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

Welcome to Gogebic Community College!

We are always amazed by the number of people across our Great Lakes Region who comment 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 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. We 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 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!
(L-R seated) William Malloy, John Lupino, Susan Beals
(L-R standing) Eric Fitting, Thomas Brown, Robert Burchell and Tim Kolesar

BOARD OF TRUSTEES

Board Members
JOHN LUPINO, Chairperson................................................................................................. December 31, 2020
WILLIAM MALLOY, Vice-Chairperson .................................................................................. December 31, 2024
SUSAN BEALS, Secretary.................................................................................................... December 31, 2022
TIMOTHY KOLESAR, Treasurer........................................................................................... December 31, 2022
THOMAS BROWN, Trustee................................................................................................... December 31, 2022
ROBERT BURCHELL, Trustee................................................................................................. December 31, 2022
ERIC FITTING, Trustee......................................................................................................... December 31, 2024

ADMINISTRATION–EXECUTIVE COMMITTEE

GEORGE MCNULTY .................................................................................................................. 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.

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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 40). The codes for the programs listed below are as follows: Associate Degree (A), Certificate Program (C), Occupational Certificate (OC), Transfer Program (T) and Continuing Education (CED). Programs are listed in the order they appear in the catalog.

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

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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

ACADEMIC SUPPORT SERVICES
Tutoring, Accessibility, TRiO
JESSICA LEINON-NOVASCONE
Director of TRiO/SSS and Accessibility

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

ATHLETICS
MICHAEL BOERMAN
Athletic Director

BOOKSTORE
KARI KLEMME
Bookstore Manager

BUSINESS OFFICE
ERIK GUENARD
Dean of Business Services

CONTINUING EDUCATION/BUSINESS AND INDUSTRY
RYON LIST
Dean of Instruction

ACCESSIBILITY SERVICES
JESSICA LEINON-NOVASCONE
Director of TRiO/SSS and Accessibility

FINANCIAL AID/SCHOLARSHIPS
STAFF
Director of Financial Aid

INSTRUCTION
RYON LIST
Dean of Instruction

LIBRARY
STAFF
Director of the Library/Learning Resources Instructional Technology Center

REGISTRATION
JEANNE GRAHAM
Dean of Students

TRANSFER ASSISTANCE
TARA TREGEMBO
Transfer Coordinator/Assistant Registrar/Veteran’s Services

STUDENT ACTIVITIES
DAYLE JACKSON
Director of Student Engagement/Outreach

VETERAN’S SERVICES
TARA TREGEMBO
Transfer Coordinator/Assistant Registrar/Veteran’s Services
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

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region. Core Components of Mission:

• We engage students in learning experiences that lead to enhanced employability and successful transfer to other educational institutions.

• We develop students who can think critically, analyze and interpret information, communicate effectively, and demonstrate community and global awareness to make ethical and responsible decisions.

• We develop partnerships with business and industry to support economic vitality and stability through the development of a skilled local workforce.

• We provide the educational environment that promotes technological competence, free expression of ideas, ethical integrity, and a diverse, inclusive culture.

• We advocate lifelong learning for all members of the community, providing local residents with educational, creative, and cultural opportunities.

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.

DIVERSITY AND INCLUSION STATEMENT

Gogebic Community College is committed to creating a diverse community: one that is inclusive and responsive, and is supportive of each and all of its students, faculty, and staff. The College seeks to promote diversity in its many manifestations. These include but are not limited to race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, physical ability or attributes, political beliefs, religious or ethical value system, and place of origin.

As a community-based institution, Gogebic Community College is committed to providing comprehensive education, enrichment, and economic development experiences designed to promote student success and engagement, individual growth and social advancement. Engaging as members of a multicultural world, fostering awareness and understanding of varied cultural perspectives, and cultivating a welcoming environment are important to student growth.

All members of the College community share a responsibility for creating, maintaining, and developing a learning environment in which difference is valued, equity is sought, inclusiveness is practiced, and empowerment occurs.

It is a focus of the College to advance diversity as defined above. The College continues to assess its progress to ensure diversity initiatives are effective.

PURPOSE

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 our region;

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.

INSTITUTIONAL INTEGRITY STATEMENT
We embrace a learner-centered philosophy that guides us in our efforts to improve student progress and program completion with honesty, integrity and mutual respect.

ACCREDITATION
Gogebic Community College is accredited by the Higher Learning Commission. Our status of accreditation can be reviewed by clicking on the word “accreditation” at the bottom of the GCC home page, or by going to the following link: https://www.gogebic.edu/AboutUs/accreditation.html. You can also find our accreditation status on the Higher Learning Commission website. Under find institutions, search for Gogebic Community College.

CLASSROOM 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)
--eSports Arena (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 also offers book buyback opportunities at the end of each semester. It also includes a snack bar and lounge area with TV, charging station and portable work stations. 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 karik@gogebic.edu. The GCC Online Bookstore is available under Student Resources on the college website to shop online and find current deals! You can readily find our 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 snow tubing 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 Copper Country Center in Houghton, MI located on Hwy M-26. Classes are offered in general classrooms, lecture style rooms, computer lab, state of the art science and nursing lab. The GCC office is open Monday-Friday from 8am-4:30pm. The office is staffed by 3 full-time employees who are available to assist students. Full-time instructors in Mathematics, English, Biology, Chemistry and Nursing along with a valuable mix of adjunct instructors provide high-quality instruction. Off-campus staff and faculty can be reached at (483)-0070.

Students can enroll in general studies, program specific or self-enrichment courses. In addition to a growing variety of certificate programs available, programs offered at the center include Associate Degree Nursing, Early Childhood Education, Criminal Justice, Business, as well as general education Associate of Arts and Associate of Science degrees. Early College and dual enrollment options are also available to high-school students. 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 an on-site advisor. Outreach services are aimed at removing barriers to admission, assisting students with the completion of educational goals and providing 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.

ACCESSIBILITY SERVICES
The mission of the Office of Accessibility is to provide equal access to an education and college life to students of all abilities who attend GCC. This includes coordinating support services and providing reasonable accommodations within the classroom and on campus. Students must provide documentation of their disability to the Director of Accessibility to coordinate services. Students are encouraged to reach out to the Director of Accessibility to advocate for their needs.

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 307-1237 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 owner’s 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 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.

<table>
<thead>
<tr>
<th>STEPS FOR ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Complete an APPLICATION FOR ADMISSION</td>
</tr>
<tr>
<td>✓ Submit official high school transcript or GED</td>
</tr>
<tr>
<td>✓ Submit official college transcripts, if requesting transfer credit or on academic warning from prior college.</td>
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</table>

APPLYING FOR ADMISSION

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

- Official high school transcript must be on file before 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 (6 or less credits).
- Official college transcripts from all colleges attended must be sent to the Admissions Office, if transfer credit is requested or on academic warning at prior college.

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 standing at the prior schools 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:

- If a student is seeking transfer credit, official transcripts from all other colleges or universities attended should be sent to the Admissions Office.
- The Transfer Coordinator utilizes The Database of Accredited Postsecondary Institutions and Programs to verify college credentials and insure the transferring institution has accreditation before granting transfer credit. Each transcript is evaluated on an individual basis, and credit is awarded based on the entering major.
- 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 16 course credits, excluding physical education, must be taken and completed at Gogebic Community College for degree qualification.
- An applicant accepted as a transfer student who was subject to academic suspension or on probation 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. Official transcripts from prior colleges must be submitted.

--Re-Admission

Students who have withdrawn from Gogebic Community College for one semester or more may reapply for admission into the college. If a student has attended another college, an official transcript of all academic work should 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 registering 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 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 in with 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 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 COL 101 OR COL 102 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, to not 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 COL 101 or COL 102—College and Transfer or Career Readiness.

- COL 101 and COL 102 are required courses for all degree-seeking students enrolled in a degree program and attending GCC for the first time.
- COL 101 and COL 102 are 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 administrate 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 ABSENCE:
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 (withdrawn) (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.

REPEITION 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 ENRANCE 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).

- **Advanced Placement (AP) Program:**
  College course credit will be granted to students who participate in the Advanced Placement program at their area high school and pass the AP examinations with an appropriate score. Only those AP courses approved by GCC faculty will transfer in as college credit.

- **College Level Examination Program (CLEP):**
  The CLEP is administered by the College Board. CLEP enables those who have reached the college level of education to assess the level of their academic achievement and to use the test results for college credit. Students planning to transfer to a university should consult that institutions CLEP policies before taking CLEP tests. Some institutions do not accept CLEP credits for some subjects, such as Biology and Chemistry. On the courses listed on the website will be considered for transfer if the final score is 50 or higher.

**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. Please visit our website to view the established agreements with various colleges and universities.

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 40.

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.

Honors 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 [https://www.gogebic.edu/welcome/studentsupport/studenthandbook.html](https://www.gogebic.edu/welcome/studentsupport/studenthandbook.html)

**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.

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.

ESPORTS TEAM
The eSports program provides intercollegiate competition for students in a variety of competitive computer games. Gogebic competes against colleges and universities across North America. Gogebic’s eSports Arena allows spectators to watch the competitions live. The Arena boasts high power gaming PCs for our team. Many of our matches are also streamed online.

Gogebic is recruiting and selecting student players based on their gaming skills and their academic records. Team members must be enrolled full-time and meet Gogebic’s academic requirements. GCC’s eSports program fosters team building, effective communication and critical thinking in nontraditional ways. These important skills are in high demand by employers and part of GCC’s Institutional Learning Outcomes.
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,
   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 906-307-1208 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 GCC Bookstore purchasing policy,
- 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 NSLDS information,
- 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 is the cost of attendance and what are the policies for students who withdraw?
- What criteria are used to select financial aid recipients and what are the deadlines for submitting applications?
- How is financial need determined and how are costs for tuition and fees, room and board, books and supplies, travel and miscellaneous expenses, etc. 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, an explanation of the various funds, what portion of the aid received must be repaid and what portion is grant aid?
- How is academic progress 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.

**STUDENT COMPLAINTS**

**Michigan Department of Licensing and Regulatory Affairs (LARA)**

The Michigan Department of Licensing and Regulatory Affairs is the agency designated to review complaints against institutions of higher education. Complaints concerning Gogebic Community College education activities should be referred to this agency. Students or prospective students wishing to file a complaint may visit the website at www.michigan.gov/lara.

Students who do not reside in Michigan may contact the authority in their home state, which may be found on the website of the State Higher Education Executive Officers Association.

**Ombudsman for Students**

The U.S. Department of Education provides an Office of the Ombudsman to help resolve loan disputes and problems. The following options are available for contacting the office: call toll free at (877) 557-2575, visit the website at www.fafaid.gov or write to: Office of the Ombudsman, Student Financial Assistance, U.S. Department of Education, Room 3012, ROB #3, 7th and D Streets, SW, Washington DC 20202-5144.

