144

NUR 150 PRACTICAL NURSING EXIT COURSE

3 (3-0)

The purpose of this course is to prepare students completing the first year of the ADN program who choose to engage in nursing at the level of the Practical Nurse scope of practice. This course provides additional nursing content and skills needed at the PN level focusing on the SLOs at the end of the second level of nursing courses.

Prerequisites: NUR 140, 141, 142, 144, 145

NUR 240 CONCEPTS OF NURSING PRACTICE IN THE CARE OF ADULTS WITH STABLE AND UNSTABLE CONDITIONS

5 (4-3)

This course further expands on the concepts of nursing practice with application to the care of adult patients with stable and unstable conditions. Mental health is integrated throughout the course. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.

Prerequisite: None

NUR 241 CLINICAL EXPERIENCE OF NURSING PRACTICE II

4 (0-0-12)

This course further expands on the concepts of nursing practice with application to the care of adults with stable and unstable conditions. Mental health is integrated throughout the course. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.

Pre-requisites: NUR 140, NUR 141, NUR142, NUR144, NUR145

Co-requisites: NUR 240

NUR 244 CONCEPTS OF NURSING PRACTICE IN THE CARE OF PATIENTS WITH COMPLEX CONDITIONS

4 (4-0)

This course builds on all previous nursing courses to further refine and apply the concepts of nursing practice to the care of patients with complex conditions. The course focuses on a variety of patient populations through clinical experiences and simulation to provide the necessary patient care experiences. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.

Pre-requisites: NUR 140, NUR 141, NUR 142, NUR 144, NUR 145 or advanced placement

Co-requisites: NUR 240, NUR 246

NUR 245 CLINICAL EXPERIENCE OF COMPLEX PATIENTS

4 (0-0-12)

This course builds on all previous nursing courses to further refine and apply the concepts of nursing practice to the care of patients with complex conditions. The course focuses on a variety of patient populations through complex clinical experiences in a variety of clinical settings.

Prerequisite: None

NUR 246 TRANSITION TO NURSING PRACTICE

2 (2-0)

This theory course focuses on strengthening the students' knowledge base and thinking skills in preparation for current practice by applying clinical reasoning to case studies based on patients experiencing multisystem health issues.

Pre-requisites: NUR 240, NUR 241

Co-requisites: NUR 244, NUR 245

NUR 209 COMPLEX NURSING KNOWLEDGE AND PATHOPHYSIOLOGY OF ADULTS I

4 (3-3)

This course will introduce the student to complex medical/surgical problems which interfere with the adult's ability to achieve or maintain their state of health. Knowledge of pathophysiology, pharmacology, physical assessment and nutrition will be incorporated. Emphasis is on development and application of nursing knowledge, skills, values, meanings and experiences in complex medical-surgical nursing and physiology across the lifespan. Emphasis is strongly emphasized on developing the student's ability to prioritize, supervise, and delegate patient needs based on the complex patient.

The lab experience simulates clinical experiences which will assist the student to apply foundational and technically oriented nursing theory. The practice of complex physical assessment skills will enable the student to incorporate significant information when applying nursing knowledge of various patient situations. Upon completion of this course, the student will be able to safely and effectively select and use appropriate technology in the planning and provision of professional nursing care in the lab setting, while preparing for the clinical experience.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Associate Degree Nursing Program Admission, BIO 251, LPN licensure

Corequisite: NUR 211, NUR 217, NUR 223, NUR 226, BIO 215 (unless completed)

NUR 211 INTRODUCTION TO REGISTERED NURSING

1 (1-0)

Knowledge acquired in this course assists students in identifying the concepts related to their new roles as nursing leaders. Differentiating the various roles of the health care team and skills related to assertive management are primary areas of focus. Emphasis is on development and application of nursing knowledge, skills, values, meanings and experiences in the RN role.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Associate Degree Nursing Program Admission, BIO 251, LPN licensure

Corequisite: NUR 209, NUR 217, NUR 223, NUR 226, BIO 215 (unless completed)

NUR 217 NURSING EXPERIENCE OF THE FAMILY III

2 (0-6)

This nursing experience is designed to assist the student in learning to assess the significance of information in the application of nursing knowledge. Emphasis is on development and application of nursing knowledge, skills, values, meanings and experiences. The student will learn to utilize evidenced-based care to support clinical decision-making that assures the safe delivery of care. Building collaborative relationships in the clinical setting will be a focus. Experiences will include outpatient surgery, ICU, ER, and other medical/surgical and community settings.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Associate Degree Nursing Program Admission, BIO 251, LPN licensure

Corequisite: NUR 209, NUR 211, NUR 223, NUR 226, BIO 215 (unless completed)

NUR 221 NURSING KNOWLEDGE OF MANAGEMENT

1 (1-0)

Knowledge acquired in this course assists students in identifying the concepts related to their new roles as nursing leaders. Emphasis is on development and application of nursing knowledge, skills, values, meanings and experiences in the leadership role. Differentiating the various roles of the health care team and skills related to assertive management are primary areas of focus.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: NUR 209, NUR 211, NUR 217, NUR 223, NUR 226, BIO 215

Corequisite: NUR 224, NUR 229, NUR 227, NUR 228, NUR 285, ENG 250/102 or SPE 101/105 (unless completed)

NUR 223 NURSING KNOWLEDGE OF MENTAL HEALTH

2 (2-0)

Nursing knowledge of the human dimension in the care of all clients is the focus of this course. Emphasis is placed on developing the nursing student's therapeutic knowledge, skills values, meanings, and experiences in order to effectively deal with clients whose primary problems relate to the emotional component of their illness. The course builds on the basic communication and interpersonal components of the nurse/client relationships. It focuses on understanding the behavior of all clients using basic concepts of personality and behavior.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Associate Degree Nursing Program Admission, BIO 251, LPN licensure

Corequisite: NUR 209, NUR 211, NUR 217, NUR 226, BIO 215 (unless completed)

NUR 224 NURSING EXPERIENCE IN MENTAL HEALTH

1 (0-3)

Mental health concepts will be developed using a variety of supervised clinical settings. Each student will obtain community and inpatient mental health experiences. Emphasis is in the application of nursing knowledge, skills, values, meanings and experiences in the clinical mental health settings.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Associate Degree Nursing Program Admission, NUR 209, NUR 211, NUR 217, NUR 223, NUR 226, BIO 215

Corequisite: NUR 221, NUR 227, NUR 228, NUR 229, NUR 285, ENG 250/102 or SPE 101/105 (unless completed)

NUR 226 NURSING KNOWLEDGE OF THE FAMILY**2 (2-0)**

Nursing Knowledge of the Family builds on the previous learned concepts in Nursing Knowledge of Maternal/Newborn and Nursing Knowledge of Children. This course is designed to help the student continue to develop, analyze, and apply nursing knowledge, skills, values, meanings, and experiences in caring for childbearing women, newborns, children and their families with complex needs. Part 1 emphasizes the maternal and newborn patients. Students are assisted in learning to assess common health patterns, interpret factors that influence care, and discuss complex care issues of the maternal and infant patient. Part 2 emphasis is on the child as a patient. Students are assisted in learning to assess common health patterns, interpret factors influencing care and discuss complex care issues of the pediatric patient.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: Associate Degree Nursing Program Admission, BIO 251, LPN licensure

Corequisite: NUR 209, NUR 211, NUR 217, NUR 223, BIO 215 (unless completed)

NUR 227 NURSING EXPERIENCE OF THE FAMILY IV**2 (0-6)**

This experience is designed to further assist the student to learn the application of nursing knowledge, skills, values, meanings and experiences with various clients across the lifespan. Leadership and management skills will be practiced. The student will learn to value all clients and become accountable for their nursing care.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: NUR 209, NUR 211, NUR 217, NUR 223, NUR 226, BIO 215

Corequisite: NUR 221, NUR 224, NUR 229, NUR, 228, NUR 285, ENG 250/102 or SPE 101/105 (unless completed)

NUR 228 NURSING EXPERIENCE OF THE FAMILY V**1 (0-3)**

The experience is designed to further assist the student to learn the application of nursing knowledge, skills, values, meanings and experiences of the family with hospital and community services for maternal, newborn and the child.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: NUR 209, NUR 211, NUR 217, NUR 223, NUR 226, BIO 215

Corequisite: NUR 221, NUR 224, NUR 229, NUR, 227, NUR 285, ENG 250/102 or SPE 101/105 (unless completed)

NUR 229 COMPLEX NURSING KNOWLEDGE AND PATHOPHYSIOLOGY OF ADULTS II**3 (3-0)**

This course is a continuation of NUR209 and focuses on medical/surgical and pathophysiology which interferes with the adult's ability to achieve or maintain their optimal state of health. Knowledge of pathophysiology, pharmacology, physical assessment and nutrition will be incorporated. Emphasis is on development and application of nursing knowledge, skills, values, meanings and experiences in complex medical-surgical nursing and physiology across the lifespan, and also the student's ability to prioritize, supervise, and delegate patient needs based on the complex patient.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: NUR 209, NUR 211, NUR 217, NUR 223, NUR 226, BIO 215

Corequisite: NUR 221, NUR 224, NUR 227, NUR 228, NUR 285, ENG 250/102 or SPE 101/105 (unless completed)

NUR 242 TRANSITION TO RN PROGRAM**2 (1-2)**

This theory and lab course is designed for Practical Nurses who possess a current license and have stopped out of nursing school for greater than one year. The course strengthens the student's ability to develop and utilize the nursing care plan, complete detailed assessments, and engage in clinical reasoning. Students completing the course will understand the differences between the LPN and RN scope of practice. Nursing skills reviewed and evaluated include but are not limited to: IV insertion, medication administration, assessment, Foley catheter insertion, drug dosage calculations, trach care, EKG interpretation, sterile dressing changes, and glucometer usage. OB and Pediatric care will also be reviewed.

Pre-requisites: LPN licensure, acceptance into the RN program, GPA requirements, BIO 250 and BIO 251 within the last 7 years, and completion of the ATI comprehensive predictor.

Co-Requisites: NUR 240, NUR 241, Humanities course (unless completed).

NUR 285 NCLEX RN REVIEW COURSE**2 (2-0)**

This course is designed to assist the ADN student in preparing for successful completion of the NCLEX-RN exam and successful employment as an RN. It will cover test taking strategies and review of the content areas covered during the NCLEX-RN exam. The student will gain experience with online testing and special format questions used in the NCLEX-RN exam. Applying for RN positions will be discussed as well as resume preparation and interviewing. The role of a graduate RN/novice RN will be discussed to assist the student with the transition from nursing student to RN. Students will take the ATI proctored comprehensive

test at the end of the semester.

The primary content of this course is directly related to an Allied Health/Business occupational program.

Prerequisite: ADN student or ADN graduate

ORIENTATION**(ORI)****ORI 100 COLLEGE EXPERIENCE****1 (1-0)**

Your first semester of college can be an exciting, yet confusing time...we want to help you through this process with the GCC College Experience class. Over the next twelve weeks you will have an opportunity to engage in exercises and interactions with faculty and staff and guest speakers to learn about everything from how to live independently, how to manage your life (e.g., laundry, meal plan, bank account, personal time, health and wellness) along with your classes, how to write a paper at a college level, how to do group work, how to balance a list of hundreds of things you'd like to do on any given day with your list of what you have to do. During your first semester experience, you will begin to build your foundation for continued success throughout your college experience.

Prerequisite: None

PHYSICAL EDUCATION**(PED)****PED 101 FUNDAMENTALS OF PHYSICAL EDUCATION/TEAM SPORTS I****1 (0-2)**

Develop cardio-vascular conditioning and basic skills in soccer, touch football, and volleyball.

Prerequisite: None

PED 102 FUNDAMENTALS OF PHYSICAL EDUCATION/TEAM SPORTS II**1 (0-2)**

Develop physical fitness and basic skills. Basketball and softball.

Prerequisite: None

PED 103 FIRST AID/COMMUNITY CPR**1 (0-1)**

The theories, practices, and skills that meet certification requirements for standard First Aid and Community CPR by the National Red Cross. (Students will receive American Red Cross Community First Aid and Community CPR Certification after completing the requirements. CPR for the Professional Rescuer certification may be received after supplemental training.)

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: None

PED 104 FUNDAMENTALS OF PHYSICAL EDUCATION/GOLF**1 (0-2)**

Introduction to the sport of golf. Designed for both the beginner and intermediate golfer, beginning with the breakdown of the golf swing and progressing to the point of playing a full round on a golf course. Proper rules and etiquette are emphasized.

Prerequisite: None

PED 105 FUNDAMENTALS OF PHYSICAL EDUCATION/ICE SKATING**1 (0-2)**

Develop cardio-vascular conditioning through ice skating and aerobic exercise. First 8 weeks: Ice Skating. The class is designed for both the beginner and intermediate skater. The course will begin by teaching basic skating forward and backward, and progress to more difficult maneuvers. Second 8 weeks: Basic Aerobic Class. Students will get the full benefits and knowledge of cardio-vascular exercise. No previous class is required.

Prerequisite: None

PED 111 INTRODUCTION TO ALPINE SKIING (8 WEEK BLOCK-WINTER)**1 (0-4)**

A basic introduction to the sport of downhill skiing. This course is designed for the beginning skier through parallel skiing ability. The American Teaching System (ATS) will be utilized.

Prerequisite: None

PED 113 BASKETBALL FUNDAMENTALS**1 (0-2)**

This course emphasizes the development of a sound physiological base through cardio-vascular conditioning and improving fundamental basketball skills. Strength training is also emphasized.

Prerequisite: None

PED 114 BASKETBALL PRACTICUM**1 (0-2)**

This course emphasizes the practice and theory of basketball team play and also emphasizes strength training.

Prerequisite: None

PED 119 BEGINNING KARATE & SELF-DEFENSE**1 (0-2)**

This course emphasizes mental, moral and physical development based on the martial arts of self-defense. It includes techniques and philosophies of Okinawan karate including the harmony of mind, body and spirit, and is designed to develop self-control, physical coordination and self-confidence.