**Accreditation**

The Higher Learning Commission will hear complaints related to general practices affecting accreditation. For more specific information go to the Higher Learning Commission website.

**Veterans**

Complaints involving an active duty service member or veteran of the U.S. military may contact the DoD Post-Secondary Education Complaint System.

**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.
- 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 a financial aid proposal from the GCC Financial Aid Office is received. 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 not financial aid eligible. Students who are accepted for enrollment in the following programs are ineligible to receive federal financial aid.

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. An estimated offer of financial aid may be given to the student prior to being accepted to GCC, 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.

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 retain 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 may be requesting additional information needed to complete the processing of the student application. Documentation may include the student and parent federal income tax returns, 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 submitting verification documents is 120 days after the student’s last date of enrollment or September 19, 2020, for the 2019-2020 academic year, whichever is earlier, but the GCC Financial Aid Office needs to have valid ISIR/SAR information by the last date of enrollment, except for a student meeting the conditions for a late disbursement. A valid ISIR/SAR is one in which all information is accurate and complete. This includes making any necessary
corrections to the FAFSA, submitting those corrections to the federal processor, and receiving a confirmation in return. For federal student loans and campus-based funding, the student must submit all required documentation 10 days prior to falling below half-time status or 10 days before the student’s last date of enrollment. Failure to submit all requested documentation will result in the forfeiture of the student’s financial aid eligibility. No file review will take place until the student has submitted all required documentation so students are encouraged to complete the process as soon as possible.

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 studentloans.gov for additional information. No loan can be certified after the student is no longer enrolled.

6. **Submit a college work-study application.** College work-study application materials will be mailed to all eligible students with the 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 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.** GCC 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 Blackbaud Management System website. The typical application period is from December 1 through March 15. 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 online. 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 are 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, the 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.

**AWARDING FINANCIAL AID**

GCC strives to provide each eligible student sufficient resources to meet 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 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 the type of aid to be awarded. The amount awarded is determined by the student’s need, FAFSA information, eligibility, timeliness of application, response to requests for information, the amount of funds available and the 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 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 outside 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 the actual registered credits depending if the student has registered for classes. If a student’s enrollment status changes, 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 the 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 the 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/or 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, 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, Scholarships and Student Loans**

Grants, scholarships and student loans 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 sixth week of classes.

**Student Loans**

Students who participate in the federal student loan program must also complete the Master Promissory Note (MPN), the Federal Direct Student Loan Request Form and the loan entrance counseling before funds can be disbursed on the student account. GCC receives student loan funds electronically and the student authorizes the electronic transfer of these funds when they submit the MPN. Students are allowed to cancel the loan within 14 days after the date GCC sends the notification, advising the student borrower GCC has credited the student’s account. The student’s enrollment status for at least six credits as well as their academic standing and loan default status is also checked prior to disbursement. Loan checks for students only attending one semester will be disbursed in two separate payments. 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 student 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 which is submitted to the Financial Aid Office by the supervisor on the last day of the month.

**Expense Checks**

A student may receive a check for living expenses if there is a credit balance remaining on their account after all direct school charges have been deducted. The Financial Aid Office will officially disburse all funds to the student accounts on the 31st day of the semester. (Prior to this date, the amounts have been estimated.) Expense checks will be disbursed to the students the sixth week of classes.

**FINANCIAL AID BOOKSTORE PURCHASING POLICY**

All registered students are allowed to charge textbooks and supplies in the GCC Bookstore if the students have financial aid remaining after tuition, fees and housing (if staying in campus housing) have been deducted. These funds should only be used to purchase books and supplies required for the classes the student is enrolled in. These funds are NOT to be used to purchase multiple copies of the same textbook during a single semester. Financial aid funds are intended for purchases made by the student, for the student, and should never be used to purchase textbooks or supplies for other students, staff or faculty members.

**Allowable Purchases**

Allowable purchases can include

- textbooks and supplies,
- one book bag per academic year,
- software required for classes,
- one computer or tablet every three years,
- one printer every three years,
- required uniforms,
- required tools, and
- one calculator per academic year.

Items not approved for purchase with financial aid funds include, but are not limited to, apparel, food, candy, beverages, gift items and prepaid cards.

**Procedures for Purchasing Books**

Students must

1. register for classes and have a credit balance on their student account,
2. present a photo ID to the cashier at the time of checkout, and
3. sign the bookstore authorization receipt.

Students are also able to purchase books online through the GCC Bookstore using the credit balance on their accounts. The students can choose to have their books shipped (a shipping fee will be applied) to them or pick up the books in the GCC Bookstore.

**Deadline Dates**

There are specific timeframes in which students are able to charge in the GCC Bookstore. Students can begin charging to their accounts the first week in August for the fall semester. The begin date for charging for the spring semester is the first week in January.
IMPORTANT FINANCIAL AID INFORMATION

• The financial aid proposal lists all of the financial aid a student is eligible to receive at GCC. The proposal should be reviewed as soon as it is received. It is not necessary to return the award proposal. The proposal is for the student’s information only. Students are required to contact the GCC Financial Aid Office if the student wants to decline the college work-study or the student loan. The student is also required to contact GCC if other financial aid not listed on the financial aid proposal is received. 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 the financial aid proposal, the student 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 the various funding sources of the student’s eligibility. GCC awards the student all the aid they are 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 a student believes additional funding is needed to attend GCC after the student has reviewed their financial aid proposal and own personal resources, the student 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 the 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, the expected family contribution and the 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.

• Full payment of the student’s bill 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. This is in the form of financial aid. The financial aid is applied to the student account after the financial aid file becomes complete and the student registers for classes. The student account can be viewed online under the My GCC student portal. 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, the financial aid can be used to purchase class related books and supplies in the college bookstore. A student can begin charging in the GCC Bookstore the first week in August for the fall semester and the first week in January for the spring semester.

• 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 906-307-1205. 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 first week of classes. The official financial aid awards will be disbursed on the student’s account the fifth week of classes. Prior to this date, the amounts have been estimated. (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 sixth week of classes. At that time, the student is able to stop by the Business Office to receive the living expense check. If the student does not pick up the check, the check is mailed to the student the next business day. The student also has the option of setting up a direct deposit of the check to a personal account. This process can be set up in the GCC Business Office. After this date, if the student is eligible to receive additional financial aid, disbursements will take place on Fridays and expense check will be disbursed the following week.

• 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 the financial aid 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 returning a portion of the financial aid to the applicable financial aid program. Repayment can occur at any time during the academic year.
 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, the student could be terminated from receiving any future financial aid, including student loans. 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. Also, a student cannot receive financial aid for the following programs: Certified Nursing Assistant, Cosmetology Instructor, Nail Technician, Emergency Medical Services Specialized Study and Ski Lift Maintenance/Operating Training.

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 indicate the student is 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. Students who are only enrolled for one semester must have their loans disbursed in two disbursements. This means a student may not receive a living expense check until the middle of the semester. Also, a student loan cannot be certified after the student is no longer enrolled. Parent loans are also available. Contact the GCC Financial Aid Office for additional information and visit studentloans.gov.

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 the federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure only those recipients demonstrating satisfactory progress toward the completion of the student’s educational program 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 time frame.

Federal regulations require 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 recalcualted when the incomplete grade becomes a letter grade. A student has 30 days to complete the coursework for the incomplete.
- Students who retake a course in which a “W” was received will have the 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.
- Audited and pass/fail courses do not count in the calculation of the student’s GPA.
- The GPA of transfer credits does 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 attempted and earned. Students must cumulatively earn 67% of their attempted credits 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 a student’s completion rate.
- Credits in courses in which a grade of “I”, “W”, “F” is not counted as earned credits until the credits have been completed with a “D-” or higher. The credits are always counted as attempted.
- All repeated credits are counted as attempted. The credits are counted as earned one time.
Audited credits do not count in the evaluation of a student’s completion rate.

Pass/fail credits do count in the evaluation of a student’s completion rate.

**Maximum Time Frame**

The maximum time frame 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 time frame for the completion of associate degree programs is 95-115 attempted credits and the maximum time frame for the completion of certificate programs is 45-85 attempted credits, depending on the student’s program of study. The maximum time frame is reviewed on a semester basis.

- Transfer credits will count in the student’s maximum time frame.
- Credits in courses in which the student receives a grade of “I”, “W” or “F” will count in the student’s maximum time frame.
- All repeated and pass/fail credits are counted in the student’s maximum time frame.
- Audited courses do not count in the evaluation of a student’s maximum time frame.

**College Credits in High School**

The GPA of college credits earned by a student in high school count in the calculation of the student’s GPA. The credits are also counted in the student’s calculation of the completion rate as well as in the student’s maximum time frame.

**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 time frame as well as in the calculation of the GPA and the completion rate.

**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. (It is the student’s responsibility to know if the SAP standards have not been met. By the student telling the Financial Aid Office a financial aid cancellation letter was never received is not an excuse to miss the financial aid appeals deadline.) Students who fail to meet any of the SAP standards at the conclusion of each semester will lose all federal aid (including federal 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 and financial aid is cancelled, the student will be given the opportunity to appeal (except in some cases for maximum time frame, see Program Changes). Appealing is a process by which a student who is not meeting the institution’s SAP 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.

Appeal forms will be mailed to students along with the cancellation letter at the end of each semester. The letter will include the reason for the cancellation along with the deadline dates and the procedure to follow for an appeal.

The appeal procedures are 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, if applicable.

*Students who have had their financial aid cancelled after the fall semester, will have the appeal reviewed by the Financial Aid Appeal Committee the first week in January. Students under financial aid cancellation after the spring semester will have the appeal reviewed by the Financial Aid Appeal Committee in May/June. Students who have had their financial aid cancelled after the summer session will have the appeal reviewed in August.*

The GCC Financial Aid Appeals Committee reviews all appeal requests. The committee consists of 11 members chaired by the Financial Aid Director. The members include staff, faculty and administrative personnel.

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.*

**Appeal Approval**

The student will be notified and placed on financial aid probation for one semester, if the student’s appeal is approved. Students on financial aid probation are eligible for Title IV aid. The notification along with the student’s academic plan will be mailed to the student no later than two weeks after a decision has been reached by the Financial Aid Appeal Committee. Academic plans are developed for all students on probation on a per semester basis by the Financial Aid Appeal Committee. Academic plans require the student to fulfill specific terms and conditions, such as decreasing the amount of
enrolled credits, enrolling in specific courses, etc. The academic plan includes a course-by-course plan for one semester of the student’s degree completion. The student is responsible for meeting the conditions of the academic plan during the probationary period. The student’s academic plan needs to be submitted, by the student, to the GCC Financial Aid Office with the student and the advisor signature before any financial aid can be disbursed. The Financial Aid Office is responsible for the monitoring of the student’s compliance with the academic plan. Students who refuse to follow the exact terms of the academic plan are not eligible to receive financial aid.