Prerequisite: None

PED 120 INTERMEDIATE KARATE AND SELF-DEFENSE	1 (0-2)	PED 211 ADVANCED ALPINE SKIING (WINTER)	1 (0-2)
Continuation of PED 119		Introduces students to advanced downhill skiing maneuvers. Student must have mastered a parallel turn which is basic to completing course objectives. The American Teaching System (ATS) developed by PSIA will be utilized (8 week block-winter semester).	
Prerequisite: PED 119 or Permission of Instructor		Prerequisite: PED 111 or Instructors Consent	
PED 121 ADVANCED KARATE	1 (0-2)	PED 212 TECHNIQUES OF OFFICIATING	1 (2-0)
A continuation of PED 120 Karate and Self-Defense.		Course description currently under development.	
Prerequisite: PED 120		PED 213 HEALTH	2 (2-0)
PED 130 BEGINNING ADULT SWIMMING	1 (0-2)	Personal and community health. Acquaints students with necessary and desirable personal practices and with the facilities, services and problems of community agencies related to health.	
Introduces people with no swimming experience to the basic swimming strokes and water safety.		Prerequisite: None	
Prerequisite: None		PED 214 RECREATION SPORTS/RACQUET	1 (0-2)
PED 131 INTERMEDIATE SWIMMING	1 (0-2)	Tennis—7 weeks; badminton—7 weeks; racquet ball--2 weeks. Fundamentals of racquet games: basic and advanced skills.	
Emphasizes developing smoothness, strength, and comfort in the water.		Prerequisite: None	
Prerequisites: PED 130 or equivalent ability		PED 215 RECREATION SPORTS/ARCHERY	1 (0-2)
PED 135 BASIC LIFEGUARDING	1 (1-1)	Individual lifetime sport series. Development of power of concentration through target shooting. Introduce student to competitive shooting in a league where students compete on teams vs. other students. The strategies of bow hunting are also covered.	
Provides the necessary minimum knowledge and skills training to be Red Cross certified as an entry-level swimming pool lifeguard. Prerequisite skills include the ability to swim 500 yards continuously using the crawl, breaststroke, elementary backstroke, and sidestroke for at least 100 yards each; surface dive to 7' and bring a 10 pound diving brick to the surface, and tread water for 2 minutes using only the legs. Each successful student will also be certified in CPR for the Professional Rescuer.		Prerequisite: None	
Prerequisites: As listed above		PED 216 RECREATION SPORTS/BOWLING	1 (0-2)
PED 140 WATER AEROBICS	1 (1-0)	Individual lifetime sport skills series. Fundamentals of bowling are covered, along with learning how to keep score, handicaps, and the technique of scoring by counting marks. After four weeks of fundamentals, students are divided into teams and compete against other students in a handicap league within the class.	
This activity course utilizes a swimming pool for guided aerobic exercise and offers information on developing a healthy lifestyle.		Prerequisites: None	
Prerequisites: None		PED 217 RECREATION SPORTS/TENNIS	1 (0-2)
PED 150 BEGINNING YOGA	1 (1-0)	Individual lifetime sports series. Basic and advanced skills.	
This course focuses on safe practice of beginning level yoga asanas (poses), including standing, seated and lying down poses, and inversions. Asanas will be explored individually and as part of vinyasa sequences. Connecting to the breath and developing mindfulness will also be emphasized.		Prerequisite: None	
Prerequisite: None		PED 218 RECREATIONAL SPORTS/CAMPING	(variable) (1-4)
PED 160 FITNESS WALKING	1 (1-1)	Camping experiences such as camp set-up, organization and cooking of both domestic and wild foods are taught to the student.	
Assists walkers of all abilities to acquire the knowledge, skills, and attitudes necessary to incorporate a lifelong fitness walking program into their daily lifestyles by utilizing a total approach to personal fitness.		Prerequisite: Consent of Instructor	
Prerequisites: None		Credit: 1-4 Semester Hours	
PED 202 RESPONDING TO EMERGENCIES	2 (1-2)	PED 219 BODY CONDITIONING	1 (0-2)
Through textbook, lecture, video, and performance of practical skills, students will become prepared to recognize and respond to medical emergencies. This course will prepare students to make appropriate decisions regarding first aid care, and to act on those decisions by building upon first aid knowledge and skill competency. Students will receive CPR training, Automated External Defibrillator, and Advanced First Aid certifications upon completion of this course.		Basic skills of body conditioning and weight lifting.	
<i>The primary content of this course is directly related to an Allied Health occupational program.</i>		Prerequisite: None	
Prerequisite: None		PED 220 FUNDAMENTALS OF SKI INSTRUCTION	1 (1-1)
PED 203 AMERICAN RED CROSS EMERGENCY RESONSE	3 (2-1)	Designed for individuals interested in learning the art of alpine ski instruction. The American Teaching System (ATS) and materials prepared by the Professional Ski Instructors of America (PSIA) will be utilized throughout the coursework. Classroom, on snow training simulations, and videotaping are utilized.	
Addresses advanced subjects such as emergency childbirth, management of spinal injuries, emergency use of oxygen, and automatic external defibrillation (AED). Instructional methods reinforce decision- making and technical skills through lecture, discussion, skills practice, and action-oriented activities. (Students will receive American Red Cross Emergency Response and CPR for the Professional Rescuer certification after completing the requirements.)		Prerequisite: Strong Parallel Skiing Ability or Instr. consent	
<i>The primary content of this course is directly related to an Allied Health occupational program.</i>		PED 221 INTERMEDIATE-ADV. CROSS COUNTRY SKIING (WINTER)	1 (0-2)
Prerequisite: None		A continuation of PED 210, this course is for persons who have demonstrated proficiency in the basics of cross country skiing. Intermediate-advanced cross country skiers will develop skills to a greater degree, will participate in extended tours and will be introduced to racing technique. (8-week block or mini-session)	
PED 204 ADVANCED LIFESAVING AND WATER SAFETY	1 (0-2)	Prerequisite: PED 210 or Instructors Consent	
The theories, practices and skills that meet certification requirements for Advanced Lifesaving and Water Safety by the American Red Cross.		Note: Blocked Course-Half Semester	
Prerequisite: Strong Swimming Ability		PED 223 TECHNIQUES OF OFFICIATING (VOLLEYBALL, FOOTBALL, BASKETBALL, AND BASEBALL)	2 (1-1)
PED 205 INTRODUCTION TO SCUBA DIVING	1 (0-2)	Practicum, rules and interpretation. Course requirements include attendance at a Michigan High School Rules interpretation meeting and officiating intramural or Junior High competition.	
An introduction to the basic skills, physiology, safety, physics, and techniques of scuba diving.		Prerequisite: None	
Prerequisite: Basic Swimming Ability		Credit: .5 per Sport	
PED 210 INTRO TO CROSS COUNTRY SKIING (WINTER)	1 (0-2)	PED 230 FUNDAMENTALS OF CANOEING	1 (0-2)
Basic introduction to the sport of cross country skiing. This course is designed for beginners and will cover basic cross country ski techniques, dress, waxing and ski care. Students will participate in short ski tours as they become proficient in the sport. (8 week block or mini-session).		This course covers personal survival and safety, repairs, equipment selection, canoe handling in one and two-person situations culminating in a one-day trip down a local river.	
Prerequisite: None		Prerequisite: Swim 50 ft. in clothing	

PHYSICAL EDUCATION/HEALTH (PEH)

PEH 101 PHYSICAL EDUCATION/HEALTH PROMOTION (LECTURE) 1 (1-0)

An updated approach to the study of individual well-being and the conduct of healthy, safe, active lifestyles. Lifestyles will be assessed in terms of physical fitness, body composition, nutrition, substance abuse, and stress reduction.

Prerequisite: None

PEH 110 PHYSICAL EDUCATION/HEALTH PROMOTION (WALKING, JOGGING) (1 CR. ACTIVITY) 2 (1-2)

An updated approach to the study of individual well-being and the conduct of healthy, safe, active lifestyles. Lifestyles will be assessed in terms of physical fitness, body composition, nutrition, substance abuse and stress reduction. Strategies for the successful pursuit of healthy lifestyles will be explored, and application of basic principles will be experienced through walking and jogging.

Prerequisite: None

PEH 112 PHYSICAL EDUCATION/HEALTH PROMOTION (ICE SKATING, AEROBICS) (1 CR. ACTIVITY) 2 (1-2)

An updated approach to the study of individual well-being and the conduct of healthy, safe, active lifestyles. Lifestyles will be assessed in terms of physical fitness, body composition, nutrition, substance abuse and stress reduction. Strategies for the successful pursuit of healthy lifestyles will be explored, and application of basic principles will be experienced through ice skating, aerobics, or weight training.

Prerequisite: None

PEH 116 PHYSICAL EDUCATION/HEALTH PROMOTION (TENNIS, RACQUET BALL, & BADMINTON) (1 CR. ACTIVITY) 2 (1-2)

An updated approach to the study of individual well-being and the conduct of healthy, safe, active lifestyles. Lifestyles will be assessed in terms of physical fitness, body composition, nutrition, substance abuse and stress reduction. Strategies for the successful pursuit of healthy lifestyles will be explored, and application of basic principles will be experienced through tennis, racquet, and badminton.

Prerequisite: None

PHILOSOPHY (PHI)

PHI 105 CRITICAL THINKING AND ETHICS 3 (3-0)

This course introduces a systematic process of critical thinking which is indispensable to all educated persons. It is a process by which we develop and support our beliefs and evaluate the strength of arguments made by others. *Critical Thinking* is designed to help motivated learners develop into fair-minded critical thinkers and provide a means to systematically practice and improve one's quality of thinking, learning, and problem solving.

This course fulfills a humanities requirement.

Prerequisite: None

PHI 201 INTRODUCTION TO PHILOSOPHY 3 (3-0)

Philosophy seeks to understand nature, the individual, and his relationship to the world. The student is encouraged to learn how to think and to probe areas of inquiry such as knowledge, reality, religion, self-identity, mind and body, truth, rationality, morality, freedom, and politics.

This course fulfills a humanities requirement.

Prerequisite: None

PHYSICS (PHY)

PHY 090 SURVEY OF SCIENCE 3 (3-0)

A general education survey course intended to familiarize the student with the methods of scientific discovery and investigation. Students will look at problems in a variety of scientific fields such as astronomy, biology, chemistry, physics, and atmospheric science. It will help the student to develop an ability to critically analyze arguments and research their consequences.

Corequisite: ENG 100

PHY 101 PHYSICAL SCIENCE 4 (3-2)

A course to help the non-science student become more scientifically literate with respect to our physical world. The course emphasis will include understanding principles of science, methods of doing science, development of inquiry skills related to practical and environmental situations. Topics may include physical mechanics, energy, the atom, the structure of matter, and earth science.

Prerequisite: MTH 103

PHY 103 OBSERVATIONAL ASTRONOMY 2 (1-2)

Observational Astronomy is an introductory level course designed to assist students in broadening their knowledge and experience with the night sky. Topics include: types and nature of astronomical objects, sky motions, coordinate

systems, light, telescopes, and constellations. Considerable time will be spent in actual observations of planetary, stellar, and deep sky objects.

Prerequisite: MTH 100

NOTE: This course does not meet the lab science requirement for the associate degree but may be used as elective credit.

PHY 105 INTRODUCTORY ASTRONOMY 4 (3-2)

An introduction to the science of astronomy for the non-science student. Topics include: the achievements of early and modern astronomers, planetary motion, light, optical instruments, methods of astronomical observation, the sun, planets, moon, asteroids, comets, meteors, satellite systems, stars, constellations, galaxies, nebula, stellar evolution, pulsars, quasars, black holes, and theories of the origins of the universe. Several lab sessions will be devoted to direct sky observations.

Prerequisite: MTH 103

PHY 107 INTRO TO METEOROLOGY 4 (3-2)

Course is designed for the science and non-science student interested in the variable nature of weather. Topics include our atmosphere and its composition, different weather systems seen on earth, and the tools used to try to measure/predict weather for forecasting.

Prerequisite: MTH 103 or test into MTH 104

PHY 110 INTRODUCTION TO ENGINEERING – APPLICATIONS AND PROBLEM SOLVING 3 (2-2)

In this course we will discuss and investigate the different fields of engineering and their contributions to society throughout the ages. Using active and collaborative teamwork, we will develop our problem-solving skills, computational skills, and communication skills by applying engineering methods to real-life problems. The intent is to understand the mathematics and scientific principles that lead engineers in their design processes and assist them in their careers.

Prerequisite/Corequisite: MTH 150 Calculus I

PHY 121-T TECH. PHYSICS: MECHANICS AND THERMODYNAMICS 3 (3-1)

A course intended for the technical student which provides an introduction to practical physics as related to mechanical and energy systems. Topics include: units and conversions, measurements, vectors, forces, motion, Newton's Laws, falling bodies, elasticity, momentum, equilibrium, torque, work, power, mechanical energy and simple machines, heat, temperature and E-M waves.

Prerequisite: MTH 106 or MTH 110 & MTH 112

PHY 122 TECHNICAL PHYSICS: ENERGY AND ELECTROMAGNETISM 4 (3-2)

This course is designed for the technical student. Topics include force, work, power, energy, fluids, heat transfer, electricity, magnetism, circuits, and fields.

Prerequisite: MTH 106 or MTH 110, MTH 112

PHY 201 ELEMENTS OF PHYSICS I 4 (3-2)

A general course in mechanics, heat, and fluids designed for students who need a college course in physics to satisfy general or pre-professional curriculum requirements.

Prerequisite: MTH 110 or Concurrent

PHY 202 ELEMENTS OF PHYSICS II 4 (3-2)

A continuation of Physics 201 with emphasis on waves, electricity, magnetism, optics and modern physics topics.

Prerequisite: PHY 201 & MTH 110

PHY 251 GENERAL PHYSICS I 5 (4-2)

A course in mechanics, heat and sound with special emphasis upon problem solving as related to physical principles. Designed for students majoring in physics, pre-engineering, or its allied fields.

Prerequisite: MTH 150 or Concurrent Enrollment in MTH 150

PHY 252 GENERAL PHYSICS II 5 (4-2)

A continuation of Physics 251 with emphasis upon electricity, magnetism, physical and geometric optics, and modern physics.

Prerequisite: PHY 251, MTH 151 or Concurrent Enrollment in MTH 151

PHY 261 STATICS 3 (3-0)

A study of force systems in two and three dimensions. Topics include: review of vector algebra; introduction to forces, moments, and couples; first and second moments of area and mass; principles of equilibrium of simple structures, frames and machines; and a study of friction as it applies to the above

Prerequisite: PHY 251

PHY 262 DYNAMICS 3 (3-0)

A first course in the principles of dynamics. Topics include a study of kinematics, motion of a particle, kinetics of particles, kinematics and kinetics of rigid bodies, and the principles of work and energy, impulse and momentum. Uses vector methods.

Prerequisite: PHY 261

PHY 263 MECHANICS OF MATERIALS**3 (3-0)**

This course will introduce mechanical behavior of materials. We will examine stress and strain at a point, the principle of stresses and strains and how they relate to each other. We will also determine the stresses and deformations due to axial loading, torsional loading, and flexural loading. Additionally, stresses due to combined loading and buckling of columns will be covered.

Prerequisite: Successful completion of PHY 261 – Statics

PHY 264 ENGINEERING THERMODYNAMICS**3 (3-0)**

This course covers basic definitions and a review of thermodynamic ideas covered in general physics. In addition, the student will examine and show proficiency in: energy transfer including mechanical forms of work, properties of pure substances using equations of state calculations and generated tables, creation and evaluation of different thermodynamic diagrams, energy analysis of both open and close systems, perform energy balances, mass and energy analysis of control volumes, analyze systems through use of the 2nd law, entropy efficiencies and balance and the investigation of gas powered cycles, power cycles, and refrigeration cycles.

Prerequisite: MTH 150 and PHY 252

PHY 296-299 SPECIAL TOPICS IN PHYSICS**3-5 CREDITS**

This course will be designed based on the interest of the student. It will allow the student further study into a branch of physics. Some topics may include: Medical Physics, Advanced Classical Mechanics, Thermodynamics, Modern Physics, Nuclear and Particle physics

Prerequisite: Successful completion of MTH150-151 (Calculus I and II), PHY251-252 (General Physics I and II), permission of instructor.

POLITICAL SCIENCE**(PLS)****PLS 101 INTRODUCTION TO AMERICAN GOVERNMENT****3 (3-0)**

A study of the major aspects of American government on national, state and local LEVELS. Special emphasis on national government, with comparisons between the levels of government made throughout the course. Satisfies Michigan requirements on political science. Fall and winter.

This fulfills a social science requirement.

Prerequisite: None

PLS 102 STATE AND LOCAL GOVERNMENT**3 (3-0)**

Major aspects of policy-law making process at the state and local level. Comparison of state and local political systems with special emphasis given to regional government. Various problems and solutions encountered by government will also be considered. Winter.

This fulfills a social science requirement.

Prerequisite: None

PLS 250 SPECIAL PROJECTS AND SEMINARS**1-4 (Arranged)**

Designed to offer students curriculum flexibility through independent study. Approved studies include field trips, assigned readings, or specific research projects. Projects may also include small group conferences and lectures. A research paper will be a basic requirement of the course, regardless of the nature of the specific study. All projects must receive prior approval of the Social Science Division Committee on Independent Studies.

Prerequisite: PLS 101 and/or Consent of the Appropriate Division Committee

PSYCHOLOGY**(PSY)****PSY 100 PSYCHOLOGY OF HUMAN RELATIONS****3 (2-1)**

This course explores the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationships with others at work, in the family, and in society.

Prerequisite: None

PSY 101 GENERAL PSYCHOLOGY**4 (4-0)**

An introduction to the scientific study and interpretation of human behavior. The topics include: scope and goals of psychology, learning, perception, sensation, motivation, emotions, physiological basis for behavior, mental illness, psychotherapy, and personality development. The course reflects the increasing attention being paid to experimental procedures, laboratory techniques and research findings.

This fulfills a social science requirement.

Prerequisite: Assess into or complete ENG 101

PSY 111 HONORS GENERAL PSYCHOLOGY**4 (4-0)**

This course helps students with the critical analysis of human behavior. With an emphasis on discussion, individual research, and small group work, students will explore major topics in the field and investigate the impact of biological, cognitive, behavioral, humanistic, and sociocultural factors on human behavior.

This fulfills a social science requirement.

Prerequisite: None

PSY 202 CHILD DEVELOPMENT AND PSYCHOLOGY**4 (3-2)**

A study of the total growth and development of the child from conception through early adolescence with emphasis on those factors that make for individuality in growth patterns which are established in the learning process. Clinical experience will be arranged with local educational agencies and institutions.

This fulfills a social science requirement.

Prerequisite: PSY 101

PSY 204 SOCIAL PSYCHOLOGY (Fall semester only)**3 (3-0)**

Social Psychology combines knowledge and methods from sociology, psychology and anthropology; and attempts to explain how the thoughts, emotions and behavior of an individual are influenced by other individuals and groups within society. The conceptual approach is used in this course. Concepts covered include: social perception, socialization, communication, attitudes, the dyad, groups, environment and social behavior.

This fulfills a social science requirement.

Prerequisite: SOC 101 and PSY 101

PSY 210 LIFESPAN DEVELOPMENT**3 (3-0)**

Explores the universal features and individual variations of human biological, cognitive, emotional, social, moral, and gender-role development from conception to death.

This fulfills a social science requirement.

Prerequisite: PSY 101

PSY 225 PSYCHOLOGY OF PERSONALITY**3 (3-0)**

This course is designed to promote human understanding through the analysis of personality theory, theoreticians, research, therapeutic applications, developmental models, and the strengths and weaknesses of theories, past and present. This course is an extension of psychological studies for those interested in counseling, teaching, literature, and art.

This fulfills a social science requirement.

Prerequisite: PSY 101

PSY 231 ADOLESCENT DEVELOPMENT AND LEARNING**3 (3-0)**

This course is an introduction to adolescent growth, development, and learning. The purpose of the course is to acquaint students with specific strengths, characteristics, and problems as they relate to the education of those 12-18 years old. It also deals with applications of theories of learning to secondary school situations.

This fulfills a social science requirement.

Prerequisite: PSY 101

PSY 295 ABNORMAL PSYCHOLOGY**4 (4-0)**

An introduction to the description, classification, and interpretation of various patterns of disordered or dysfunctional behavior. Relevant theories and research findings concerning etiology and dynamics will be explored. Modern techniques for diagnosis and treatment will also be considered.

This fulfills a social science requirement.

Prerequisite: PSY 101 (PSY 202 or 225 is also required unless waived by instructor)

PSY 296 PSYCHOLOGY SPECIAL TOPICS**1-4 cr.**

Seminar courses exploring special topics relevant to the field of Psychology that will be offered on various semesters. Topics covered and credits offered will vary. Students must seek consent from their academic advisor and Dean of Students to ensure that credits from the seminar courses may be applied to certificate and degree requirements.

Prerequisite: None

POWER MECHANICS**(PWR)****PWR 204 INTRODUCTION TO FLUID POWER****3 (2-2)**

This course is designed to present general knowledge of fluid power principles, components of fluid power system laws and formulas used in fluid power calculations and laboratory experiences emphasizing the principles and components.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: None

PWR 205 ADVANCED FLUID POWER**2**

A continuation of Introduction to Fluid Power with emphasis on control elements of a circuit. Complete circuit design will be emphasized with meaningful laboratory experiments.

The primary content of this course is directly related to an Automotive Technology occupational program.

Prerequisite: PWR 204

Contact Hours: Lecture 2, Laboratory 1, Directed Study 1

RUSSIAN

(RUS)

RUS 101 ELEMENTARY RUSSIAN I

4 (4-0)

This course is designed to provide a background in correct pronunciation with an introduction to basic grammatical structure and adequate vocabulary for conversation; stressing conversational practice, reading with proper stress and intonation, and a limited view of Russian culture.

Prerequisite: None

RUS 102 ELEMENTARY RUSSIAN II

4 (4-0)

A continuation of RUS 101, this course expands basic grammatical structure to include all six cases, verbal aspects, verb tenses, and all the pronouns and prepositions. Also introduced are expanded vocabulary relating to travel, study, shopping and home life.

Prerequisite: RUS 101

SCIENCE

(SCI)

SCI 110 INTEGRATED SCIENCE

4 (3-2)

An introduction to fundamental concepts of the physical and life sciences. Application to daily experiences and critical evaluation of science as discussed in the public domain will be emphasized. The approach will be primarily descriptive in nature, with basic mathematical principles applied to understanding relationships and expressing data derived during hands-on investigations.

Corequisite: MTH 103 Introduction to Algebra or assess into MTH 104

Intermediate Algebra or higher

SKI AREA MANAGEMENT

(SAM)

SAM 100 INTRODUCTION TO SKI AREA MANAGEMENT

3 (3-0)

A course designed to give the student an insight into the U.S. ski industry, past, present, and future. Topics include: U.S. ski industry history and growth; market surveys; types of resort ownership; management, its functions and organization; ski industry organizations such as, NSAA and MSAA. Guest lecturers are utilized as resource persons.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

Contact Hours: Lecture 3

SAM 101 SKI AREA DESIGN AND LAYOUT

3 (3-2)

An introduction to the design and layout of a ski resort's base and mountain zones. Planning for indoor and outdoor space allocation is studied. The balancing of skier capacity to lift, trail capacity, and other support facilities is studied. Geologic, hydrologic, economic, environmental factors and other pertinent topics to resort development are also considered.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

Contact Hours: Lecture 3, Lab 2 (1st 8 weeks only)

SAM 103 SKI LIFT CONSTRUCTION AND DESIGN

3 (3-0)

Provides an introduction to design and construction of the most common types of ski lifts. Topics to be covered include: lift design; construction; operations maintenance procedures; record keeping; and various regulatory agencies. The coursework also includes a study of the ANSI B77 (American National Standard) safety requirements for aerial passenger tramways.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

Contact Hours: Lecture 3

SAM 104 SKI EQUIPMENT MECHANICS (2nd 8 wks - Fall)

2 (2-0)

This course will introduce students to basic technology regarding the care and maintenance of ski equipment. The major orientation of this course will revolve around the ski rental & repair department of a ski resort. This class will provide potential rental department supervisors or technicians with basic knowledge and skills relating to employment in this department. Topics include: rental repair shop design and layout; shop efficiency; purchasing; tools; inventory; ski, boot, and binding systems compatibility; equipment repair techniques; ski tuning; binding mounting; function testing; shop liability; recordkeeping.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

Contact Hours: Lecture 2

SAM 105 SKI AREA MAPS (2nd 8 Weeks-Winter)

1 (1-1)

This course is a prerequisite to SAM 200 Ski Area Operation and Cost Analysis. Students prepare a map layout for a complete ski resort complex. The project utilizes student skills learned in SAM 101. Students work with contour lines, percent grades, horizontal and slope distances, vertical distances, exposures, lines, lodges, parking, snowmaking, power lines, utilities, other buildings, and ancillary facilities are determined. Preliminary calculations are made for the

implementation of the project.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: SAM 101

Contact Hours: Lecture 1, Laboratory 1

SAM 106 SNOWMAKING FUNDAMENTALS (2ND 8 WKS/FALL)

2 (1-1)

This course will cover the basic system components required to produce manmade snow. Two major types of guns will be examined, compressed air-water and fan guns. Major emphasis during laboratory will be the production of snow utilizing our own snowmaking system and guns under various weather conditions. Field trips to local ski resorts will take place.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

Contact Hours: Lecture 1, Laboratory 1

SAM 107 SLOPE GROOMING FUNDAMENTALS

(1ST 8 WEEKS/WINTER)

2 (2-2)

This course will examine ski slope and trail grooming techniques as well as snowcat operation training, the identification and selection of proper grooming implements for varying slope conditions, operator safety and recordkeeping. Students will operate and learn the operational capabilities of our PB260D and Tucker Snowcats as a requirement of this course. Field trips will be taken to local resorts.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

Contact Hours: Lecture 2, Laboratory 2

SAM 111 WORKSHOP IN SKI AREA MANAGEMENT

.50-3 (Variable)

This workshop provides supervisory staff with appropriate training and methodologies to help them achieve operational goals through the development of their seasonal employees. This workshop will include but not be limited to the following topics: employee commitment, technical skill building, motivation, understanding and reliability.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: None

SAM 200 SKI AREA OPERATION AND COST ANALYSIS

(1st 8 wks - Fall)

3 (3-0)

Designed to give students basic knowledge of constructional and operational costs involved in designing and implementing a ski resort complex. Topics covered are: constructional costs, operational expenses, labor cost and control, projected revenues, profit and loss statements. This course is a basic feasibility study.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: SAM 101, SAM 105

Contact Hours: Lecture 6

SAM 201 SPECIAL PROBLEMS IN SKI AREA MANAGEMENT (Var) 1-4

A course designed to permit SAM students to research a chosen topic of interest within the spectrum of the ski industry. The independent study topic must be approved by the instructor. Guidance and direction is given by the instructor. A project report must be submitted by the student at the end of the semester. A final grade will be based on the scope, content, and quality of the research effort.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: Sophomore Status

SAM 202 RISK MANAGEMENT AND RELATED ISSUES

(1st 8 Weeks-Fall)

2 (2-0)

This course will cover risk management and related issues of concern to the ski industry. Topics include: risk management and functions; insurance coverages; liability issues; recordkeeping; employee training; skier education; and, designing and implementing a good risk management plan. Resource persons are utilized in the coursework.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: Sophomore Status

Contact Hours: Lecture 4

SAM 205 APPLIED INDUSTRIAL SKILLS/SKI AREA MANAGEMENT

(1st 8 weeks/Fall)

2 (0-3)

This course consists of on-the-job training for students enrolled the Ski Area Management program. Career related tasks related to the ski industry take place at the Mt. Zion Ski area. All work and training will be concerned with preseason maintenance and preparedness for the upcoming ski season.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: Sophomore Status

Contact Hours: Laboratory 4

SAM 230 COOPERATIVE WORK EXPERIENCE I 3 (0-11)

Students spend an entire ski season at their Coop site as a culminating experience or the Ski Area Management Program. Students are placed at ski resorts and are trained in areas of career interest. The students are compensated as coop interns and receive their training as outlined in a training agreement. Students are evaluated during the course of their training by their immediate supervisor and coop coordinator. Students submit periodic reports and a comprehensive final report to the coordinator during the course of the training period.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: Completion of all SAM courses with a minimum 2.0 G.P.A.

Contact Hours: 176 hours at assigned ski area

SAM 231 COOPERATIVE WORK EXPERIENCE II 12 (0-44)

A continuation of SAM 230. Students gain specified job skills in cooperation with an internship site commensurate with career goals and objectives. Students work approximately 40 hours per week under supervision of the employer and internship coordinator. Students submit periodic reports and a comprehensive final report at the conclusion of the coop assignment.

The primary content of this course is directly related to the Ski Area Management occupational program.

Prerequisite: Completion of all SAM courses with a minimum 2.0 G.P.A.

Contact Hours: 704 hours at assigned ski area

SOCIOLOGY (SOC)**SOC 101 INTRODUCTION TO SOCIOLOGY 3 (3-0)**

Sociology is the scientific study of humans living with one another in a society. Basic social concepts studied include: social organization, culture, collective behavior, deviant behavior, stratification, population, and social institutions such as family, religion, and education. Students are exposed to fundamental theories, methods, and techniques used by sociologists.