The student’s progress will be evaluated at the end of the probationary semester. Financial aid eligibility will be automatically reinstated if the student is meeting the SAP requirements. If the student is meeting the requirements of the academic plan, but is not meeting the SAP requirements, the student will be placed on another probationary semester with a new academic plan for that semester. The student does not need to appeal, but must submit the signed academic plan to the GCC Financial Aid Office. If the student is not meeting the requirements of the academic plan and has not met the SAP requirements, the student’s financial aid will be cancelled and the student will need to follow the appeal process. Students will only be allowed to appeal twice.

Appeal Denial
The student will be notified, if the appeal is denied. The decision is final for that semester and the student will not be eligible to receive financial aid, including federal student loans. The student may re-establish eligibility to be considered for federal aid for a subsequent semester by taking action to bring the student in compliance with the SAP standards.

Students Who Do Not Appeal
Students who do not appeal a financial aid cancellation will not be eligible to receive financial aid until an appeal is submitted and approved or the student re-establishes eligibility to be considered for financial aid for a subsequent semester by taking actions to bring the student in compliance with the SAP standards. Paying for one’s classes or sitting out a semester does not affect a student’s SAP standing, neither is sufficient to re-establish eligibility.

Deadline Dates
The financial aid cancellation letter will require the student to submit appeal documentation by a deadline date. Students who fail to meet the January deadline date will have the appeal reviewed for the summer or fall terms. Students who fail to meet the May/June deadline will not have the appeal reviewed for the summer session, but are able to submit the appeal for the fall term by the August deadline date. Students who fail to meet the August deadline will have the appeal reviewed for the spring semester. Students who fail to meet the deadline date will not be eligible for financial aid for the current semester. Financial aid is not retroactive back to the beginning of the semester in which the student missed the deadline date.

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 the 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 Appeal Committee. (Students who never appeal the cancellation of their financial aid in past semesters and file a FAFSA after the first day of classes, are not eligible to file an appeal for the current semester.)

No appeal is reviewed after the first day of classes for the current semester.

Program Changes
Students are allowed to change a program of study or obtain an additional degree/certificate as long as the maximum time frame is not exceeded. Students who are nearing the credit limit will only be allowed to enroll in classes satisfying the requirements of the new program. The SAP standards are not program specific when changing programs. This means the student’s cumulative totals for GPA, completion rate and maximum time frame will be calculated to determine if the student is eligible to enroll in a new program. 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 time frame. Appeals will be reviewed for students who only have a minimal amount of credits to earn over and beyond the maximum time frame. The above time frame rule also applies to students who may not be changing programs, but are still enrolled in the initial program.

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 financial aid eligibility 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 payment period has passed, the student will need to pay a portion of financial aid back to GCC and/or the federal financial aid programs. This also applies to students who have received all unearned “F’s” for the enrolled courses for the semester.

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 Educational Opportunity grants (SEOG), Federal Direct loans, and Federal PLUS loans. The students are made aware of this policy by E-mail at the beginning of each semester. The policy is also on the GCC website as well as in the school catalogue.

The amount of Title IV program assistance earned is determined by a specific formula when a student withdraws during a payment period. 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.
student’s financial aid may need to be returned to the federal programs. This amount will be calculated by the GCC Financial Aid Director using the software provided by the U.S. Department of Education and the student will be notified by mail of any repayment obligations as well as any amounts GCC has returned to the loan program. 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. The software automatically determines the percentage of Title IV aid earned, the amount of Title IV aid earned by the student, the amount of Title IV aid to be disbursed or returned, the return of funds by GCC, the initial amount of unearned Title IV aid due from the student, the repayment of the student’s loans, grant funds to be returned and the return of grant funds by the student.

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, books and campus housing, if applicable. The student may also have 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 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, not to exceed the returned amount. In addition, the student is responsible for any outstanding charges the student may have owed GCC prior to the return calculation. The Dean of Students, along with additional committee members, will hear any appeals the student may have regarding the amount of money the student owes 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 holder of the loan over a period of time. There are cases when GCC returns a portion of the loan funds to the federal loan program. The student may be billed for loan funds GCC was required to return, thus owing less to the holder of the loan, but accruing a debt to GCC. The student is notified in writing of the amount GCC returned to the program.

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.

**Order of the Return of Title IV Funds**

GCC returns funds in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized 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 by updates to COD. The Dean of Business also updates through G5.

**Example of a Return of Title IV Funds**

**Example:** 27 completed days of 110 total days = 25% Title IV aid earned

The GCC Financial Aid Director determines the percentage of Title IV aid the student earned by taking the calendar days completed in the payment period and dividing by the total number of calendar days in the payment period (excluding breaks of 5 days or more).

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed. The student and GCC does not owe a repayment.

If this percentage is less than 60%, then the percentage earned is equal to the calculated dollar amount earned. The student and GCC may owe a repayment of the financial aid funds.

**Example:** 25% x $1,800 (disbursed) = $450 (Title IV aid earned)

The GCC Financial Aid Director determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

**Example:** 100% - 25% = 75% (unearned Title IV aid)

75% of $1,800 = $1,350 (unearned Title IV aid)

Title IV aid to be returned is equal to the percentage of unearned Title IV aid multiplied by the amount of aid disbursed toward institutional charges.

GCC would return the $1,350 of the unearned funds and charge the student 50% of this amount or the amount of the student’s expense check, whichever is greater, not to exceed the return of funds by GCC. This amount would not exceed the $1,350 unless the student owed GCC an outstanding balance prior to the refund calculation.

Funds are returned to the appropriate federal program based on the percentage of Title IV aid earned and the order of return dictated by the Department of Education.

All Title IV aid fund returns must be completed no later than 45 calendar days after the date the Financial Aid Director determines the student withdrew.

The student, normally, owes a balance to GCC when the student withdraws and a refund is required to be calculated.

**Post-Withdrawal Disbursement**

If the student receives less Title IV aid than the amount earned, GCC will offer a disbursement of the earned aid not received. This is called a post-withdrawal disbursement. Any post-withdrawal disbursement due must meet the current required conditions for a late disbursement. A post-withdrawal disbursement must be made within 180 days from the date the institution determines the student withdrew. The post-withdrawal disbursement is made from available grant funds before available loan funds. GCC will credit the student’s account with the post-withdrawal disbursement of Title IV grant funds without the student’s permission for current charges for tuition, fees and room (if the student is staying in on-campus housing) up to the amount of outstanding charges. GCC will obtain the student’s authorization to credit the student’s account with Title IV grant funds for charges other than current charges. GCC will disburse any amount over the direct charges to the student within 45 days after the date GCC determines the student withdrew.
GCC will notify the student or parent (PLUS), in writing prior to making any post-withdrawal disbursement of loan funds whether those loan funds are to be credited to the student’s account for outstanding charges or paid directly to the student. GCC needs the permission of the student or parent before any post-withdrawal of loan funds can be made. The notice will identify the type and amount of loan funds it wishes to credit to the student’s account or disburse directly to the student or parent and an explanation of the student or parent right to accept or decline the post-withdrawal disbursement. The notice also explains the student or parent obligation to repay the loan funds whether they are disbursed to the student’s account or directly to the borrower. The student and parent will not receive the funds directly if they owe an outstanding balance to GCC. If they refuse to have the loan funds credited to the account, GCC will not make the disbursement. GCC also informs the student about keeping their loan debt to a minimum. The notice is provided within 30 days of the date GCC determines the student withdrew.

GCC documents the results of the notification process and the final determination of the disbursement in the student’s file.

Registration of Classes
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 will 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 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. All adjustments are made prior to the return of Title IV refund calculations.

Modular Classes
A student is considered to have withdrawn, for Title IV purposes, if the student ceases attendance at any point prior to completing the payment period, unless GCC obtains written confirmation from the student at the time of the withdrawal that they will attend a module beginning later in the same payment period. If a student completes a modular class, never begins attendance in other modular classes and does not provide written confirmation, 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.

Withdrawal Date
The withdrawal date is the date the student begins 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 withdrawal date is determined by the following:

- 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 the 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.

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 according to the above policy.

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

**DRUG CONVICTIONS AND FEDERAL STUDENT AID**

Students will lose 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 Title IV HEA program funds are received.

**FINANCIAL AID PROGRAMS**

**GRANT PROGRAMS**

**Federal**

**Federal Pell Grant**

The Federal Pell Grant is the largest federal grant program. 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 2019-2020 academic year range from $650 to $6,195 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)
The MCS 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 2019-2020 is $1,000.

Tuition Incentive Program (TIP)
TIP 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 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 MSSI Student Portal or by calling 888-447-2687. Students must file a FAFSA.

To be eligible for TIP, the student must: complete the application via the MSSI 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.

Students must also file a FAFSA. To be eligible, 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.

Fostering Futures Scholarship (FFS)
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 (2019-2020) 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. The deadline for filing an application is June 30.

Children of Veterans Tuition Grant (CVTG)
CVTG 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 Michigan 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
ETV provides financial assistance to help youth in foster care pay for training or education beyond high school. The voucher is for youth who were in foster care after the age of 14. The student must receive the first ETV prior to their 21st birthday. The student is then eligible until their 23rd birthday, provided they receive a minimum GPA of 2.0 and do not drop more than one class per semester. 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 because of abuse or neglect, have been
adopted from foster care on or after their 16th birthday, have a high school diploma or GED and attend school at least half-time. For information on applying, contact the Lutheran Social Services of Michigan at 1-877-660-6388 or online at misetsm.org. Students must also complete the FAFSA.

**Police Officer’s and Fire Fighter’s Survivors Tuition Program**
The Police Officer’s and Fire Fighter’s Survivors Tuition 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 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, to enter, and to 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 906-231-1291 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**
The Michigan Indian Tuition Waiver 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 the 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://wddrobcnp01.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**

**Veteran Benefits**
A student may be eligible to receive financial assistance from the Department of Veterans Affairs (VA) if you are currently serving in the military, have served in the past, or are a dependent of someone who has. Gogebic Community College (GCC) actively assists eligible students with applying their educational benefits towards a GCC degree.

When preparing to apply for admission make sure to complete the following:

1. Determine which federal VA Education Benefit Program(s) you qualify for.
2. Gather the information and paperwork needed for your benefit program.
4. Request copies of your discharge papers/separation documents (DD214).
5. Have official copies of your military transcripts sent to Gogebic.

In order to certify enrollment through the VA, the student must have completed the steps listed above, the admission process, registered for courses, completed the Request for Benefits Form, and submitted additional documentation dependent on the qualifying chapter (30, 31, 33, 35, 1606). All forms must be submitted to the Veteran Certifying Official, who is located in the Dean of Students Office. The additional documents that need to be submitted to the Veteran Certifying Official include: Notice of Basic Eligibility (NOBE), DD-214, VA Certificate of Eligibility, and should you be changing your place of training it is necessary to complete VA Form 22-1995 (Ch. 30, 31, 32, 33, 34, 1606) or VA Form 22-5495 (Ch. 35 only). These forms are available at www.va.gov/vaforms/.