This fulfills a social science requirement.

Prerequisite: None

SOC 102 SOCIAL PROBLEMS 3 (3-0)

An in-depth study of social problems within our society and the world in general. Nuclear pollution, stereotyping, old age, local social problems, sexism, the future, work, religious cults, death, and our prison system are analyzed. A discussion course, field trips and outside speakers are utilized.

This fulfills a social science requirement.

Prerequisite: None

SOC 112 HONORS SOCIAL PROBLEMS 3 (3-0)

This course helps students critically analyze the wide range of social problems confronting contemporary American society. Through discussion, guest speakers, and individual exploration of topics, students will gain a new perspective on modern social problems.

This fulfills a social science requirement.

Prerequisite: Assessment Scores

SOC 201 MARRIAGE AND FAMILY LIFE 3 (3-0)

An overall view of the family in the United States today and a look into the future. Areas of study include: an analysis of courtship and pre-marital relationships, family planning and parental roles and legal and social factors affecting marital adjustment.

This fulfills a social science requirement.

Prerequisite: SOC 101 or Consent of Instructor

SOC 296-299 (variable .25 to 1)

From time to time, GCC offers workshops, seminars, and short courses of varying lengths and on a variety of social science topics. With the approval of their advisor and the Dean of Students, students can apply credits from these workshops to certificate and degree requirements.

Prerequisite: Permission of advisor and instructor

SPEECH (SPE)**SPE 101 PUBLIC SPEAKING 3 (3-0)**

Basic course in the field of speech. A laboratory-type student participation course with emphasis on learning-by-doing. An introduction is given on the nature, function, and scope of public speaking as means of communication. Emphasis is placed on the preparation and presentation of speeches using the extemporaneous method. Includes informative and persuasive speeches, panel discussion, impromptu speaking, and pantomime. Selected speeches are audio and/or videotaped. The student speaker receives a written critique by the instructor for each speech presented. Occasionally peer group evaluation is also used.

Prerequisite: None

SPE 105 INTERPERSONAL COMMUNICATIONS 3 (3-0)

Introduction to the theory and practice of interpersonal communication. The focus of the course is on learning and practicing the skills needed to improve the quality of interpersonal communication.

Prerequisite: None

SPE 111 HONORS SPEECH 3 (3-0)

The honors equivalent of SPE 101 Public Speaking, this course includes many of the elements of SPE 101 as well as a broadcast component which consists of teamwork development of a campus forum series for local cable TV broadcast. This course is designed to be taken as the equivalent of, and replacement for, SPE 101 Public Speaking for Honors Program students.

Prerequisite: Assessment Scores

SPANISH (SPN)**SPN 101 ELEMENTARY SPANISH I 4 (4-0)**

The elementary series is a course in the basic skills of listening, speaking, reading and writing. Students must complete Spanish 102 before credit will be given toward graduation.

Prerequisite: None

SPN 102 ELEMENTARY SPANISH II 4 (4-0)

A continuation of Spanish 101

Prerequisite: SPN 101

Contact Hours: 4 Lecture/Laboratory 4

SPN 201 INTERMEDIATE SPANISH I 4 (4-0)

The first course of a two-semester sequence in intermediate Spanish designed to provide an intensive review and application of grammatical principles and to expand vocabulary. Students will continue to increase their proficiency in all four language skills: listening, reading, speaking, and writing using appropriate printed, recorded and computer-assisted programs.

Prerequisite: SPN 102 or two year of high school Spanish and/or permission of instructor.

SPN 202 INTERMEDIATE SPANISH II 4 (4-0)

This course will provide intensive practice in utilizing the structural applications reviewed in SPN 201. Additional vocabulary will be acquired through the use of appropriate reading materials. Increased proficiency in language skills will be emphasized.

Prerequisite: SPN 201 or three years of high school Spanish and/or permission of instructor.

WELDING (WLD)**WLD 100 INTRODUCTION TO WELDING & INDUSTRIAL SAFETY 2 (1-2)**

Introduction will cover the welding processes used in industries. Students will gain fundamentals of theory and techniques pertaining to arc welding and thermal cutting processes. Shop Orientation, Equipment set-up, electrode types, and consumable requirements for specific welding processes and applications. Requirements for use of industrial welding codes to develop Welding Procedures and Welder Qualifications are introduced. Students are also introduced to the Occupational Safety and Health Administration (OSHA), Mining Safety and Health Administration (MHSA), and The American National Standards Institute (ANSI) and subsequent regulations pertaining to welding industry and manufacturing careers, individual and work force safety and health practices.

Prerequisite: None

WLD 110 WELDING SYMBOLS AND BLUEPRINT READING 2 (2-0)

A general course in blueprint reading and welding symbols and their application. This course will cover visualization of objects and shapes, reading the blueprint for finding size and location dimensions, symbols, mathematics notes and related welding and assembly information shown on the print. This course further develops the student's understanding of how to read welding blueprints and develops the range of thinking required to assemble simple components and complex assemblies from welding prints.

Prerequisite: None

WLD 120 THERMAL CUTTING AND WELDING PROCESSES 4 (2-4)

Instruction and practice of equipment inspection, maintenance, repair and set up for manual and mechanized oxy-fuel gas cutting (OFC), manual and CNC plasma arc cutting (PAC) and manual air carbon arc cutting (CAC-A). Instruction and practice soldering and brazing carbon steel, stainless steel and copper using oxy-fuel equipment. Instruction and practice in the production of cuts on carbon steel, stainless steel and aluminum using PAC equipment. Instruction and practice cutting, scarfing and gouging carbon steel using CAC-A equipment. Instruction and practice welding carbon steel using oxy-fuel equipment. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.

Prerequisite: WLD 100: Introduction to Welding and Industrial Safety

WLD 140 SHIELDED METAL ARC WELDING 3 (1-4)

Focus on Shielded Metal Arc Welding (SMAW) process: electrode selection and application, equipment inspection and operation, welding current and polarity selection, weld joint types, and all-position lab modules geared towards qualification testing.

Prerequisite: WLD 100 Introduction to Welding & Industrial Safety

WLD 150 METAL FABRICATION AND RIGGING 3 (1-4)

Basic metal fabrication tools and equipment utilizing various measuring tools, geometric nomenclature, basic layout and assembly skills along with shape construction, and triangulation from scale drawings, advanced metal fabrication tools, developing assemblies and sub-assemblies from working prints using various fabrication processes. Identify individual parts and weldments utilizing materials lists. Additionally: tools of rigging, and lifting, hardware, slings, hoists, ladders and scaffolding, weld distortion control, and basic CNC programming will be incorporated.

Prerequisite: WLD 100 Introduction to Welding & Industrial Safety

WLD 160 GAS METAL/FLUX CORED ARC WELDING 5 (2-6)

Focus on Wire Feed Arc Welding processes: Gas Metal Arc Welding (GMAW) Solid wire short-circuit and spray transfers, Flux Cored Arc Welding FCAW-GC (gas shielded) and FCAW-SS (self-shielded) welding, electrode selection, equipment set-up and operation, weld joint types, and all-position lab modules geared towards qualification testing.

Prerequisite: WLD 100 Introduction to Welding & Industrial Safety

WLD 170 METALLURGY 2 (2-0)

Introduction to Welding Metallurgy. A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on: metal alloys, heat treating, hard surfacing, welding techniques and their effect on metal, forging, foundry processes. Mechanical properties of metals including hardness, machinability, and ductility.

Prerequisite: None

WLD 180 GAS TUNGSTEN ARC WELDING 3 (1-4)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds on ferrous and non-ferrous metals. Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of electrodes and filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

Prerequisite: WLD 100 Introduction to Welding & Industrial Safety

WLD 220 WELD INSPECTION AND TESTING 1 (1-1)

Students are introduced to the functions of quality assurance/control programs and the techniques for inspecting welds. Reference and interpret welding codes and specifications to accurately evaluate weld flaws and discontinuities. Students also learn destructive and non-destructive weld testing methods commonly used in the welding industry.

Prerequisites: Completion of Certification Course Content or Consent of Instructor

WLD 240 WELDER QUALIFICATION 2 (0-4)

Qualification with groove welds qualifies for both groove and fillet welds so an emphasis is placed on plate groove weld tests. The processes covered are Shielded Metal Arc Welding (SMAW), Gas Metallic Arc Welding (GMAW) and Flux-Cored Arc Welding (FCAW). All positions of welding will be performed in these processes. Serves as a final preparation for students for American Welding Society (AWS) certification tests administered in the lab.

Prerequisite: Completion of Certification Course Content or Consent of Instructor

ADMINISTRATION

James Lorenson, MPA, Northern Michigan University, BS, Michigan Technological University, AS, Gogebic Community College President
Erik Guenard, MBA, Baker College, BS, University of Wisconsin-Superior Dean of Business Services
Jeanne Graham, BS, Northern Michigan University Dean of Students
Ryon List, MA, Central Michigan University, BA, Western Michigan University Dean of Instruction

ADMINISTRATIVE SUPPORT STAFF

Deb Aspinwall, BS Northern Michigan University, AS, Gogebic Community College Allied Health Coordinator
Keith Beckman, BS, Northern Michigan University, AA, Gogebic Community College Applications Programmer
Aaron Bender, MS California University of Pennsylvania, BS, University of Wisconsin-Superior Athletic Director
Stacy Crouch, BS, Michigan Technological University Director of Off Campus Operations
Jason Erspamer, BS Edgewood College, AA, Gogebic Community College Manager of Campus Suites
Sue Forbes, MPA, University of WI-Oshkosh, BA, University of WI-Eau Claire Director of Financial Aid
Jennifer Forshay, M.Ed, BA, Grand Valley State University Transfer Coordinator/Assistant Registrar/Veterans Services
Glen Guilbault, MA, BS, Northern Michigan University Student Success Coordinator
Todd Hamel Mt. Zion Operations
Dayle Jackson, MS, BA/BS Michigan State University, AA, Gogebic Community College Director of Student Engagement/Outreach
Debbie Janczak, BS, Marquette University Admissions & Financial Aid Counselor
Miranda Lawver, BS, Northland College, AAB, Gogebic Community College Institutional Researcher
Jessica Leinon-Novascone MSW, Michigan State University, BA, University of Minnesota-Twin Cities Director of Student Support Services/Disability Serv.
Kathryn Maciejewski, MLS, BS, Wayne State University, AS, Northern Michigan University Director of Library/ Learning Resource/Instructional Tech. Ctr.
Kelly Marczak, BS, Northern Michigan University, AA Gogebic Community College Director of the Foundation/Institutional Development
Kathie Munn, Certificate, Gogebic Community College Director of Computer Services
Ashley Paquette, BS, Northern Michigan University Human Resources Director
Donald Pelkola, BS, Northern Michigan University, AA, Gogebic Community College Director of Accounting and Payroll
Nicole Rowe, MS, Western Governor's University, BA, College of St. Scholastica Director of Allied Health Programs
Tara Tregembo, MS, Walden University, BS, Northern Michigan University, AA, Gogebic Community College TRIO Coordinator
Michaela Perlberg, MSW, University of MN-Duluth, BS University of WI-Superior, AA, Gogebic Community College Counselor
Arnold VanderSpoel, AA, Gogebic Community College Director, Ski Area Management and Mt. Zion
Kimberly Zeckovich, BS, University of WI-Superior, AA, Gogebic Community College Director of Admissions, Marketing and Community Relations

FACULTY

Brian Anderson, MS, BS, Louisiana Tech, AS, Gogebic Community College Physics
Karen Balyeat, MSN, Indiana Wesleyan University, BSN, University of Wisconsin-Green Bay Nursing
Cynthia Anne Brandon-Slocum, MFA, Northern Michigan University, BA, Grand Valley State University English
Patricia Cullen, MS, University of Wisconsin-Stout, BA, University of WI-Eau Claire Psychology
James Dahlin, MS, University of WI-Eau Claire, BS, Northern Michigan University Business
Amanda Delich, MS Minnesota State-Mankato, BS, University of Wisconsin-Superior, AA, Gogebic Community College Psychology/Social Work
Nicole Ellet-Peterson, MA, Northern Michigan University, BA, Grand Valley State University English
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Ed Gorman, BS, Ferris State University, AAS, Muskegon Community College Automotive
Gary Gouin, Boilermaker's Diploma Welding
James Halverson, BS, Michigan Technological University Computer Information Technology
Connie Hicks, MST, University of Wisconsin-River Falls, BS, Northland College CDL, Mechanical Design/Engineering Technology
Nicole Hocking, AA, Gogebic Community College, Certificate, Gogebic Community College Cosmetology
Angela Kortemeier, MS, RHIA, BS, College of St. Scholastica, AAB, Gogebic Community College Medical Billing and Coding/Medical Assisting
Paul LaBine, PhD, Juris Doctorate, John Marshall Law School, MS, BS, Michigan Technological University Math
Dennis Mackey, MBA, Lake Superior State University, BS, Northern Michigan University, AA, GCC Business
Kady Meinke, BS, University of Michigan Business
Serena Mershon-Lohkamp, MS, Ohio State University, BA, St. Louis University Chemistry
Raymond Niemi, MA, Central Michigan University, BS, Michigan Technological University Construction Technology
William Perkis, MS, BS, Michigan Technological University Forestry
Jeff Rose CDL
John Sokol, MS, Northern Michigan University, BS, University of Wisconsin-Superior Math
Maria Sokol, D.P.M and BS, University of Osteopathic Medicine/Health Services, Des Moines, Iowa Anatomy & Physiology
Lisa Spence, MN, University of Washington; BSN, Ohio Wesleyan University Nursing
Beth Steiger, MBA, New York University, BS, University of Michigan Business
Patricia Strand, MS, Northern Michigan University, BS, Viterbo University Nursing
Dennis Svoke, BS, Northland College, AAS, Gogebic Community College, Certificate, Dunwoody Institute Mechanical Design/Engineering Tech
Apryl Vidlak, MA, BA, University of Illinois-Chicago English
Kim Wanink, MSN, Northern Michigan University, BSN, Northern Michigan University, AS, Gogebic Community College Nursing
Jon Werkmeister, Technical Diploma, Nicolet Area Technical College Automotive
Christina Ylitalo, D.C. Northwestern Health Sciences University, MS, Michigan Tech University, BS, University of Michigan Biology
Carrie Yon, MS, St. Cloud State University, BS, Northern Michigan University Criminal Justice

(Not included: On and Off Campus Adjunct Instructors)

SUPPORT STAFF

Mary Beth Barlock, AA, Lake Superior State University Administrative Assistant, Dean of Business Services
Darlene Begalle, AAB, Gogebic Community College Payroll Specialist
Sharon Fleig, AA, Gogebic Community College Assistant - Financial Aid Director
Linda Gustafson, AA, Gogebic Community College Administrative Assistant to President
Laura Krell, BA, University of Wisconsin-Superior, AA, Gogebic Community College Assistant - ACES/Career Counselor
Angela Mazurek, AS, University of Wisconsin Assistant - TRiO
Kristi Montonati, AA, Gogebic Community College Accounts Payable/Purchasing
Jennifer Nasi, AAB, Gogebic Community College Assistant - Admissions Director
Barry Nelson, AA, Gogebic Community College Technology Specialist
Brian Panich, BA, Northland College, AA, Gogebic Community College Bookstore Manager
Maureen (Sue) Pallin, BS, Northern Michigan University, AAT, Gogebic Community College Administrative Assistant, Dean of Instruction
Patricia Polakowski, AAB, Gogebic Community College Assistant - Off Campus Director
Monica Ramme, AA, Gogebic Community College Administrative Assistant, Dean of Students Services
Amy Tarro, AA, Gogebic Community College Snack Bar Coordinator
Geraldine Westeen, AA, Gogebic Community College, Certificate, Rasmussen Business College Assistant - Institutional Support
Jane Williams, MS, St. Cloud State University, BS, University of Wyoming Assistant - Allied Health Director

MAINTENANCE STAFF

John Busch, AAT, Gogebic Community College Maintenance
Dave Erickson, Certificate, Gogebic Community College Maintenance

EMERITUS RECOGNITION

The Gogebic Community College Board of Trustees establishes the rank of Emeritus faculty, staff, member of the College Board of Trustees or Foundation Board to honor, upon retirement, such members who have made long-term contributions to Gogebic Community College and to encourage a continuing relationship with the College.

Ed Anderson, Faculty, 2014
Robert Aukee, Board of Trustees, 2014
Ernest "Skip" Bessen, Faculty, 2014
Ken Bowman, Faculty, 2015
Theodore Brunelle, Faculty, 1993
Joseph Calabro, Board of Trustees, 2014
Kris Carlson, Staff, 2014
David Coleman, Staff, 2014
Roy Contratto, Faculty, 2014
A. Dennis Cossi, Board of Trustees, 2014
Thomas Cvengros, Staff, 2014
Deborah Daniels, Faculty, 2014
Dr. R. Ernest Dear, Foundation Board Member
Patricia Dragish, Faculty, 2014
Rutger Erickson, Board of Trustees, 2014
Clarence Forslund, Board of Trustees, 2014
Donald Fortune, Foundation Board Member
Donald J. Foster, President, 2014
David G. Lindquist, Dean, 1985
Nancy Gehrke, Staff, 2014
Larry Hopkins, Faculty, 2014
Elizabeth Humphrey, Board of Trustees, 2014
Jack T. Jacobs, Foundation Board Member

Earl Jacobson, Faculty, 1989
Robert Jacquart, Board of Trustees, 2014
Dale Johnson, Faculty/Dean, 1997
Nancy Kangas, Staff, 2014
Marla Kangas, Staff, 2014
Robert Kimball, Faculty, 1992
Patty King, Staff, 2014
Faye Korpi, Faculty, 2014
Joseph Krause, Board of Trustees, 2014
Kenneth Larson, Faculty, 2014
David G. Lindquist, Foundation Board Member
David McDonald Jr., Foundation Board Member
Georgia McDonald, Faculty, 2014
Shirley McDonald, Foundation Board Member
Randall Mezzano, Staff, 2014
Jeannie Milakovich, Faculty, 2014
Ray Niemi, Faculty, 1993
Patrick O'Neill, Faculty, 2014
Douglas Olsen, Faculty, 2014
Robert J. Paquin, Foundation Board Member
Beth Peterson, Staff, 2014
Eino Piilola, Staff, 2014
Deborah Pletcher, Faculty, 2014

Dr. Carl Rainaldo, Foundation Board Member
John J. Rajkovich, Foundation Board Member
Myron Re, Faculty, 2014
Dennis "Deke" Routheaux, Faculty, 2014
Joseph Ruppe, Board of Trustees, 2014
Joan Sandell, Faculty, 2014
Alicia Schmalz, Staff, 2014
Douglas Schulze, Faculty, 1997
Paulette Schwartz, Faculty, 2014
Paul Semmerling, Faculty, 2014
Alan Skelton, Faculty, 2014
Jeff Smith, Staff, 2014
Jane Sobolewski, Faculty, 2014
Gordon Soine, Faculty, 2014
Thomas Steiger, Board of Trustees, 2014
Charles Supercynski, Faculty, 1998
Karen Tingstad, Staff, 2014
Kenneth Vuorenmaa, Staff, 2014
Steven Wesselhoft, Dean, 2014
Mary Lee Yatchak, Faculty, 1994
John Zorich, Faculty, 2014

Institutional Scholarships

(alphabetical by last name)

The amounts listed for the individual scholarships are average awards and based on the availability of funding.

Gogebic Community College Foundation Scholarships
The amounts listed for the individual scholarships are average awards and based on the availability of funding.

KEITH L. ANDERSON SCHOLARSHIP

The Keith L. Anderson Scholarship is awarded to freshman students. The students can either enroll full-time or part-time and are not limited to a specific academic program. The applicants must be a resident of the Upper Peninsula of Michigan. \$250 (1).

ANGELO'S PIZZA SCHOLARSHIP

The Angelo's Pizza Scholarship in Memory of Richard Cottier is awarded to full-time students who have graduated from a high school in Gogebic County, Michigan or Iron County, Wisconsin. The students are not limited to a specific academic program. Preference is given to students who have a GPA below 3.0. Established by Richard Cottier.

ARC OF GOGEBIC COUNTY SCHOLARSHIP

The ARC of Gogebic County Scholarship Fund is awarded to full-time sophomore students who are enrolled in a special education or human services program. The recipient must maintain a 2.5 GPA and be a resident of Gogebic County. \$500 (1)

ATHLETIC HERITAGE SCHOLARSHIP FUND

The Athletic Heritage Scholarship is awarded to full-time students who are members of the Gogebic Community College basketball team. The applicants can either be female or male and must be in good academic standing. Established by the Gogebic Community College Foundation. Awards range from \$100-300 per year.

ESKO AND VIRGINIA AUKEE MEMORIAL SCHOLARSHIP

The Esko and Virginia Aukee Memorial Scholarship is awarded to freshman students who are enrolled in an academic transfer program. The applicants must be a graduate of a Gogebic County high school, have an academic standing in the lower 50% of their class and have actively participated in school activities. Established by Dr. Robert Aukee in memory of Esko and Virginia Aukee. \$500 (1)

BESSEMER'S A.D. JOHNSTON ALUMNI SCHOLARSHIP FUND

The Bessemer's A.D. Johnston Alumni Scholarship Fund is awarded to a graduate of A.D. Johnston High School in Bessemer, Michigan. The recipients must be full-time students and maintain a 2.0 GPA. The applicants are not limited to any specific academic programs and may be traditional or non-traditional students. Established by the Bessemer 2000 All-Class Reunion Committee. \$200 (1)

GERALD AND MARGUERITE BIDGOOD MEMORIAL SCHOLARSHIP

The Gerald and Marguerite Bidgood Memorial Scholarship is awarded to students from Gogebic County, Michigan or Iron County, Wisconsin with a minimum 2.0 GPA. Established by the Bidgood family. \$1,000 (1)

BLACK RIVER HARBOR BOATING CLUB SCHOLARSHIP

The Black River Harbor Boating Club Scholarship is awarded to students who are residents of Gogebic County, Michigan or Iron County, Wisconsin and enrolled full-time in the Forestry program. The students must maintain a minimum GPA of 3.0. Established by the members of the Black River Harbor Boating Club. \$200 (1)

BLOSHENKO FAMILY SCHOLARSHIP

The Bloshenko Family Scholarship is awarded to full-time students in the applied technology division, with preference given to veterans and students in the Building Trades/Construction Program. A minimum GPA of 3.0 is required. Established by David Bloshenko. \$500 (1)

VIOLET ANDERSON BLOSHENKO SCHOLARSHIP

The Violet Anderson Bloshenko Scholarship is awarded to second year nursing students from Gogebic County, Michigan or Iron County, Wisconsin. Priority is given to residents of Gogebic County, Michigan. Established by the family of Violet Anderson. \$200 (1)

KEN BOWMAN MEMORIAL SCHOLARSHIP

The Ken Bowman Memorial Scholarship is awarded to graduates of L.L. Wright High School in Ironwood, Michigan with a minimum 2.5 GPA. The applicants should be enrolled in the Language and Arts Program, with preference given to a student that excels in English, Writing or Theatre. Established by the family of Ken Bowman to honor his memory. An alum of GCC, Ken was an instructor at GCC and served as the Department of Language and Fine Arts Chair for 6 years and organized a Drama Club at GCC. \$500 (1)

NANCY M. CARUSO MEMORIAL SCHOLARSHIP

The Nancy M. Caruso Memorial Scholarship is awarded to sophomore students with a minimum GPA of 3.0. The students must demonstrate financial need. Established by Nancy M. Caruso in her memory. \$150 (1)

WILLIAM AND BERNICE CHANEY MEMORIAL SCHOLARSHIP

The William and Bernice Chaney Memorial Scholarship is awarded to full-time students from Bessemer, Michigan. Selection is based on prior academic performance, civic contributions, and financial need. The applicants are not limited to a specific academic program. Established by Bernice Chaney. \$500 (1).

ALICE CHAPUT-HUOTARI MEMORIAL SCHOLARSHIP

The Alice J. Chaput-Huotari Memorial Scholarship is awarded to students who are residents of Gogebic County, Michigan or Iron County, Wisconsin. The applicants must have a 3.0 or higher GPA and be majoring in an allied health degree program. Established by the family of Alice J. Chaput-Huotari. \$100 (1)

ORESTE AND INEZ CHIANTELLO MEMORIAL SCHOLARSHIP

The Oreste and Inez Chiantello Memorial Scholarship is awarded to full-time sophomore students with a 2.5 to 3.0 GPA who plan to transfer to a four year university to receive a bachelor's degree. Applicants must be residents of Gogebic County, Michigan or Iron

County, Wisconsin. Established by the Chiantello family. \$100 (1)

SAM M. COHODAS MEMORIAL SCHOLARSHIP

The Sam Cohodas Scholarship is awarded to a full-time student with strong leadership and character. Established by Sam Cohodas. \$100 (1)

CONCERNED HEARTS CLUB SCHOLARSHIP

The Concerned Hearts Club Scholarship is awarded to second year nursing students with preference given to students who have an interest in coronary care. The students must have a minimum GPA of 2.75 and be a resident of a school district in Ironwood, Michigan, Bessemer, Michigan, Wakefield, Michigan or Hurley, Wisconsin. Established by the Mended Hearts Organization. \$100 (1)

MARY P. DAHLEN MEMORIAL SCHOLARSHIP

The Mary P. Dahlen Memorial Scholarship is awarded to freshmen students majoring in business with an orientation toward the banking profession. The applicant must have cumulative GPA of 3.0 or higher and be a resident of Gogebic County, Michigan, or Iron County, Wisconsin. Established by Gustav A. Dahlen in honor of his wife, Mary P. Dahlen. \$250 (1)

GENE L. DAHLIN MEMORIAL BUSINESS SCHOLARSHIP

The Gene L. Dahlin Memorial Business Scholarship is awarded to full-time students working toward an Associate of Applied Business degree. Preference will be given to upper Michigan/northern Wisconsin applicants with a 2.8 or higher GPA. Preference will also be given to students who are participating in the intercollegiate basketball program. Established by James P. Dahlin in memory of his father, Gene L. Dahlin. \$1,000 (1)

R. ERNEST DEAR MEMORIAL SCHOLARSHIP

The R. Ernest Dear Memorial Scholarship is awarded to students who are residents of Gogebic County, Michigan and are pursuing a career in teaching. The student must have achieved sophomore status and have a minimum GPA of 3.0. Established by the Gogebic Association of Retired School Personnel (GARSP) in memory of Dr. Dear and his commitment to education. \$800 (1)

ARMAND DEFELICE MEMORIAL SCHOLARSHIP

The Armand DeFelice Memorial Scholarship is awarded to sophomore students enrolled in a business related transfer or occupational program. Priority is given to the student with the highest academic standing. Financial need is optional. Established by the DeFelice family in memory of Armand DeFelice. \$150 (1)

GARFIELD R. 'SKIP' DRAKE, III, MEMORIAL NURSING SCHOLARSHIP

The Garfield R. "Skip" Drake III Memorial Nursing Scholarship is awarded to students in the Nursing or Certified Nurse Assistant Program with a minimum GPA of 2.5. Established by the Drake family in honor of their son, Skip. \$500 (2)

WALT & DONA EDWARDS SCHOLARSHIP

The Walt and Dona Edwards Scholarship is an annual scholarship awarded to a fulltime student enrolled in the Business Program. If the applicant is a freshman, they must have a high school GPA of 2.5 to 3.5. If the applicant is a sophomore, they must have a cumulative college GPA of at least 3.0. This scholarship was established by Walt and Dona Edwards. \$1,000 (1)

ENBRIDGE PIPELINE AWARENESS SCHOLARSHIP

The Enbridge Pipeline Awareness Scholarship is awarded to students majoring in Engineering or enrolled in the Welding Program. Students must maintain a minimum GPA of 2.5. Established by Enbridge as part of their Neighbor program to

support the education of students interested in pursuing a career in the industry. \$1,000 (5)

DOROTHY PARK ERICKSON MEMORIAL SCHOLARSHIP

The Dorothy Park Erickson Memorial Scholarship is awarded to a sophomore student who is a resident of Gogebic County, Michigan or Iron County, Wisconsin. Applicants should be enrolled in general education or Liberal Arts with an interest in English and/or literature. Established by the family of Dorothy Park Erickson. \$600 (1)

RUTGER F. ERICKSON & ASTRID LORENSON ERICKSON MEMORIAL SCHOLARSHIP

The Rutger F. Erickson & Astrid Lorensen Erickson Memorial Scholarship is awarded to graduates of L.L. Wright High School who have a minimum GPA of 2.0. The students should be full-time and can either have freshman or sophomore status. Established by Astrid Lorensen Erickson. \$500 (2)

EXPENSIFY, INC. SCHOLARSHIP FOR INFORMATION TECHNOLOGY

The Expensify Scholarship is awarded to students who are enrolled in the Computer Information Technology program. The applicants should be full-time students and have freshman status. Established by Expensify, Inc., a software company based in San Francisco, CA. \$1,000 (1)