GCC’s Veteran Certifying Official does not make determinations of eligibility, nor are they able to discuss specific remuneration amounts with you. You should contact your VA representative with eligibility questions. If you’re not sure who your VA representative is, you can obtain further information by calling 1 (888) GI-BILL-1 (1-888-442-4551).

Veterans who feel that training received in the military is applicable to their program of study may request that such training be evaluated for credit. The veteran must produce proper documentation that will be evaluated by the Transfer Coordinator based on the American Council on Education (ACE) credit recommendations. For more information, visit their web site at www.acenet.edu. Veterans planning to transfer from Gogebic Community College to another institution should be aware that the institution may not accept the credit for military training given by Gogebic, but will usually wish to re-evaluate the training documentation.

The VA highly recommends that all benefit-eligible students file the Free Application for Federal Student Aid (FAFSA) and apply for financial aid.

**Carl Perkins Grant**
Many of GCC’s economically disadvantaged students qualify for financial aid assistance. To alleviate financial barriers for students struggling to stay in school, GCC will utilize Carl Perkins funds to assist individuals with tuition, fees and other allowable educational expenses through the Carl Perkins Career Education Program. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and submit the Perkins Grant Application. The Perkins Grant Application is available online or in the Financial Aid Office. For more 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.
costs. The Career Counselor/Special Population Coordinator along with the Director of Financial Aid will review all Carl Perkins applications and determine the recipients and the amount of Carl Perkins funds to be awarded. The criteria used in determining the recipients of Carl Perkins funding is financial need, program of study, special populations, timeliness of the Carl Perkins application, availability of funding and the student’s special circumstances. The students will be ranked according to need taking in to account financial aid from all sources. Special consideration will be given to students who may be experiencing unusual circumstances in their financial status which are not adequately considered in the regular need analysis formula.

Students receiving funding for the Carl Perkins Grant are required to submit the Free Application for Federal Student Aid (FAFSA), submit an Education Development Plan (EDP) and fill out the Special Populations Program Application. The students with the greatest financial need are determined by the expected family contribution, financial aid received, tuition, fee, supply and book costs, unmet cost, direct expenses paid through financial aid, and special circumstances of the student. All of these components are reviewed for each student applying for funding. The receipt of a Pell Grant or low income does not necessarily mean the student has the greatest need. For example, the first student receives $10,000 in financial aid; the student’s income is $5,000; the student receives a Pell Grant of $5,800 and the program cost is $6,000. The second student receives $5,000 in financial aid; the student’s income is $35,000; the student does not receive a Pell Grant; the program cost is $10,000 and the student has a documented disability. The second student would be the student who is defined as having the greatest need even though the student’s income was higher and the student did not receive a Pell Grant.

**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**

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.

**Noncredit Courses**

Courses offered for continuing education credit or workshops held on campus (except the portion of the workshop offered within the normal tuition structure) are calculated on a cost plus basis as determined by the administration. 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 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 [studentloans.gov](http://studentloans.gov). 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 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 5.05% (2018-2019) 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 the 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, the student is considered a second-year student. 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 GCC 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.

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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 required 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 studentloans.gov. 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.

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 the student didn’t like the education 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 of repayment 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 additional loan information at studentloans.gov.

There is a limit to the maximum period of time (measured in academic years) a student can receive Direct Subsidized loans. In general, a student may not receive a Direct Subsidized loan for more than 150% of the published length of the 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 the student can receive a Direct Subsidized loan 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 the student can receive a Direct Subsidized loan 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 changes to another program, the Direct Subsidized loans the student received for the earlier program will generally count against the new maximum eligibility period. The student may also lose subsidized eligibility on the first loan when changing programs or if the student does not complete the program in the 150% time frame.

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 counseling 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 the dependent undergraduate student. 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 7.6% (2018-2019) and begins to accrue as soon as the loan is disbursed to GCC with repayment beginning within 60 days unless a deferment is 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 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 type of loans GCC administers is 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 offered 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 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 the borrower inquires 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 the 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. Most private loans are certified.
through Great Lakes. 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 the information.

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.

NATIONAL STUDENT LOAN DATA SYSTEM
All federal student loans obtained by a student or parent are reported to and tracked on the National Student Loan Data System (NSLDS). NSLDS loan records are accessible to all authorized NSLDS users, including schools, student loan guaranty agencies, lenders, federal agencies, and other authorized users.

Alternative and private education loan information is not reported to NSLDS.

Student and parent loan borrowers may view the federal loan information on NSLDS. Borrowers access the system using their federal FSA ID. Students can also access prior federal grant information on NSLDS.

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 FederalStudentAid.ed.gov

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)

Institutional Scholarships – Alphabetical listing
- Abelman Family Scholarship
- Anderson, Keith Scholarship
- Angelo’s Pizza Scholarship
- ARC of Gogebic County Scholarship
- Athletic Heritage Scholarship Fund
- Auvee, Esko and Virginia Memorial Scholarship
- Beckman, Wayne & Bonita Family Scholarship
- Bessemer A.D. Johnston Alumni Scholarship Fund
- Bidgood, Gerald and Marguerite Memorial Scholarship
- Blishenko Family Scholarship
- Blishenko, Violet Anderson Scholarship
- Bowman, Ken Memorial Scholarship
- Caruso, Nancy M. Scholarship
- Chanev, 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
- DeBenedictis Scholarship
- DeFelice, Armand Memorial Scholarship
- Drake, Garfield R. ‘Skip’ III Memorial Nursing Scholarship
- Edwards, Walt & Dona Scholarship
- Erickson, Rutger F. & Astrid Lorenson Memorial Scholarship
- 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 Achievement Scholarship
- Gogebic Community College Construction/Building Trades Scholarship
- Gogebic Community College Faculty M.A.H.E. Occupational Scholarship
- Gogebic Community College Faculty M.A.H.E. Sophomore Scholarship
- Gogebic Community College Foundation 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

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• Johnson, William Leonard Memorial Scholarship
• Josephson, Ragnar and Irene Endowed Scholarship
• Keweenaw Land Association L.T.D. 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
• LaForgie, Margaret Ruth Memorial Nursing Scholarship
• Lahti, Lauri Automotive Scholarship
• Lehtinen-Wainio Scholarship
• Levinstein, Moses and Mary Endowed Scholarship
• Lindberg, Edna M. Memorial Scholarship
• Lindberg Family Scholarship
• Lindquist, David and Audrey Memorial Scholarship
• Lorenson Family Scholarship
• Lund, Alfred and Irene Memorial Scholarship
• Lund, Verner J. Memorial Scholarship
• McDonald, David and Florence Nursing Scholarship
• Malovrh, Margaret “Peggy” Nursing Scholarship
• Marks, Marvin E. Memorial Scholarship
• Midwest Ski Areas Association Scholarship
• Morichetti, Serafino (“Suds”) Business Scholarship
• Morichetti, 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 J. Nursing Scholarship
• Norman, James Memorial Scholarship
• Olbway Correctional Facility Employee Scholarship
• Paikonen, Bob Family Scholarship
• Pakonen, Arthur and Alma Endowed Scholarship
• Pakonen, Charlotte & Rod 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
• Richie, Kathleen Marie Santini Scholarship
• Rintamaki, John & Marilyn 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
• Swanson, 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, Reginald 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

updated: February 2019

NOTE: Additional information on individual scholarships is available beginning on page 125 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) COL 101 College and Transfer Readiness OR COL 102 College and Career Readiness

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) At least 12 credits in the categories of Social Science, Humanities and Science/Mathematics with a minimum of one course from each category.
4) Related Studies—to complete fulfillment of total credit requirements.
5) COL 101 College and Transfer Readiness or COL 102 College and Career Readiness

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) COL 101 or COL 102 – 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
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.
HUMANITIES CREDITS

Students are often confused about which courses count as humanities credits toward meeting their degree requirements.

To meet the Associate of Science or Associate of Arts degree requirements in the humanities category, a student must complete a minimum of six credits of humanities in at least two different areas.

Many of our technical degrees require a humanities elective. You may choose any one of the humanities courses to meet this requirement.

If you have any questions about humanities credits, please contact the Dean of Students Office. We will be happy to assist you.

**Humanities Course Options**

**WESTERN CIVILIZATION:**
- HST 101 – History of Western Civilization to 1750
- HST 102 – History of Western Civilization 1750 to Present

**WORLD CIVILIZATION:**
- HST 103 – History of World Civilization to 1650
- HST 104 – History of World Civilization from 1450

**LITERATURE:**
- ENG 201 - English Literature (Beginnings to 18th Century)
- ENG 202 - English Literature (18th, 19th and 20th Centuries)
- ENG 211 - American Literature (1600-1860)
- ENG 212 - American Literature (1860 to Present)
- ENG 221 - Introduction to Literature
- ENG 222 - Special Topics in Literature
- ENG 223 - Modern Literature
- ENG 224 - Women in Literature
- ENG 225 - Mythology
- ENG 226 - Contemporary World Literature
- ENG 227 - The Bible as Literature
- ENG 228 - The Literature of Fantasy and Science Fiction
- ENG 230 – Literature for Children
- ENG 236 - Literature & Folklore of Michigan’s Upper Peninsula
- ENG 240 - Creative Writing
- ENG 244 – Creative Writing: Fiction
- ENG 245 – Creative Nonfiction
- ENG 246 – Creative Writing: Poetry
- ENG 260 – Reading American Popular Culture

*Please note that some of these ENG courses require a prerequisite of placement by Compass or ACT/SAT score into ENG 101 or permission of the instructor.

**PHILOSOPHY:**
- PHI 105 - Critical Thinking and Ethics
- PHI 201 - Introduction to Philosophy

**MUSIC:**
- MUS 102 - Music Appreciation
- MUS 125 – Music Through The Generations

**ART:**
- ART 220 - Art Appreciation
- ART 221 - Art History

**DRAMA:**
- DRA 101 - Introduction to Theater
- DRA 102 - Introduction to the Art of the Movie
- DRA 202 - Film Appreciation
- DRA 230 - History of the Theater

**HUMANITIES:**
- HUM 201 – Humanities in the Western World 1400 To Present
SOCIAL SCIENCE CREDITS

Students planning to earn an Associates of Arts or an Associates of Science degree are required to complete a minimum of six credits in the Social Sciences. These courses need to be taken from a minimum of two separate fields of study.

Many of our technical degrees require a social science elective. You may choose any of the social science courses listed in Group 1 to meet this requirement.

GROUP I

The following courses are designated as Social Science courses can be used to meet requirements of the Social Science elective category.