COACH FARRELL BASKETBALL SCHOLARSHIP

The Coach Farrell Basketball Scholarship is awarded to students who are a resident of the Upper Peninsula of Michigan and the Wisconsin reciprocity area. The applicants must maintain a minimum GPA of 2.5 and demonstrate financial need. Established by the family of Coach Gene Farrell to honor his memory. Coach Farrell was a basketball coach at Gogebic Community College for many years. \$800 (1)

CLARENCE FORSLUND MEMORIAL SCHOLARSHIP

The Clarence Forslund Memorial Scholarship is awarded to sophomore students in an accounting or business finance program with a minimum GPA of 3.5. The recipients must have graduated from a high school in Gogebic County, Michigan or Iron County, Wisconsin. Established by Dianne and Mark Fiebrink. \$300 (1)

GENTILE-PAOLI BUSINESS SCHOLARSHIP

The Gentile-Paoli Business Scholarship is awarded to full-time students enrolled in a business administration degree transfer program. The recipient must be from Gogebic County, Michigan or Iron County, Wisconsin and should maintain a 2.5-3.0 GPA. Established by Mary Gentile Paoli and Louis Paoli. \$300 (1)

DENISE GERTZ-COHEN MEMORIAL SCHOLARSHIP

The Denise Gertz-Cohen Memorial Scholarship is awarded to high school students from Gogebic County, Michigan or Hurley, Wisconsin, who are returning sophomore students with a minimum GPA of 3.25. The order of priority of academic major will be: pre-law; pre-medicine, foreign languages or Associate of Arts transfer programs. Established by the Pearl Gertz Charitable Trust in memory of Denise Gertz-Cohen. \$500 (1)

LOUIS A. GHELLER MEMORIAL SCHOLARSHIP

The Louis A. Gheller Memorial Scholarship is awarded to students in a vocational education program. The students must have demonstrated high school or college scholastic, vocational, athletic, or musical student leadership or other school achievements. The scholarship will be awarded based on financial need. Established by Louis A. Gheller. \$300 (2)

GOGEBIC COMMUNITY COLLEGE CONSTRUCTION/BUILDING TRADES SCHOLARSHIP

The Construction/Building Trades Scholarship is awarded to full-time students enrolled in the Construction Technology or Building

Trades Program. The applicants are not limited to any geographic location. Established by Gogebic Community College. \$1,000 (5)
GOGEBIC COMMUNITY COLLEGE FACULTY ASSOCIATION VOCATIONAL SCHOLARSHIP

The Gogebic Community College Faculty Association Vocational Scholarship is awarded to students in a one year vocational program. The scholarship will be awarded to a second semester freshman. The student must have a GPA of 3.0 or higher. Established by the Gogebic Community College faculty members of the Michigan Education Association. \$250 (1)

GOGEBIC COMMUNITY COLLEGE FACULTY ASSOCIATION SCHOLARSHIP

The Gogebic Community College Faculty Association Scholarship is awarded to students who have completed their freshman year at Gogebic Community College and will return to complete their sophomore year. The scholarship is based on academic excellence. Established by the Gogebic Community College faculty members of the Michigan Education Association. \$500 (1)

GOGEBIC COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP

The Gogebic Community College Foundation Scholarship is awarded to students who have demonstrated excellent scholastic achievement, participated in extracurricular activities and defined a clear set of educational goals. Established by the Gogebic Community College Foundation. \$500 (1)

GOGEBIC COMMUNITY COLLEGE HONORS SCHOLARSHIP

The Gogebic Community College Honors Scholarship is awarded to students who have achieved a 3.0 GPA or higher and are full-time students. The applicants must have participated in extra-curricular and community activities and have stated their career and educational goals in a concise and clear manner on the scholarship application. There are no geographical restrictions. Established by Gogebic Community College. Amounts vary.

GOGEBIC COMMUNITY COLLEGE PRESIDENTIAL SCHOLARSHIP

The Gogebic Community College Presidential Scholarship is awarded to students who have a GPA of 3.0 or higher and have been involved in various extra-curricular and community activities. The applicants must be full-time students pursuing an occupational or transfer degree program. Established by the Gogebic Community College Foundation. \$500 (1)

GOGEBIC RANGE BANK SCHOLARSHIP

The Gogebic Range Bank Scholarship is awarded to students in a business related field with a minimum GPA of 2.5. The applicants must be a graduate of Wakefield-Marenisco, Bessemer A.D. Johnston, L.L. Wright high schools in Michigan, Hurley K-12 =School in Wisconsin or a resident of one of these communities. Established by the Gogebic Range Bank. \$600 (1).

JOHN B. AND MAE M. HAKALA SCHOLARSHIP

The John B. and Mae M. Hakala Scholarship is awarded to students with a 3.0 GPA or higher who have demonstrated leadership abilities. The students must be attending full-time and participate in school and community activities. Established by John B. Hakala. \$500 (1)

DR. AND MRS. R.R. HARRINGTON SCHOLARSHIP

The Dr. and Mrs. R.R. Harrington Scholarship is awarded to nursing or pre-med students. Established by the Harrington family in memory of Rex and Mayetta Harrington and their commitment to education and medical training. \$1,000 (1)

MIKE HAZEN MEMORIAL SCHOLARSHIP

The Mike Hazen Memorial Scholarship is awarded to a resident of Gogebic County with a minimum GPA of 2.5. The applicants must be enrolled in the Social Science and Education program with an emphasis on Criminal Justice, Education or Social Work. Established by the family of Mike Hazen to honor his memory. Mike served on the GCC Foundation Board for many years and was a strong supporter of education. \$750 (1)

RUTH M. HEALY ACADEMIC SCHOLARSHIP

The Ruth M. Healy Academic Scholarship is awarded to the top ranking senior graduating from L.L. Wright High School in Michigan. The amount of the award is based on the cost of full tuition and fees for first and second semester. Established by the Gogebic Community College Board of Trustees in honor of Ruth M. Healy, a Gogebic Community College employee for 32 years.

HINCH MEMORIAL SCHOLARSHIP

The Hinch Memorial Scholarship is awarded to graduates of West Iron County High School in Iron River, Michigan. If a graduate of West Iron County High School is not available, the students should be a graduate of Hurley High School in Hurley, Wisconsin or A.D. Johnston High School in Bessemer, Michigan. Established by the Hinch family in recognition of the positive Gogebic Community College experience encountered by their son when he was enrolled. \$500 (1)

IRONWOOD BUSINESS AND PROFESSIONAL WOMEN'S CLUB SCHOLARSHIP

The Ironwood Business and Professional Women's Club Scholarship is awarded to returning sophomore students attending full-time with a GPA of 3.25 or higher. The applicant must have graduated from a high school located in Gogebic County, Michigan or Iron County, Wisconsin. The award is based on a combination of academic achievement, financial need and a concise outline of career plans. Established by members of the Ironwood Business & Professional Women's Club. \$300 (2)

IRONWOOD KIWANIS CLUB FRESHMAN SCHOLARSHIP

The Ironwood Kiwanis Club Freshman Scholarship is awarded to a graduating senior who has demonstrated outstanding academic achievement, citizenship, and participation in school activities. Preference is given to students that have actively participated in Key Club. Established by the Ironwood Kiwanis Club, which began their existence in 1925 dedicated to youth and the community. \$1,000 (1)

IRONWOOD KIWANIS CLUB SOPHOMORE SCHOLARSHIP

The Ironwood Kiwanis Club Sophomore Scholarship is awarded to returning Gogebic Community College sophomore students. The applicants must be full-time students with a cumulative GPA of 3.0 or higher. The scholarship is awarded on the basis of high academic achievement, citizenship, and service to the community and college. Preference is given to students who actively participated in Key Club. Established by the Ironwood Kiwanis Club, which began their existence in 1925 dedicated to youth and the community. \$1,000 (1)

IRONWOOD-HURLEY ROTARY CLUB SOPHOMORE SCHOLARSHIP

The Ironwood-Hurley Rotary Club Sophomore Scholarship is awarded to returning GCC sophomore students who are residents of the Ironwood, Michigan or Hurley, Wisconsin area. The applicant must be a full-time student with a cumulative GPA of 3.0 or better. The scholarship award is based upon financial need, other forms of financial aid available to the student, scholastic

achievement and future aims and goals. Established by the Ironwood-Hurley Rotary Club. \$500 (1)

IRONWOOD-HURLEY ROTARY CLUB VOCATIONAL SCHOLARSHIP

The Ironwood-Hurley Rotary Club Vocational Scholarship is awarded to freshman students who are attending GCC full-time. The student must have a high school GPA of 3.0 or higher and reside in the Ironwood, Michigan or Hurley, Wisconsin area. A financial aid form must be filed with the GCC Financial Aid Office for a determination of financial need. The students must be enrolled in a vocational program. Established by the Ironwood-Hurley Rotary Club. \$500 (1)

IRONWOOD WOMAN'S CLUB FRESHMAN SCHOLARSHIP

The Ironwood Woman's Club Freshman Scholarship is awarded to senior of L.L. Wright High School in Ironwood, Michigan. Established by the Ironwood Woman's Club. \$150 (1)

IRONWOOD WOMAN'S CLUB SOPHOMORE SCHOLARSHIP

The Ironwood Woman's Club Sophomore Scholarship is awarded to graduates of L.L. Wright High School who have successfully completed their freshman year at Gogebic Community College. The applicants must be residents of Ironwood Township or Ironwood, Michigan. Established by the Ironwood Woman's Club. \$150 (1)

HELEN JALONEN EDUCATION MEMORIAL SCHOLARSHIP

The Helen Jalonen Education Memorial Scholarship is awarded to full-time students enrolled in an elementary education transfer degree program. Established by Helen Jalonen in gratitude to an anonymous donor who gave her the opportunity to attend Gogebic Junior College from 1933-35. Helen was a teacher who believed in the importance of an education and she enjoyed her career immensely. Open to sophomore students who are majoring in elementary education. Students need to demonstrate a strong commitment to children. Priority is given to students who show financial need. \$500 (1)

ISAAC AND OLGA JALONEN MEMORIAL SCHOLARSHIP

The Isaac and Olga Jalonen Memorial Scholarship is awarded to students majoring in an environmental, art, or elementary education degree transfer program. Established by Elaine R. Jalonen, daughter of Isaac and Olga Jalonen. \$500 (1)

AILEEN HIETANEN JAREK NURSING SCHOLARSHIP

The Aileen Hietanen Jarek Nursing Scholarship is awarded to full-time students enrolled in the Nursing program with a minimum GPA of 3.0. Established by Aileen Jarek. \$100 (1)

WILLIAM "BILL" JOHNSON MEMORIAL SCHOLARSHIP

The William "Bill" Johnson Memorial Scholarship is awarded to students enrolled in the Building Trades or Construction Technology Program and who are residents of Gogebic County, Michigan or Iron County, Wisconsin. Established by the Johnson family in memory of Bill. \$500 (1)

WILLIAM LEONARD JOHNSON MEMORIAL SCHOLARSHIP

The William Leonard Johnson Memorial Scholarship is awarded to freshman or sophomore students with a 3.0 GPA or higher who have graduated from Luther L. Wright High School in Michigan and are majoring in Math & Science, radio communications, ski area management or music. Established by the Johnson family to honor the memory of William. \$250 (1)

RAGNAR AND IRENE JOSEPHSON ENDOWED SCHOLARSHIP

The Ragnar and Irene Josephson Scholarship is awarded to graduates from a Gogebic County, Michigan or Iron County, Wisconsin high school. The recipients should be full-time with a GPA of 3.0 or higher. The scholarships will be granted to a student majoring in business or nursing. \$400 (2)

KEWEENAW LAND ASSOCIATION, LTD. SCHOLARSHIP

The Keweenaw Land Association, Ltd. Scholarship is awarded to freshman or sophomore students who have graduated from a Gogebic County high school and have been accepted in to a program related to natural resources. Established by the Keweenaw Land Association because of their deep concern for the economic development of the area and, in particular, the growth of GCC. \$200 (1)

KRISTI MAE KIVI MEMORIAL NURSING SCHOLARSHIP

The Kristi Mae Kivi Memorial Nursing Scholarship is awarded to second year nursing students with special consideration for single parents. The applicants must be involved in extracurricular activities, community activities or volunteer work and demonstrate leadership abilities. Established by Lauri Kutz and Marty Liske. The intent of this scholarship is to honor the life of Kristi Kivi for her work as a dedicated nurse who provided compassion and care to her patients; for her fortitude and indomitable spirit; and for her love of her family and friends. \$1,000 (1)

KLASSIC KRUISERS CAR CLUB SCHOLARSHIP

The Classic Kruisers Car Club Scholarship is awarded to students who are residents of Gogebic County, Michigan or Iron County, Wisconsin. Preference will be given to applicants enrolled in the automotive technology program and applicants must maintain a GPA of 2.0 or higher. Established by the Classic Kruisers Car Club, a local club that is passionate about cars, cruising and community. \$500 (1).