POLITICAL SCIENCE
   PLS 101 – Introduction to American Government
   PLS 102 – State and Local Government
ECONOMICS
   ECO 101 – American Economy
   ECO 201 – Macroeconomics
   ECO 202 – Microeconomics
GEOGRAPHY
   GEG 101 – Introduction to Geography
   GEG 111 – World Regional Geography
ANTHROPOLOGY
   ANT 105 – Introduction to Cultural Anthropology
   ANT 225 – Native American History and Culture
PSYCHOLOGY
   PSY 101 – General Psychology
   PSY 111 – Honors General Psychology
   PSY 202 – Child Development and Psychology
   PSY 204 – Social Psychology
   PSY 210 – Lifespan Development
   PSY 225 – Psychology of Personality
   PSY 231 – Adolescent Development and Learning
   PSY 295 – Abnormal Psychology
*Please see the catalog for prerequisite requirements
SOCIOLOGY
   SOC 101 – Introduction to Sociology
   SOC 102 – Social Problems
   SOC 112 – Honors Social Problems
   SOC 201 – Marriage and Family Life
HISTORY
   HST 150 – History of the Gogebic Range
   HST 160 – Pacific Century
   HST 170 – Americas
   HST 201 – United States History to 1877
   HST 202 – United States History from 1865
   HST 226 – Native American History

GROUP II

The following courses are designated as Social Science courses at this college and can be used to meet requirements of specific programs. They are, however, not recommended as general transfer electives:

CRIMINAL JUSTICE - CJC 101, 102, 103, 104, 105, 110, 210, 211, 215, 225, 235

EARLY CHILDHOOD EDUCATION - ECE 100, 110, 111, 195, 210, 220, 230, 240, 290, 295
The following courses are included within the transfer guarantee guidelines established in the Gogebic Community College Quality Assurance Policy. All students in transfer programs should carefully check the requirements of the school to which they will be transferring and work closely with GCC’s Transfer Coordinator.

ACC 201 Principles of Accounting
ACC 202 Principles of Accounting
ANT 103 Introduction to Anthropology
ANT 105 Cultural Anthropology
ART 220 Art Appreciation
ART 221 Art History
AST 101 Introductory Astronomy
BIO 101 General Biology I or Principles of Biology
BIO 102 General Biology II or Biological Diversity
BIO 105 Anatomy and Physiology*
BIO 110 Principles of Ecology
BIO 122 Botany
BIO 150 Field Biology
BIO 215 Introduction to Microbiology
BIO 250 Human Anatomy
BIO 251 Human Physiology
BUS 204 Business Law
BUS 210 Marketing
BUS 245 Introduction to Management
CHM 101 General, Organic, and Biochemistry I
CHM 102 General, Organic, and Biochemistry II
CHM 151 General/Inorganic Chemistry I
CHM 152 General/Inorganic Chemistry II
CHM 201 Organic Chemistry I
CHM 202 Organic Chemistry II
DRA 101 Introduction to Theater
DRA 102 Introduction to Art of the Movie
DRA 202 Film Appreciation
DRA 230 History of the Theater
ECO 101 The American Economy
ECO 201 Macroeconomics
ECO 202 Microeconomics
EGR 101 Engineering Graphics
EGR 102 Descriptive Geometry
ENG 101 English Composition I
ENG 102 English Composition II
ENG 111 Honors English Composition I
ENG 112 Honors English Composition II
ENG 201 English Literature (Beginnings to 18th Century)
ENG 202 English Literature (18th, 19th, 20th Century)
ENG 211 American Literature (1600-1860)
ENG 212 American Literature (1860 – Present)
ENG 221 Introduction to Literature
ENG 222 Readings in Literature
ENG 223 Modern Literature
ENG 224 Women in Literature
ENG 225 Mythology
ENG 226 Contemporary World Literature
ENG 227 The Bible as Literature
ENG 228 The Literature of Fantasy and Science Fiction
ENG 230 Literature of Children
ENG 240 Creative Writing
ENG 244 Creative Writing: Fiction
ENG 245 Creative Nonfiction
ENG 246 Creative Writing: Poetry
ENG 260 Reading American Popular Literature
ENV 101 Human Ecology*
GEG 101 Introduction to Geography
GEG 111 World Regional Geography

GER 101 Elementary German I
GER 102 Elementary German II
GLG 101 Fundamentals of Earth Science
GLG 102 Physical Geology
HST 101 History of West. Civilization I
HST 102 History of West. Civilization II
HST 103 History of World Civilization I
HST 104 History of World Civilization II
HST 170 Americas
HST 201 United States History to 1865
HST 202 United States History 1865 to Present
HST 226 Native American History
HUM 201 Humanities in the Western World – 1400 to Present
MTH 108 Practical Mathematics*
MTH 110 College Algebra
MTH 112 Trigonometry
MTH 121 Principles of Elem Math I
MTH 122 Principles of Elem Math II
MTH 150 Calculus and Analytic Geometry I
MTH 151 Calculus and Analytic Geometry II
MTH 152 Calculus III
MTH 210 Introduction to Linear Algebra
MUS 102 Music Appreciation
MTH 211 Introduction to Statistics
MTH 220 Intro to Ordinary Differential Equations w/Linear Alg.
MUS 125 Music Through the Generations
PED Activity Classes OK up to 2 credit max
PED Activity Classes OK up to 2 credit max
PED 203 American Red Cross Emergency Response
PHI 105 Critical Thinking and Ethics
PHI 201 Introduction to Philosophy
PHY 101 Physical Science
PHY 105 Introductory Astronomy
PHY 107 Introduction to Meteorology
PHY 201 Elements of Physics I
PHY 202 Elements of Physics II
PHY 251 General Physics
PHY 252 General Physics II
PHY 261 Statics
PHY 262 Dynamics
PLS 101 Intro to American Government
PLS 102 State and Local Government
PSY 101 General Psychology
PSY 111 Honors General Psychology
PSY 202 Child Development and Psychology
PSY 204 Social Psychology
PSY 210 Lifespan Psychology
PSY 225 Psychology of Personality
PSY 231 Adolescent Development & Learning
PSY 295 Abnormal Psychology
SCI 110 Integrated Science*
SOC 101 Introduction to Sociology
SOC 102 Social Problems
SOC 112 Honors Social Problems
SOC 201 Marriage and Family Life
SPE 101 Public Speaking
SPE 105 Interpersonal Communications
SPE 111 Honors Speech
SPN 101 Elementary Spanish I

*Please discuss the transferability of this course with the transfer coordinator
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 ................................................................. Claire Grzenia
General Education-Nursing (Copper Country) ........................................ Glen Guilbault
EMS (Basic) .................................................................
EMS (Paramedic) .................................................................
Nurse Aide Training ................................................................. Claire Grzenia
Medical Assisting ................................................................. Claire Grzenia
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 National Council of State Board of Nursing to take the LPN licensure examination will have the opportunity to do so upon completion of the first two 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 as listed in the nursing admissions policy. Prerequisite courses need to be completed prior to admission to the program.

General Information
1. 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.
2. 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.
3. Students must have documentation of a physical examination, immunizations and current CPR Certification to progress in the program. CPR certification must be at the level of American Red Cross or American Heart Association Healthcare Provider. Documentation forms and instructions will be given to students at a Mandatory Workshop during the summer months. All documentation is due by the first week of the fall semester and must be in compliance throughout the program.
4. 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.
5. Nursing students are required to achieve a grade of “80%” or higher in nursing coursework to remain in the program.
6. Anatomy and Physiology coursework must be completed within the past seven years. As of Fall 2019, students must receive a B- or higher in the courses.
7. Students are required to achieve a grade of C or higher in non-nursing (NUR) courses for the course to be considered complete.
8. Accuplacer/SAT/ACT English and Math scores are valid for three years. Math and English 101 classes must be completed within the past five years to be valid.

ASSOCIATE DEGREE NURSING - RN PROGRAM WITH LPN EXIT OPTION
Associate of Applied Science – 2.5 years

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 cumulative GPA in the following pre-requisite courses must be a 3.0 or higher:
   a. English Composition (ENG 101) or Technical English (ENG 105)
   b. General Psychology (PSY 101)
   c. Human Anatomy (BIO 250)
3. Current Nursing Assistant Certification.
4. HESI A2 Examination placement at 75% or higher in math and English, 70% overall.

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
COL 102 College and Career Readiness ........................................1
BIO 250 Human Anatomy ..............................................................4
ENG 101 English Composition .......................................................3
PSY 101 General Psychology .........................................................4

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### FALL SEMESTER (1ST year)  
- **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

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

**Total Credits: 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 (2nd year)  
- **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

### SPRING SEMESTER (2nd year)  
- **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

**Total Credits: 13**

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**ASSOCIATE DEGREE NURSING – LPN TO 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. Please refer to general information on previous page. Students are required to complete an ATI comprehensive predictor test prior to Fall semester 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. Placement into Math 104 or successful completion of Math 103 with a grade of C or higher.
2. A cumulative GPA in the following pre-requisite courses must be a 3.0 or higher:  
   - a. English Composition (ENG 101) or Technical English (ENG 105)  
   - b. General Psychology (PSY 101)  
   - c. Human Anatomy (BIO 250)  
   - d. Human Physiology (BIO 251)
3. LPN Licensure

#### Pre-requisite coursework  
- **COL 102 College and Career Readiness** ........................................... 1  
- **BIO 250 Human Anatomy** ........................................... 4  
- **ENG 101 English Composition** ........................................... 3  
- **PSY 101 General Psychology** ........................................... 4  
- **BIO 251 Human Physiology** ........................................... 4

- **Total Credits: 16**

### FALL SEMESTER (1st year)  
- **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

- **Total Credits: 13**

### SPRING SEMESTER (1st year)  
- **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

- **Total Credits: 13**

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EMERGENCY MEDICAL SERVICES BASIC PROGRAM (EMT Basic)

The 248-hour EMT Basic Program prepares students to provide skilled and safe care in a variety of settings. Gogebic Community College offers an EMT Basic program 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 ENG 105 or higher required. These requirements can be met by completing the Accuplacer test, 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.
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.

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
</tr>
<tr>
<td>BIO 105 Anatomy &amp; Physiology</td>
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<tr>
<td>EMS 201 Paramedic I</td>
<td>10</td>
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<tr>
<td>EMS 205 Cooperative Work Experience Paramedic I</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>EMS 202 Paramedic II</td>
<td>10</td>
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<tr>
<td>EMS 206 Cooperative Work Experience Paramedic II</td>
<td>4</td>
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</tbody>
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<table>
<thead>
<tr>
<th>SUMMER SESSION</th>
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<tbody>
<tr>
<td>EMS 203 Paramedic Basic III</td>
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</tr>
<tr>
<td>EMS 207 Cooperative Work Experience Paramedic III</td>
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</table>

Total Credits: 19

ASSOCIATE DEGREE PROGRAM – 2.5 years

<table>
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<tr>
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<tr>
<td>EMS 101 EMT Basic I</td>
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<tr>
<td>BIO 250 Human Anatomy</td>
<td>4</td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition I or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 Technical English</td>
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</thead>
<tbody>
<tr>
<td>EMS 102 EMT Basic II</td>
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<tr>
<td>EMS 105 Cooperative Work Experience EMS Basic I</td>
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</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>SPE 105 Interpersonal Communications or</td>
<td></td>
</tr>
<tr>
<td>SPE 101 Public Speaking or</td>
<td></td>
</tr>
<tr>
<td>ENG 250 Technical Writing or</td>
<td></td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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<tr>
<td>BIO 251 Physiology (if BIO 250 is completed)</td>
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Total First Year Credits: 38

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<tr>
<th>PARAMEDIC THIRD SEMESTER</th>
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<tr>
<td>EMS 201 Paramedic I</td>
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<tr>
<td>EMS 205 Cooperative Work Experience Paramedic I</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 203 Paramedic III</td>
<td>4</td>
</tr>
<tr>
<td>EMS 207 Cooperative Work Experience Paramedic III</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PARAMEDIC FOURTH SEMESTER</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>EMS 202 Paramedic II</td>
<td>10</td>
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<tr>
<td>EMS 206 Cooperative Work Experience Paramedic II</td>
<td>4</td>
</tr>
</tbody>
</table>

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. 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 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.**

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
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<tr>
<td>BIO 105 Anatomy and Physiology</td>
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<tr>
<td>HED 105 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>CMA 100 Administrative Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>CMA 102 Medical Assistant Clinical Procedures I</td>
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</tr>
<tr>
<td>CMA 136 Pharmacology for the MA</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>CMA 101 Administrative Office Procedures 2</td>
<td>3</td>
</tr>
<tr>
<td>CMA 103 Medical Assistant Clinical Procedures 2</td>
<td>4</td>
</tr>
<tr>
<td>CMA 104 Medical Assistant Office Laboratory Procedures and Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>CMA 105 Practicum (180 Clock Hours)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

Total Credits: 31

https://www.gogebic.edu/collegedata/ge/medicalassisting/51.0801-gedt1.html

After completing the medical assisting 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
Faculty Advisors:

Accounting Specialty .......................................................... Beth Steiger
Applied Management .......................................................... Jim Dahlin

Business Administration Transfer Program .......................... Dennis Mackey
Computer Information Technology ........................................ Jim Halverson
Entrepreneurship .............................................................. Kady Meinke
General Business ............................................................. Jim Dahlin

Medical Coding and Billing Specialist ............................... Angela Kortemeier
Medical Office Professional .............................................. Angela Kortemeier
BUSINESS ADMINISTRATION – TRANSFER PROGRAM
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
- Advertising
- Banking
- Business Administration
- Computer Info Systems
- Corporation Finance
- Engineering Management
- Entrepreneurship
- Foreign Trade
- Industrial Administration
- Insurance
- Mgt Info Systems
- Marketing
- Merchandising
- Personnel Mngt
- Public Utilities
- Salesmanship
- Statistics
- Other business-related fields

may be available at some univ.

GENERAL EDUCATION CORE CREDITS
COL 101 College and Transfer Readiness ..................... 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

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 courses 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
---|---
COL 102 College and Career Readiness | 1
ENG 101 English Composition I | 3
ENG 105 Technical English | 3
***Math Elective | 3-4
Social Science or Humanities Elective | 3

BUSINESS CORE | CREDITS
---|---
ACC 201 Principles of Accounting I | 4
ACC 202 Principles of Accounting II | 4
BUS 101 Introduction to Business | 3
BUS 203 Business Communications | 3
CIT 161 Microsoft Essentials | 4
4 Equivalent CPL Classes (CPL 100, 101, 104, 105) | 4
BUS 200 Professionalism | 1

BUSINESS SPECIFIC REQUIRED | CREDITS
---|---
ACC 160 Payroll Tax Accounting | 2
ACC 170 Income Tax Accounting (Personal) | 2
ACC 171 Income Tax Accounting (Business) | 2
ACC 210 Integrated Accounting Applications | 2
ACC 211 Financial Analysis | 2
ACC 205 Computer Accounting | 2
ACC 216 Cost Accounting | 4
BUS 102 Math of Finance | 3
BUS 205 Business Communications II | 3

***Business Electives | 11

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/Receiveable 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:

<table>
<thead>
<tr>
<th>GENERAL EDUCATION CORE</th>
<th>CREDITS</th>
<th>BUSINESS CORE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credits from Certificate program</strong></td>
<td>30</td>
<td>ACC 150 Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
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<td>or ACC 201 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>or ENG 105 Technical English</td>
<td>3</td>
<td>ACC 151 Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>***Math Elective</td>
<td>3-4</td>
<td>or ACC 202 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>Social Science or Humanities Elective</td>
<td>3</td>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>39-40</td>
<td>BUS 203 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIT 161 Microsoft Essentials</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or 4 Equivalent CPL Classes (CPL 100, 101, 104, 105)</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>BUS 200 Professionalism</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Credits: 66-67</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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 **.........................................3

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.

**Certificate Requirements**
CIT 175 Computer Repair I ......................................4
CIT 180 Computer Repair II .....................................4
Related Studies Electives **..................................8

Total Credits: 31

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

https://www.gogebic.edu/collegedata/ge/computerrepair/47.0104-gedt1.html
COMPUTER INFORMATION TECHNOLOGY
Certificate – Network Administration – 1.5 years

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
COL 102 College and Career Readiness .........................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 ..............................3

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 ** .................................3

Total Credits: 32

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

https://www.gogebic.edu/collegedata/ge/networkadministration/11.1001-gedt1.html

COMPUTER INFORMATION TECHNOLOGY
Certificate – Network Security – 2 years

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
COL 102 College and Career Readiness .........................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 ..............................3

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 2

Total Credits: 35

https://www.gogebic.edu/collegedata/ge/networksecurity/11.1003-gedt1.html
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**
- COL 102 College and Career Readiness .......................... 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 .............................. 3

**Degree Requirements**
- BUS 205 Business Communications II ........................... 3
- Social Science Elective ........................................... 3
- Humanities Elective .............................................. 3
- Science/Mathematics Elective ................................... 3
- Related Studies Electives ** ........................................ 16

Total Credits: 63

**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 2

**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**
- COL 102 College and Career Readiness .......................... 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 .............................. 3

**Degree Requirements**
- BUS 205 Business Communications II ........................... 3
- Social Science Elective ........................................... 3
- Humanities Elective .............................................. 3
- Science/Mathematics Elective ................................... 3
- Related Studies Electives ** ........................................ 21

Total Credits: 63

**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 ................. 4

**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.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION CORE</th>
<th>CREDITS</th>
<th>BUSINESS SPECIFIC REQUIRED</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
<td>BUS 215 Entrepreneurship</td>
<td>3</td>
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<tr>
<td>ENG 101 English Composition I or</td>
<td></td>
<td>BUS 204 Business Law</td>
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<tr>
<td>ENG 105 Technical English</td>
<td>3</td>
<td>BUS 210 Marketing</td>
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<th>BUSINESS SPECIFIC REQUIRED</th>
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<tbody>
<tr>
<td>ACC 150 Accounting I or</td>
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<td></td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 151 Accounting II or</td>
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<td></td>
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<td>ACC 202 Principles of Accounting II</td>
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<tr>
<td>BUS 203 Business Communications</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 161 Microsoft Essentials or</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Equivalent CPL Classes (CPL 100, 101, 104, 105)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 200 Professionalism</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

https://www.gogebic.edu/collegedata/ge/generalbusiness/52.0101-gedt1.html

Fields of specialization may include:

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

CERTIFICATE – 1 year

GENERAL EDUCATION CORE  CREDITS  BUSINESS CORE  CREDITS
COL 102 College and Career Readiness ......................... 1  ACC 150 Accounting I ........................................ 4
ENG 105 Technical English .................................... 3 or  ACC 201 Principles of Accounting I ......................... 4
ENG 101 English Composition I ................................ 3  ACC 151 Accounting II .................................... 4
**Math Elective .................................................. 3-4  ACC 202 Principles of Accounting II ......................... 4
                      7-8                                             BUS 101 Introduction to Business ......................... 3
**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  CREDITS  BUSINESS CORE  CREDITS
COL 102 College and Career Readiness ......................... 1  ACC 150 Accounting I ........................................ 4
ENG 105 Technical English .................................... 3 or  ACC 201 Principles of Accounting I ......................... 4
ENG 101 English Composition I ................................ 3  ACC 151 Accounting II .................................... 4
**Math Elective .................................................. 3-4  ACC 202 Principles of Accounting II ......................... 4
Social Science or Humanities Elective ......................... 3
                      10-11                                             BUS 101 Introduction to Business ......................... 3
CIT 161 Microsoft Essentials .................................. 4
or 4 Equivalent CPL Classes (CPL 100, 101, 104, 105) ........ 4
BUS 200 Professionalism ........................................ 1
                      18  Total Credits: 61-62
**General Electives .................................................................................. 9

***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.

60
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 (bottom of page) and the following:

THIRD SEMESTER  CREDITS  
HIT 205 Disease Process & Pharmacology ......................4  
HIT 226 ICD-10-CM/PCS ...........................................4  
8  
FOURTH SEMESTER  CREDITS  
HIT 215 Ambulatory Care Coding ..................................4  
HIT 212 Health Care Insurance (2nd 8 weeks) ..................2  
HIT 216 CCA Review (2nd 8 weeks) ...............................2  
HIT 103 Medical Coding and Billing Capstone ...............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  
COL 102 College and Career Readiness .........................1  
HIT 110 Introduction to Health Information Management .4  
ENG 101/105 English .................................................3  
BIO 105 Anatomy & Physiology ...................................4  
12  
SECOND SEMESTER  CREDITS  
BUS 116 Medical Terminology ....................................4  
HIT 108 Medical Office Procedures ..............................2  
HIT 109 Health Care Data Structure (1st 8 weeks) ..........2  
CIT 161 Fundamentals of Computer Applications ..........4  
12  
Total Credits 24

https://www.gogebic.edu/collegedata/ge/medicalofficeprofessional/51.0710-gedt1.html
Faculty Advisors:

General Education.............................................................................................................. Nicole Ellet-Peterson
........................................................................................................................................ Jason Shrontz
............................................................................................................................................. John Sokol
............................................................................................................................................. Apryl Vidlak
Liberal Arts ........................................................................................................................ Nicole Ellet-Peterson
GENERAL EDUCATION – TRANSFER PROGRAM
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
COL 101 College and Transfer Readiness ..................................................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 courses 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 – TRANSFER PROGRAM
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 SECOND YEAR CREDITS
COL 101 College and Transfer Readiness ..................................................1 SOC 101 Introduction to Sociology .........................................................3
ENG 101 English Composition I .................................................................3 PSY 101 General Psychology .................................................................4
ENG 102 English Composition II .................................................................3 SPE 101 Public Speaking ..................................................................3
Foreign Language Elective ......................................................................8 Social Science Elective .................................................................3
College Level Math .................................................................................4 Humanities Electives .................................................................6
General Science/Lab Science ..................................................................8 Elective Major & Minor .................................................................12
*History Elective ..................................................................................6-8