ROD STEVE KOVACEVICH MEMORIAL SCHOLARSHIP

The Rod Steve Kovacevich Memorial Scholarship is awarded to students who are residents of Gogebic County, Michigan or Iron County, Wisconsin with preference given to students who are majoring in a business related program. Recipients must maintain a 2.5 GPA. Established by Rev. Dr. Ardyth Kovacevich Johnson in loving memory of her brother who attended GCC and graduated with honors from Michigan State University. He served his country and fought in the Battle of Hamburger Hill in Vietnam. He was a bright, loyal and courageous man who was faithful to God, country, family, and friends. \$200 (1)

JOSEPH F. AND JUDITH A. KRAUSE MEMORIAL SCHOLARSHIP

The Joseph F. and Judith A. Krause Memorial Scholarship is awarded to high school graduates of Gogebic County, Michigan or Iron county, Wisconsin who have a GPA of 3.0 or higher and are full-time students. Established by Judith Krause in memory of Joseph Krause. \$150 (1)

DORIS M. KRELL SCHOLARSHIP

The Doris M. Krell Scholarship is awarded to full-time students enrolled at GCC with a minimum GPA of 3.0. The recipients are not limited to any specific major or program of study. Established by Doris M. Krell. \$500 (1)

MARY M. & TONY J. KRIZMANICH MEMORIAL SCHOLARSHIP

The Mary M. & Tony J. Krizmanich Memorial Scholarship is

awarded to full-time students with sophomore status who have graduated from a high school in Gogebic County, Michigan. The applicants should be enrolled in a business program with an emphasis on pre-engineering or drafting. A minimum GPA of 2.5 is required. Established by Mary M. Krizmanich in memory of her husband, Tony. \$100 (1)

LADIN MEMORIAL SCHOLARSHIP

The Ladin Memorial Scholarship is awarded to returning sophomore students who have been raised and attended high school within a 60 mile radius of Ironwood, Michigan. The scholarship is awarded to students with financial need and academic merit. Established in memory of Louis Ladin whose family came to Ironwood, Michigan from Lithuania in the 1880s. \$100 (2)

MARGARET RUTH LAFORGE MEMORIAL NURSING SCHOLARSHIP

The Margaret Ruth LaForge Memorial Nursing Scholarship is awarded to students enrolled in the Licensed Practical Nursing Program. The student must have good academic standing and financial need. Established by John LaForge and his family in memory of his sister Margaret Ruth LaForge. \$200 (1)

IRONWOOD KIWANIS LAURI LAHTI AUTOMOTIVE SCHOLARSHIP

The Ironwood Kiwanis Automotive Lauri Lahti Memorial Scholarship is awarded to a student enrolled in the Automotive Technology program. Established by the Ironwood Kiwanis Club, which began their existence in 1925 dedicated to youth and the community. \$500 (1)

LEHTINEN-WAINIO SCHOLARSHIP

The Lehtinen-Wainio Memorial Scholarship is awarded to freshman students who have excelled academically and have demonstrated a strong commitment to community and school activities. Strong leadership skills as well as personal accomplishments will be taken into consideration. Established by Taimi Wainio in memory of her aunt, Elaine Faye Lehtinen. \$300 (1)

MOSES AND MARY LEVINSTEIN ENDOWED SCHOLARSHIP

The Moses and Mary Levinstein Scholarship is awarded to full-time students who have a minimum GPA of 3.0. Established by Moses Levinstein. \$500 (1)

LINDBERG FAMILY SCHOLARSHIP

Awarded to a full-time freshman or sophomore student. This scholarship is not limited to any specific academic program or geographical location. Established by the Lindberg Family of Ironwood, Michigan.

EDNA M. LINDBERG MEMORIAL SCHOLARSHIP

The Edna M. Lindberg Memorial Scholarship is awarded to students who are enrolled in a degree seeking program with a minimum enrollment status of three-quarter time. Awarding will be based on outstanding academic achievement. Established by Edna M. Lindberg. \$200 (1)

DAVID AND AUDREY LINDQUIST MEMORIAL SCHOLARSHIP

The David and Audrey Lindquist Memorial Scholarship is awarded to full-time students with a minimum GPA of 3.0. The applicants must have strong academic qualities, respectful character references, leadership qualities and be involved in extracurricular activities and/or community activities. Established by the Lindquist family to honor the memory of Dave and Audrey. Dave dedicated his career to the students of Gogebic Community College. He retired as the Dean of Student Services and continued to serve for many years on the GCC Foundation Board. Audrey

was always very involved in all aspects of the family's lives and was their biggest supporter. \$500 (1)

LORENSEN FAMILY SCHOLARSHIP

The Lorensen Family Scholarship is awarded to students who have achieved and will continue to maintain a GPA of 3.0 or higher. Established by Clarence B. Lorensen in honor of his parents, Mr. and Mrs. Carl A. Lorensen who were Swedish immigrants who settled in Ironwood, Michigan. They were strong believers in the value of learning and strongly encouraged their children and grandchildren to pursue college educations. \$1,000 (2)

ALFRED and IRENE LUND MEMORIAL SCHOLARSHIP

The Alfred and Irene Lund Memorial Scholarship is awarded to non-traditional sophomore students who have a family from Gogebic County, Michigan. The applicants must maintain a minimum GPA of 2.5. Established by the children of Alfred and Irene to honor their memory. \$400 (1)

VERNER J. LUND MEMORIAL SCHOLARSHIP

The Verner J. Lund Memorial Scholarship is awarded to sophomore students enrolled in a business program. The students must be a graduate of a high school in Gogebic County, Michigan or Iron County, Wisconsin. The students must have financial need and be in good academic standing. Established by Verner Lund. \$500 (1)

FLORENCE and DAVID MCDONALD NURSING SCHOLARSHIP

The Florence and David McDonald Nursing Scholarship is awarded to full-time students enrolled in the Nursing Program with a GPA of at least 2.5. One scholarship will be awarded to a graduate from Luther L. Wright High School in Michigan and one scholarship will be awarded to a graduate of Hurley K-12 School in Wisconsin. Established by the McDonald family in memory of their parents, Florence and David. \$250 (2).

CABLE MCKAY MEMORIAL SKI RETAIL SCHOLARSHIP

The Cable McKay Memorial Ski Retail Scholarship will be awarded to a full-time second year student in the Ski Area Management Program. The recipient must maintain a 3.0 GPA. This scholarship was established by Rob Garrett in memory of Cable McKay. \$500 (1)

MARGARET 'PEGGY' MALOVHR NURSING SCHOLARSHIP

The Margaret 'Peggy' Malovrh Nursing Scholarship is awarded to second year nursing students who have a minimum GPA of 3.0. The applicants should be residents of Gogebic County, Michigan or Iron County, Wisconsin and be enrolled full-time. Established by Dr. Nikolay Dimitrov to recognize the commitment Peggy, a GCC alum, brought to her field as a pharmacist. \$1,000 (1).

MARVIN E. MARKS MEMORIAL SCHOLARSHIP

The Marvin E. Marks Memorial Scholarship is awarded to recent high school graduates with a GPA not to exceed 3.0. The students must be enrolled full-time. Established by Jeanne Graham in honor of Marvin E. Marks who was an Ironwood, Michigan attorney and a strong supporter of Gogebic Community College. \$500 (1)

MIDWEST SKI AREAS ASSOCIATION/BRENT NELSON MEMORIAL SCHOLARSHIP

The Midwest Ski Areas Association/Brent Nelson Memorial Scholarship is awarded to sophomore students enrolled in the Ski Area Management program. Preference will be given to a student enrolled in an internship at a ski area in the Midwest Region. Established by the Midwest Ski Areas Association. \$500 (1)

SERAFINO 'SUDS' MORICHETTI BUSINESS SCHOLARSHIP

The Serafino 'Suds' Morichetti Business Scholarship will be awarded to a graduate of Hurley K-12 School who is a full-time freshman student majoring in a Business Program. A freshman scholarship recipient may renew this scholarship for their sophomore year at GCC subject to the same criteria. The recipient must maintain a 2.75 grade point average. Scholastic achievement, civic/community contributions and suitable future business interests will be considered when awarding this scholarship. This scholarship was established in memory of Serafino 'Suds' Morichetti by his step-daughter Marlene Patricia 'Pat' Welsh. Varies (1)

SERAFINO A. ('SUDS') AND MADELEINE M. MORICHETTI MEMORIAL NURSING SCHOLARSHIP

The Serafino A. "Suds" and Madeleine M. Morichetti Nursing Scholarship is awarded to full-time students in the LPN or Associate Degree Nursing Program with a minimum GPA of 2.5. The applicants must be residents of Iron County, Wisconsin or Gogebic County, Michigan with preference given to nontraditional students. Established by Madeleine M. Morichetti, a former nurse. \$1,000 (1)

ELDRED GEORGE MUGFORD, in MEMORY OF CLARE H. MUGFORD, R.N., SCHOLARSHIP

The recipient should be a full-time student enrolled in the Practical Nursing Program or the Associate Degree Nursing Program. If the recipient is a freshman, their highschool GPA must be at least a 3.0. If the recipient is a sophomore, their cumulative college GPA must be at least a 3.0. This scholarship was established by Eldred George Mugford to honor his mother's memory. His mother, Clare H. Mugford, was a Registered Nurse. Varies (1)

DAVID MUSSATTI, JR. MEMORIAL SCHOLARSHIP

The David Mussatti, Jr. Memorial Scholarship is awarded to students enrolled in any of the applied technology programs. Established by Enbridge Employee Services, Inc. to honor David who lost his life on the job. \$1,000 (1)

BRIAN T. NASI MEMORIAL SCHOLARSHIP

The Brian T. Nasi Memorial Scholarship is awarded to freshman students enrolled in the Building Trades or Construction Technology Program. The applicants should be full-time students and must maintain a 2.5 GPA or higher. Established by Ginger Nasi, spouse of Brian, to honor Brian's memory and life's work. \$500 (1)

DR. JOHN A. NIEMI SCHOLARSHIP

The Dr. John A. Niemi Scholarship is awarded to students in any academic program who are a resident of, or originally from, Erwin Township in MI. Established by Dr. John & Muriel Niemi. \$500 (2)

MARIAN NORDBERG NURSE SCHOLARSHIP

The Marian Nordberg Nurse Scholarship is awarded to second year nursing students. The applicants can either be enrolled full-time or part-time. Established by Marian Nordberg. \$500 (1)

JAMES NORMAN MEMORIAL SCHOLARSHIP

The James Norman Memorial Scholarship will be awarded to a full-time student enrolled in a science related degree program. The recipient must maintain a 2.5 GPA. This scholarship was established by Harriette Norman, in memory of her husband Jim, who was an alum of GCC. Varies (1)

OJIBWAY CORRECTIONAL FACILITY EMPLOYEE CLUB SCHOLARSHIP

The Ojibway Correctional Facility Employee Club Scholarship is awarded to full-time students majoring in criminal justice or corrections. The scholarship is restricted to students from the

following counties: Iron County, Wisconsin; Gogebic County, MI; Ontonagon County, MI; or Iron County, MI. Established by the Employee Club at Ojibway Correctional Facility. \$200 (2)

ARTHUR AND ALMA PAKONEN ENDOWED SCHOLARSHIP

The Arthur and Alma Pakonen Scholarship is awarded to full-time students in any academic program that are either a direct descendant of Arthur or Alma Pakonen or a resident of Erwin Township in Michigan. Established by R. Rodney and Charlotte M. Pakonen in memory of Arthur and Alma Pakonen. \$500 (1)

FRANCIS E. PAOLI MEMORIAL SCHOLARSHIP

The Francis E. Paoli Memorial Scholarship is awarded to students enrolled in a business program with a minimum GPA of 3.0. Established by Linda Paoli. \$250 (1)

JOHN & KATIE PATRICK MEMORIAL SCHOLARSHIP

The John & Katie Patrick Memorial Scholarship is awarded to second year associate degree nursing students with a minimum GPA of 2.75. Applicant must be a resident of Ironwood, Bessemer, Wakefield Michigan or Hurley, Wisconsin. Priority will be given to the student with greatest financial need who has demonstrated interest in coronary care. Established by the Patrick Family. \$200 (1)

GEORGE FRANCIS PISCA MEMORIAL SCHOLARSHIP

The George Francis Pisca Memorial Scholarship is awarded to high school graduates from Gogebic County, Michigan with a minimum GPA of 3.0. Students must be enrolled in a program leading to a baccalaureate degree. Selection will be based on GPA, citizenship, and character. Established by the Pisca family to honor the memory of their son, George. \$250 (1)

STEVEN R. PLESH MEMORIAL SCHOLARSHIP

The Steven R. Plesh Memorial Scholarship is awarded to freshmen and sophomore applicants from the Gogebic Range in Michigan. The recipients must maintain a minimum GPA of 2.5 and special consideration will be given to students enrolled in a business-related field of study. Established by Patty Plesh, spouse of Steve, to honor the memory of Steve's life. \$200 (1)

PORTAGE HEALTH FOUNDATION SCHOLARSHIP

The Portage Health Foundation Scholarship is awarded to full-time students seeking a degree or certification in the Allied Health Division, which includes Certified Nursing Assistant (CNA), Licenses Practical Nursing (LPN), Associate Degree Nursing (ADN), Medical Assistant (CMA), and EMS (paramedic or emergency medical technician). Other qualified degree/certificate/training programs include Medical Coding & Billing Specialist, Medical Technology, Mortuary Science, and Nurse Aide Training. The recipient's origin of residency must be from one of the following Michigan counties: Baraga, Houghton, Keweenaw, or Ontonagon. Established by the Portage Health Foundation. \$2,500 (4)

WALTER F. PROSEK SCHOLARSHIP

The Walter F. Prosek Scholarship is awarded to freshman students who have graduated from the Hurley K-12 School in Wisconsin with a 3.0 or higher GPA. Established by Walter F. Prosek. \$1,000 (2)

JOHN J. RAJKOVICH ENDOWED FUND

The John J. Rajkovich Endowed Fund is awarded to applicants who are full-time students with a minimum GPA of 3.0 and exhibit a commitment to leadership and community service. The students must be a resident east of the Highway 13 corridor of Wisconsin and north of the Ashland county line or a graduate of a high school in Gogebic or Ontonagon County, Michigan or Iron County, Wisconsin. The scholarships will be awarded to students enrolled

in the occupation and transfer associate degree programs. Established by John J. Rajkovich. \$500 (5)

MARIO AND MARY RE MEMORIAL SCHOLARSHIP

The Mario and Mary Re Memorial Scholarship is awarded to graduates of A.D. Johnston High School in Bessemer, Michigan. The student must maintain a GPA of 3.0 or higher. One recipient will be enrolled in a math/science program, and the other recipient is not limited to a specific academic program. Established by the family of Mario and Mary Re. \$625 (1).

KANDY RICHARDSON MEMORIAL SCHOLARSHIP

The Kandy Richardson Memorial Scholarship is awarded to students who are enrolled in Cosmetology Department. The recipients must be full-time. Preference will be given to students from Ontonagon High School or Ontonagon County in Michigan. There is no minimum GPA required. Established by the friends of Kandy Richardson in memory of Kandy. \$1,000 (1)

LEONARD AND LORRAINE ROONI SCHOLARSHIP

The Leonard and Lorraine Rooni Scholarship is awarded to students who have ties to or who are interested in the Gogebic Range in Michigan. The applicants shall display common sense, demonstrate a good work ethic in their life conduct and also demonstrate kindness as a part of their character. Established by the family of Leonard and Lorraine Rooni. \$350 (1)

JENNIFER T. ROSSI - WIMI/WJMS MEMORIAL SCHOLARSHIP

The Jennifer T. Rossi – WIMI/WJMS Memorial Scholarship is awarded to full-time students from the Wisconsin counties of Ashland, Iron, Bayfield, Price, Vilas, or Oneida; or the Michigan counties of Gogebic or Ontonagon. The recipient must have and maintain a 2.5 or higher GPA. Established by the family & friends of Jennifer Rossi to honor her memory after she lost her life in a car accident. \$500 (1)

BARBARA JEAN SAMARDICH MEMORIALSCHOLARSHIP

The Barbara Jean Samardich Memorial Scholarship is awarded to full-time students pursuing a career in social work or in a social science field of study. The recipients must maintain a 2.5 GPA or higher. Established by George Samardich in memory of his wife, Barbara. \$1,000 (1)

TERESA ANN SANTINI MEMORIAL SCHOLARSHIP

The Teresa Ann Santini Memorial Scholarship is awarded to sophomore nursing students from the Gogebic Range in Midhigan who are returning to college while also raising a family. Both financial need and academic performance will be considered. Established by the family of Teresa Ann Santini. \$750 (3)

EARLE SELL SCHOLARSHIP

The Earle Sell Scholarship is awarded to students with a minimum GPA of 3.0, who are a resident of Iron County, Wisconsin or Gogebic County, Michigan majoring in history, genealogy, archeology, or anthropology. Established by Earle Sell. \$100 (1)

LORETTA J. SERVIA MEMORIAL SCHOLARSHIP

The Loretta J. Servia Memorial Scholarship is awarded to graduates of A.D. Johnston High School in Bessemer, Michigan who have a minimum high school GPA of 3.0 and who graduated from high school in the year preceding the scholarship award. Established by the family of Loretta J. Servia to honor Loretta's memory. \$250 (1).