33-35

**PE Electives..............................................................................................

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 courses 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.
Faculty Advisors:

Biological Sciences ........................................................................................................... Maria Sokol
Chemistry .......................................................................................................................... Serena Mershon-Lohkamp
Dentistry ............................................................................................................................ Serena Mershon-Lohkamp
Engineering ....................................................................................................................... Brian Anderson
Forestry Technology ......................................................................................................... Paul LaBine
General Science .............................................................................................................. Math/Science Faculty
Health Information Administration .................................................................................... Serena Mershon-Lohkamp
Mathematics ..................................................................................................................... John Sokol
Medical Technology ......................................................................................................... Serena Mershon-Lohkamp
Medicine ............................................................................................................................ Serena Mershon-Lohkamp
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
Veterinary Medicine .......................................................................................................... Serena Mershon-Lohkamp
BIOLOGICAL SCIENCES – TRANSFER PROGRAM
Associate of Science – 2 years

The Associate of Science in Biological Sciences at Gogebic Community College is designed for students who plan to pursue a baccalaureate or graduate degree in Biology or other related scientific field. Students will complete their first two years at Gogebic and then transfer to a college or university to complete their studies.

Students in this program are required to work with the GCC Transfer Coordinator to determine the proper course schedule to ensure maximum transferability to the college or university that the student plans to attend.

After completing the Associate of Science in Biological Sciences program, the student may elect to continue study at a college or university in one of the following fields.

- Agriculture/Food Scientist
- Biological Technician
- Environmental Scientist
- Secondary Ed. Science Teacher
- Medical Scientist
- Microbiologist
- Ecologist
- Genetics
- Forensic Science
- Botany
- Other Health Care Professions
- Marine Biology
- Scientific Engineering
- Veterinary Medicine
- Medicine
- Chemistry

The courses listed below represent the most common courses required for transfer into baccalaureate and graduate health professional programs; 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 that are needed before admission.

### Other Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>6</td>
</tr>
<tr>
<td>General Transfer Electives</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>25</td>
</tr>
</tbody>
</table>

### Math/Science Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Biological Diversity</td>
<td>4</td>
</tr>
<tr>
<td>MTH 150 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 151 General and Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 152 General and Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>Math/Science Electives</td>
<td>16/18</td>
</tr>
</tbody>
</table>

Total Credits: 64-66

### NOTES FOR ASSOCIATE OF SCIENCE IN BIOLOGICAL SCIENCES:

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 courses 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.
CHEMISTRY – TRANSFER PROGRAM
Associate of Science – 2 years

FIRST YEAR CREDITS
COL 101 College and Transfer Readiness.....................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......................................3
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......................................3
32
Total Credits: 64

PROGRAM NOTES FOR CHEMISTRY AND 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 courses 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 – TRANSFER PROGRAM
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
COL 101 College and Transfer Readiness.....................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
BIO 101 Principles of Biology ................................4
BIO 102 Biological Diversity..................................4
MTH 110 College Algebra ....................................4
PSY 101 General Psychology................................4
Humanities Elective...........................................3
36

SECOND YEAR CREDITS
CHM 201 Organic Chemistry I ................................4
CHM 202 Organic Chemistry II..............................4
PHY 201/202 Elements of Physics I and II................8
or
PHY 251/252 General Physics I and II.....................10
BIO 250 Human Anatomy ...................................4
BIO 251 Human Physiology................................4
MTH 150 Calculus & Analytic Geometry I................5
Humanities Elective...........................................3
Social Science Elective......................................3
35-37
Total Credits: 71-73

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

**ENGINEERING – TRANSFER PROGRAM**
Associate of Science – 2 years

FALL SEMESTER | CREDITS | SPRING SEMESTER | CREDITS
--- | --- | --- | ---
COL 101 College and Transfer Readiness | 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 | DWG 106 Advanced CAD | 3
EGR 101 Engineering Graphics | 2 | ECO 201 Macroeconomics | 3
 | 16 |  | 18

FALL SEMESTER | CREDITS | SPRING SEMESTER | CREDITS
--- | --- | --- | ---
MTH 152 Calculus III | 4 | MTH 220 Ordinary Diff Equations w/Linear Algebra | 4
CHM 151 General & Inorganic Chemistry I | 5 | Humanities Elective | 3
Humanities Elective | 3 | Social Science Elective | 3
PHY 261 Statics | 3 | PHY263 Mechanics of Materials | 3
PHY 110 Introduction to Engineering | 3 |  | 13
 | 18 |  |  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 courses 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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II or</td>
<td></td>
</tr>
<tr>
<td>ENG 250 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>BIO 122 Botany</td>
<td>4</td>
</tr>
<tr>
<td>MTH 108 Practical Math or</td>
<td>4</td>
</tr>
<tr>
<td>MTH 110 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 211 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>FOR 105 Natural Resources Seminar</td>
<td>1</td>
</tr>
<tr>
<td>FOR 107 Field Technique</td>
<td>1</td>
</tr>
<tr>
<td>FOR 112 Vegetation of North America</td>
<td>4</td>
</tr>
<tr>
<td>FOR 113 Forest Ecology</td>
<td>3</td>
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<tr>
<td>FOR 228 Forest Health</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
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</thead>
<tbody>
<tr>
<td>Humanities/Social Science electives</td>
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</tr>
<tr>
<td>FOR 200 Intern experience</td>
<td>2</td>
</tr>
<tr>
<td>FOR 203 Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>FOR 204 Intro to GIS</td>
<td>4</td>
</tr>
<tr>
<td>FOR 207 Timber Harvesting</td>
<td>2</td>
</tr>
<tr>
<td>FOR 209 Multi-Resource Assessment</td>
<td>3</td>
</tr>
<tr>
<td>FOR 210 Biometrics &amp; Data Analysis</td>
<td>4</td>
</tr>
<tr>
<td>FOR 221 Practice of Silviculture</td>
<td>4</td>
</tr>
<tr>
<td>FOR 226 Wildlife Habitat</td>
<td>3</td>
</tr>
<tr>
<td>FOR 227 Land Measurements/GPS</td>
<td>1</td>
</tr>
<tr>
<td>FOR 243 Wildland Fire</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

Total Credits 66

GENERAL SCIENCE – TRANSFER PROGRAM
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.

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
</tr>
<tr>
<td>MTH 110 College Algebra or higher</td>
</tr>
<tr>
<td>*Lab Science and Math Electives</td>
</tr>
<tr>
<td>Humanities Electives</td>
</tr>
<tr>
<td>Social Science Electives</td>
</tr>
<tr>
<td>**General Transfer Electives</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*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 courses must come from two different disciplines, excluding studio and performance classes. Optional electives.

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

**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 – TRANSFER PROGRAM**
Associate of Science – 2 years

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 150 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MTH 151 Calculus &amp; Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 211 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>28-29</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 152 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MTH 220 Ordinary Differential Equations w/Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHY 251/252 General Physics I &amp; II</td>
<td>10</td>
</tr>
<tr>
<td>CHM 151/152 General Inorganic Chemistry I &amp; II</td>
<td>10</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Transfer Electives</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

**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 – TRANSFER PROGRAM**
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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 Principles of Biology</td>
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<tr>
<td>BIO 102 Biological Diversity</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Lab Science (non-BIO) or MTH elective</td>
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<tr>
<td>Foreign Language, Humanities</td>
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<tr>
<td>General Transfer Electives or School Requirements</td>
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<td><strong>Total Credits:</strong></td>
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<td>BIO 251 Human Physiology</td>
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<td>General Transfer Electives or School Requirement</td>
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<td><strong>Total Credits:</strong></td>
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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 – TRANSFER PROGRAM
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.

<table>
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<tr>
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<th>CREDITS</th>
<th>SECOND YEAR</th>
<th>CREDITS</th>
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<tr>
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<td>ENG 102 English Composition II</td>
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<td>BIO 102 Biological Diversity</td>
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<td>8</td>
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<td>or</td>
<td></td>
</tr>
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<td>CHM 152 Gen. &amp; Inorganic Chemistry II</td>
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<td>PHY 202/252 General Physics I and II</td>
<td>10</td>
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<tr>
<td>Humanities Electives</td>
<td>3</td>
<td>BIO 215 Introduction to Microbiology</td>
<td>4</td>
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<td>MTH 110 College Algebra</td>
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<td>Social Science Elective</td>
<td>3</td>
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<td>SOC 101 Introduction to Sociology</td>
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</table>

Total Credits: 34-36

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

MEDICINE – TRANSFER PROGRAM
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.

<table>
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<th>SECOND YEAR</th>
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<td>ENG 101 English Composition I</td>
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<td>ENG 102 English Composition II</td>
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<td>CHM 201 Organic Chemistry I</td>
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<td>BIO 101 Principles of Biology</td>
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<td>CHM 202 Organic Chemistry II</td>
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<td>BIO 102 Biological Diversity</td>
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<td>PHY 201/202 Elements of Physics I and II</td>
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<tr>
<td>CHM 151 Gen. &amp; Inorganic Chemistry I</td>
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<td>or</td>
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<td>CHM 152 Gen. &amp; Inorganic Chemistry II</td>
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<td>Humanities Elective</td>
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<td>BIO 215 Introduction to Microbiology</td>
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<td>MTH 150 Calculus &amp; Analytic Geometry I</td>
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<td>PSY 101 General Psychology</td>
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<td>Social Science Elective</td>
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<td>Humanities Elective</td>
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</table>

Total Credits: 35-37

NOTES FOR MEDICAL TECH. AND 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 courses 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 – TRANSFER PROGRAM
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.

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<td>ENG 102 English Composition II</td>
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<td>CHM 102 General, Organic, and Biochemistry II</td>
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<td>Humanities Elective</td>
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<td>SPE 101 Public Speaking</td>
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<td>PSY 101 General Psychology</td>
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<tr>
<td>BIO 101 Principles of Biology</td>
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<td>BIO 102 Biological Diversity</td>
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<td>ACC 201 Principles of Accounting</td>
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<td>HST 101 History of Western</td>
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<td>Civilization to 1650 (Fall)</td>
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<td>ECO 201 Macroeconomics</td>
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</table>

Total Credits: 64

NATURAL RESOURCES – TRANSFER PROGRAM
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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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<tbody>
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<td>MTH 150 Calculus &amp; Analytic Geometry I</td>
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<td>BIO 102 Biological Diversity</td>
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<td>or PHY 251/252 General Physics I and II</td>
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<td>ECO 201 Macroeconomics</td>
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<td>ECO 202 Microeconomics</td>
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<tr>
<td>EGR 101 Engineering Graphics</td>
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<td>SPE 101 Public Speaking</td>
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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 courses 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 – TRANSFER PROGRAM
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.