MARY LOUISE AND OSCAR SJOWALL EDUCATION SCHOLARSHIP

The Mary Louise and Oscar Sjowall Education Scholarship is awarded to full-time students in an education degree transfer program. The recipients are required to maintain a minimum GPA of 3.0. Established by Mary Louise Sjowall. \$500 (1)

JACOB A. SOLIN MEMORIAL SCHOLARSHIP

The Jacob A. Solin Memorial Scholarship is awarded to applicants who exhibit evidence of scholastic achievement and are enrolled in either an academic or vocational degree program. Established by John Solin in honor of Jake's strong interest in education and his leading role in the development of Gogebic Community College. \$150 (1)

GUSTAVE B. SWANSON ENDOWED VOCATIONAL SCHOLARSHIP

The Gus Swanson Vocational Scholarship is awarded to students in a "hands-on" vocational program such as automotive technology, construction technology, or welding. The students who are majoring in Pre-Engineering may also be considered. The first priority will be given to students from the Ironwood, Michigan School District, with the next priority given to students in Gogebic County, Michigan. Established by Gustave Swanson. \$750 (4)

ROBERT A. SWANSON SCHOLARSHIP FUND

The Robert A. Swanson Scholarship is awarded to students majoring in business-related fields of study who have demonstrated scholastic achievement. Established by Robert A. Swanson who was an Ironwood, Michigan native, an alum of Gogebic Community College and a 1933 graduate of Luther L. Wright High school in Ironwood, Michigan. \$200 (2)

ZERA F. TABACCHI SCHOLARSHIP

The Zera F. Tabacchi Scholarship is awarded to students who are graduates of the Ironwood Area Schools in Ironwood, Michigan. The applicants must be full-time degree seeking students with a GPA of 2.5 or higher. Established by Leno Tabacchi to honor Zera, a former French language teacher at Gogebic Community College. \$300 (1)

RAYMOND R. TALASKA ENDOWED SCHOLARSHIP FUND

The Raymond R. Talaska Scholarship is awarded to full-time sophomore students enrolled in a two year business transfer program. The students must have a minimum GPA of 2.5 or higher. Established by Ray Talaska. \$500 (1)

HENRY & SHIRLEY TIILIKKA MEMORIAL SCHOLARSHIP

The Henry & Shirley Tiilikka Memorial Scholarship is awarded to residents of Ironwood Township in Ironwood, Michigan. Originally established by Henry Tiilikka to honor his wife, Shirley and then continued by the Tiilikka's family to honor both Henry and Shirley. \$500 (1).

TRIER'S SCHOLAR-ATHLETE SCHOLARSHIP FUND

The Trier's Scholar-Athlete Fund is awarded to students who reside in the service areas of Gogebic Community College and have been actively involved in high school sports. The students must have a minimum GPA of 3.0. Preference will be given to former employees of Trier's Drug Store. Established by Robert J. Trier in memory of his parents, Gilbert & Helen Trier and his uncle, Joseph Trier. \$400 (1)

VAARA ATHLETIC SCHOLARSHIP

The Vaara Athletic Scholarship is awarded to full-time students who participate in the GCC athletic program, are residents of Gogebic or Ontonagon Counties in Michigan or Iron County in Wisconsin. Established by the Vaara family. \$250 (1)

GARLAND & JENNIE VANDERMADE MEMORIAL SCHOLARSHIP

The Garland and Jennie Vandermade Memorial Scholarship is awarded to incoming freshmen who have excelled academically. The students must possess leadership skills as well as participate

in community and school activities. Established by Jennie Vandermade in memory of Garland and Jennie. \$400 (1)

REGINALD T. WILLIAMS MEMORIAL SCHOLARSHIP

The Reginald T. Williams Memorial Scholarship is awarded to Gogebic County residents who have successfully completed his/her freshman year at Gogebic Community College and will return the following year as a sophomore enrolled in an academic program. Established by Ruth E. Williams. \$100 (1)

WIRTANEN/MINDS MEMORIAL SCHOLARSHIP

The Wirtanen/Minds Memorial Scholarship is awarded to students who are incoming freshmen and have achieved a 3.0 GPA or better. The students must have participated in extracurricular and community activities. Leadership, character, and communication skills will also be taken into consideration. Established by Betty Minds in memory of Paul Wirtanen. \$300 (1)

LOUIS AND ANN YELICH MEMORIAL ENDOWED SCHOLARSHIP

The Louis and Ann Yelich Memorial Scholarship is awarded to full-time students who have graduated from a high school in Gogebic or Ontonagon Counties in Michigan, or from Iron or Ashland Counties in Wisconsin. The students should be second semester freshman with a minimum GPA of 3.0. Established by Hydro Pump & Equipment, Inc. of Houston, TX. \$100 (1)

MARY LOUISE YELICH SCHOLARSHIP

The Mary Louise Yelich Scholarship is awarded to full-time students who have graduated from a high school in Gogebic or Ontonagon Counties in Michigan, or from Iron or Ashland Counties in Wisconsin. Students should be second semester freshmen with a minimum GPA of 3.0. Established by Louis J. Yelich of Houston, Texas. Louis Yelich was an Ironwood, Michigan native and a Gogebic Community College alum. \$150 (1)

RAYMOND AND ISABELLE ZIEM ENDOWED SCHOLARSHIP

The Raymond and Isabelle Ziem Scholarship is awarded to students who are a resident of Ironwood Township, Michigan or a direct descendant of the Ziems. If no applicants meet this criteria, the scholarship is awarded to academically successful and financially deserving students. Established by R. Rodney and Charlotte M. Pakonen in memory of Raymond and Isabelle Ziem. \$500 (1)

JUDGE EUGENE ZINN MEMORIAL SCHOLARSHIP

The Eugene Zinn Memorial Scholarship is awarded to students who could not have attended Gogebic Community College without this assistance. Established by Judge Eugene Zinn. \$1,000 (1)

POLICY OF COMPLIANCE WITH FEDERAL LAW AND NONDISCRIMINATION

1. It is the policy of Gogebic Community College that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity for which the college is responsible or for which it received federal financial assistance from the Department of Education.
2. It shall continue to be the policy of this school district to make all employment decisions in a nondiscriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief. Equal pay shall be given for the performance of jobs requiring equal skill, effort and responsibilities.

Any questions concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 should be directed to:

Jeanne Graham
Dean of Student Services, Gogebic Community College, E4946 Jackson Road, Ironwood, MI 49938
906-932-4231, Ext. 212
jeanneq@gogebic.edu

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

PUBLIC NOTIFICATION OF VOCATIONAL OPPORTUNITIES

Gogebic Community College offers vocational education programs that are designed to prepare students for a broad range of employment opportunities.

In compliance with the policies of Gogebic Community College, race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief shall not be criteria for admission and participation in opportunities and activities offered by the college. Also, assistance is available for persons having limited English proficiency.

Vocational programs offered at Gogebic Community College include:

Accounting Specialty (Associate)
Applied Management (Associate)
Automotive Technology (Associate & Certificate)
Building Trades (Certificate)
Business Administration (Associate)
Certified Nurse Aide
Commercial Motor Vehicle Driver's License – Class A Over the Road (CMV-CDL) (Occupational Certificate)
Commercial Motor Vehicle Driver's License – Class B – Straight Truck (CMD-CDL) (Occupational Certificate)
Construction Technology (Associate)
Corrections Officer (Certificate)
Cosmetology (Certificate)
CIT-Computer Programming (Associate & Certificate)
CIT-Computer Repair (Certificate)
CIT-Network Administration (Certificate)
CIT-Network Security (Certificate)
CIT-Networking (Associate)
Criminal Justice (Associate)

Early Childhood Education (Associate)
Electric Line Mechanic (Certificate)
Emergency Medical Services - Paramedic (Associate & Certificate)
Emergency Medical Services Basic (Certificate)
Entrepreneurship (Associate)
Forestry Technology (Associate)
General Business (Associate & Certificate)
General Education – Nursing Transfer (Associate)
Health Information Administration (Associate)
Manufacturing Technology (Certificate)
Mechanical Design and Engineering Technology (Associate)
Medical Assisting (Certificate)
Medical Coding/Billing Specialist (Certificate)
Medical Office Professional (Occupational Certificate)
Practical Nursing (Certificate)
Registered Nursing (Associate)
Ski Area Management (Associate)
Web Programming (Certificate)
Welding (Certificate)
Web Programming (Certificate)

*CIT = Computer Information Technology

Any questions about these programs may be addressed to Gogebic Community College, Office of Admissions, E4946 Jackson Road, Ironwood, MI 49938, Telephone: 906-932-4231.

2017-2018 ACADEMIC YEAR CALENDAR

FIRST SEMESTER 2017-2018

August 21-24	Student Services/Registration Activities, Faculty Prof. Development
August 28	All classes begin
September 1	Last day for schedule adjustments and drop classes for a refund
September 4	Labor Day (college closed - no classes)
November 22	Last day to withdraw from classes
November 23-24	Thanksgiving break (college closed – no classes)
November 27	All classes resume
December 8	Last day of classes
December 11-15	Final exam week
December 18	End of semester - grades due

SECOND SEMESTER 2018

January 9-11	Student Services/Registration Activities, Faculty Prof. Development
January 15	All classes begin
January 19	Last day for schedule adjustments and drop classes for a refund
March 12-16	Spring Break (college open – no classes)
March 30-April 2	Easter Break (Easter Sunday is April 1)
April 3	All classes resume (Tuesday)
April 20	Last day to withdraw from classes
May 4	Last day of classes
May 7-11	Final exam week
May 11	Commencement
May 14	End of semester - grades due

INDEX

PAGE

Academic Advising.....	16
Academic Calendar	129
Academic Probation/Suspension	21
Accounting	50
Accreditation	9
Aces Center	10
Admissions	
General Information.....	14
Entrance Status.....	14
Allied Health Department	41
Alumni Relations	13
Applied Management	51
Assessment	16
Athletics	23
Attendance	18
Auditing of Courses	15
Automotive Technology (C)	82
Automotive Technology (A)	83
Biology	61
Board of Trustees and Administration.....	3
Bookstore	10
Building Trades	84
Business Administration	49
Business Division	48
Career Center	12
Chemistry.....	61
College & University Transfer Requirements.....	19
Commercial Motor Vehicle (CDL)	83
Community Service Programs	12
Computer Information Technology	52-54
Construction Technology	84
Copper Country Center	11
Corrections Officer	76
Cosmetology	86
Cost of Attendance.....	17
Course Descriptions	89
Credit by Examination (CLEP).....	19
Criminal Justice.....	76-77
Degrees Awarded & Requirements	38
Dentistry.....	62
Dropping a Course	18
Education	71
Early Childhood Education	72-73
Elementary Education	74
Secondary Education	75
Special Education	74
Electric Line Mechanic	88
Emergency Medical Technician Basic I	44
Engineering.....	63
Entrepreneurship	55
Examinations	19
Facilities.....	10
Faculty/Staff Directory	118
Fees.....	17
Financial Aid	24
Application Procedure	25
Student Rights & Responsibilities	24
Eligibility.....	25
Financial Aid Disbursement	27
Financial Aid Refund Policy.....	31
Satisfactory Academic Progress	29
Foreign Student Applications.....	15
Forestry Technology	64
General Business.....	56
General Education Requirements.....	40
Grade Re-evaluation	19
Graduation Applications	21
Grading System	18
Guest Student Applications	15
Health Information Administration.....	65
History Curriculum.....	78
History of College.....	9
Honors Courses	11
Housing.....	11

Incomplete Coursework	19
Instructional Programs Listing.....	6
Information/Correspondence Directory	8
Language and Arts Division	58
Law.....	79
Liberal Arts	59
Library	10
Manufacturing Technology	85
Math and Science Division.....	60
Mathematics	65
Mechanical Design & Engineering Technology	85
Medicine	66
Medical Assisting.....	47
Medical Coding/Billing Specialist.....	57
Medical Office Professional.....	57
Medical Technology.....	66
Mission and Philosophy of College	9
Mortuary Science.....	67
Natural Resources	67
Nursing	41
Associate Degree Nursing (RN) w/LPN Exit Option.....	42
Advanced Standing Track – (RN).....	43
Nurse Aide Training	46
Off-Campus Facilities.....	11
Offices, Classrooms, & Laboratories	10
Optometry.....	68
Orientation.....	16
Paramedic	45
Parking	12
Pharmacy	69
Physical Therapy	69
Physics.....	70
Probation	21
Programs of Study	38
Psychology	79
Quality Assurance Policy	4
Refunds	18
Registration	16
Repeating a Course	19
Residency Classification	15
Scholarships	37
Senior Citizen Tuition Waiver	34
Sexual Harassment	22
Ski Area Management	87
Ski Hill (Mt. Zion)	11
Social Work	80
Special Needs	12
Student Conduct and Discipline	21
Student Organizations/Activities	
ADAPT	23
Athletics	23
Chieftain	23
Christian Groups	23
Intramural Sports	23
Phi Theta Kappa	23
Student Senate	22
Table of Contents	4
Technology Division.....	81
Testing (Skills Assessment)	16
Transcripts.....	20
Transfer Student Applications	14
TRIO Student Support Services.....	12
Tuition.....	17
Veterans Information.....	33
Veterinary Medicine	70
Web Programming	55
Welding	88
Withdrawal.....	19
Work Study Program.....	36

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