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<td>CHM 151 General &amp; Inorganic Chemistry I</td>
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<td>CHM 152 General &amp; Inorganic Chemistry II</td>
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<tr>
<td>*BIO 101 Principles of Biology</td>
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<tr>
<td>BIO 102 Biological Diversity</td>
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<tr>
<td>MTH 150 Calculus &amp; Analytic Geometry I</td>
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<td>**MTH 151 Calculus &amp; Analytic Geometry II</td>
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<td>PSY 101 General Psychology</td>
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<tr>
<td>MTH 211 Introduction to Statistics</td>
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<td>CHM 201 Organic Chemistry I</td>
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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 courses 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 – TRANSFER PROGRAM

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.

<table>
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<th>SECOND YEAR</th>
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<td>COL 101 College and Transfer Readiness</td>
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<td>ENG 101 English Composition I</td>
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<td>BIO 251 Human Physiology</td>
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<td>ENG 102 English Composition II</td>
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<td>BIO 101 Principles of Biology</td>
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<td>CHM 202 Organic Chemistry II</td>
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<td>BIO 102 Biological Diversity</td>
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<td>MTH 150 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
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<td>CHM 151 General &amp; Inorganic Chemistry I</td>
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<td>SPE 101 Public Speaking</td>
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Total Credits: 69

PHYSICAL THERAPY – TRANSFER PROGRAM

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.

<table>
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<td>MTH 211 Introduction to Statistics</td>
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<tr>
<td>CHM 101 or 151 GOB or General Chemistry I</td>
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<td>PHY 201 or 251 Elements or General Physics I</td>
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<tr>
<td>CHM 102 or 152 GOB or General Chemistry II</td>
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<td>PHY 202 or 252 Elements or General Physics II</td>
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<td>BIO 101 Principles of Biology</td>
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<td>PSY 210 or PSY 295 Lifespan Dev or Abnormal Psych</td>
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<td>Humanities Electives</td>
<td>6</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<td>29-32</td>
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<td>MTH 110 College Algebra</td>
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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 courses 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.

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**PHYSICS – TRANSFER PROGRAM**
Associate of Science – 2 years

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<td>COL 101 College and Transfer Readiness</td>
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</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 150 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 251 General Physics I</td>
<td>5</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 151 Calculus &amp; Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 252 General Physics II</td>
<td>5</td>
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<tr>
<td>ECO 201 Macroeconomics</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 152 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>CHM 151 General &amp; Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 110 Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>PHY 261 Statics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<tr>
<td><strong>Total Credits:</strong></td>
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<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 220 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>CHM 152 General &amp; Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 263 Mechanics of Materials</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credits: 65**

---

**VETERINARY MEDICINE – TRANSFER PROGRAM**
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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 151 General &amp; Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 152 General &amp; Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MTH 112 Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 110 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>BIO 101 Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 Biological Diversity</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>38</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 201 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 201/202 Elements of Physics I and II</td>
<td>8</td>
</tr>
<tr>
<td>or PHY 251/252 General Physics II</td>
<td>10</td>
</tr>
<tr>
<td>BIO 250 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 251 Human Physiology (Winter)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td>BIO 215 Introduction to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>37-39</strong></td>
</tr>
</tbody>
</table>

**Total Credits: 75-77**
Advisors:

Education:
Early Childhood Education ........................................................................................................ Glen Guilbault
Elementary/Secondary/Special Education .................................................................................. Transfer Coordinator

Social Sciences:
Corrections Officer ......................................................................................................................... Carrie Yon
Criminal Justice .......................................................................................................................... Carrie Yon
History ........................................................................................................................................ Faculty
Law (Pre) ....................................................................................................................................... Carrie Yon
Psychology ................................................................................................................................... Faculty
Social Work ................................................................................................................................... Faculty
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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 202 Child Development &amp; Psychology</td>
<td>4</td>
</tr>
<tr>
<td>ECE 100 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 110 Developmentally Appropriate Practices for Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 210 Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECE 220 Infant &amp; Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 195 Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 121 Principles of Elementary Math I</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MTH 110 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PLS 101 Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science (BIO 101, PHY 101)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 230 Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 295 Practicum II in Early Childhood Ed</td>
<td>3</td>
</tr>
<tr>
<td>***ECE 230 Creative Methods for Teaching</td>
<td></td>
</tr>
<tr>
<td>Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 290 Managing a Child Care Center</td>
<td>3</td>
</tr>
<tr>
<td>*Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td><strong>PE Electives</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

**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.

***ENG 230 will be offered in the Copper Country in the Spring of odd years and in Ironwood in the Spring of even years. Students and advisors should plan their course sequence accordingly.
## EARLY CHILDHOOD EDUCATION
Associate of Applied Science Degree – 2 years

### YEAR ONE
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 105 Technical English</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 102 English Composition II (Spring)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Communications Course</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology (Fall)</td>
<td>4</td>
</tr>
<tr>
<td>PSY 202 Child Development &amp; Psychology (Spring)</td>
<td>4</td>
</tr>
<tr>
<td>MTH 100 Basic Math</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MTH 103 Introduction to Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ECE 195 Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>2 Fall semester ECE courses</td>
<td>6</td>
</tr>
<tr>
<td>2 Spring semester ECE courses</td>
<td>6</td>
</tr>
</tbody>
</table>

*33-34

**Fall semester, Early Childhood courses**

*2020/2021/2022*  
ECE 100  
ECE 230

*2019/2021/2023*  
ECE 210  
ECE 240

### YEAR TWO
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101 Intro to Sociology (Fall)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>SOC 102 Social Problems (Spring)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>ECE 295 Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>2 Fall semester ECE courses</td>
<td>6</td>
</tr>
<tr>
<td>2 Spring semester ECE courses</td>
<td>6</td>
</tr>
</tbody>
</table>

**31**

Total Credits: 64-65

**Spring semester, Early Childhood courses**

*2019/2021/2023*  
ECE 110  
***ENG 230***

*2020/2022/2024*  
ECE 220  
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.*

***ENG 230 will be offered in the Copper Country in the Spring of odd years and in Ironwood in the Spring of even years. Students and advisors should plan their course sequence accordingly.*
 ELEMENTARY EDUCATION AND SPECIAL EDUCATION – TRANSFER PROGRAM  
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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
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<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HST 101 Western Civilization to 1750</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HST 102 Western Civilization 1750 to Present</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>Lab Science (NOTE 1)</td>
<td>8</td>
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<tr>
<td>MTH 121 Principles of Elem. Math I (NOTE 2)</td>
<td>4</td>
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<tr>
<td>MTH 122 Principles of Elem. Math II</td>
<td>4</td>
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<tr>
<td></td>
<td>31</td>
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</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 201 U.S. History to 1877</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HST 202 U.S. History from 1865 (NOTE 3)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 201 Introduction to Education (NOTE 4)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 202 Child Development &amp; Psychology (NOTE 5)</td>
<td>4</td>
</tr>
<tr>
<td>PLS 101 Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>GEG 111 World Regional Geography (NOTE 6)</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking (NOTE 7)</td>
<td>3</td>
</tr>
<tr>
<td>***ENG 230 Literature for Children (NOTE 8)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td></td>
</tr>
<tr>
<td>General Transfer Electives or school requirements towards a major/minor</td>
<td>7</td>
</tr>
<tr>
<td>PE Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Total Credits: 63</td>
<td></td>
</tr>
</tbody>
</table>

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.  

***ENG 230 will be offered in the Copper Country in the Spring of odd years and in Ironwood in the Spring of even years. Students and advisors should plan their course sequence accordingly.

**Humanities:** The two required Humanities courses 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.
SECONDAE EDUCATION – TRANSFER PROGRAM  
Associate of Arts – 2 years

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General Science/Lab Science</td>
<td>8</td>
</tr>
<tr>
<td>PLS 101 Intro. to American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 231 Adolescent Development &amp;</td>
<td>3</td>
</tr>
<tr>
<td>Learning (NOTE 1)</td>
<td></td>
</tr>
<tr>
<td>College Level Math</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective (NOTE 2)</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 201 Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>General Transfer Electives or school requirement towards major/minor</td>
<td>17</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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 courses 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
COL 102 College and Career Readiness .................................. 1
CJC 101 Introduction to Corrections ....................................... 3
CJC 102 Correctional Institutions/Facilities ............................ 3
CJC 103 Client Growth & Development/Criminology ............ 3
ENG 101 English Composition I 
or
ENG 105 Technical English .................................................. 3
PSY 101 General Psychology .............................................. 4
................................................................. 17

SECOND SEMESTER CREDITS
CJC 104 Client Relations .................................................... 3
CJC 105 Legal Issues ....................................................... 3
ENG 102 English Composition II 
or
ENG 250 Technical Writing ................................................ 3
MTH 100 Basic Math ....................................................... 4
SOC 101 Introduction to Sociology .................................... 3
PED 203 Advanced First Aid & Emergency Care .................... 3
................................................................. 19

Total Credits: 36

https://www.gogebic.edu/collegedata/ge/correctionsofficer/43.0102-gedt1.html

CORRECTIONS OFFICER PROGRAM
Occupational Certificate – one semester

This program satisfies the Michigan Corrections Officer Training Council (MCOTC) minimum educational requirement for the entry level corrections officer position with the Michigan Department of Corrections (MDOC).

CJC 101 Introduction to Corrections ............................... 3
CJC 102 Correctional Institutions/Facilities ...................... 3
CJC 103 Client Growth & Development/Criminology ....... 3
CJC 104 Client Relations .................................................. 3
CJC 105 Legal Issues ....................................................... 3
CJC 250 Special Topics ................................................... 1
................................................................. 16
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
CJC 104 Client Growth & Development/Criminology ............. 3
CJC 103 Client Growth & Development/Criminology ............. 3
CJC 100 Introduction to Corrections ................................. 3
CJC 102 Correctional Institutions/Facilities ...................... 3
CJC 105 Legal Issues ................................................. 3
CJC 110 Introduction to Criminal Justice .......................... 3

SECOND YEAR
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
General Science/Lab Science ....................................... 7-8
College Level Math ................................................... 4
Humanities Electives .................................................. 6-8
General Transfer Electives .......................................... 6
** PE Electives ......................................................... 3

Total Credits: 31-35

Criminal Justice – LAW ENFORCEMENT – 2 years
FIRST YEAR
COL 102 College and Career Readiness ............................ 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 .......................................... 3
CJC 105 Legal Issues ................................................. 3
CJC 110 Intro to Criminal Justice ................................ 3
CJC 210 Law Enforcement Function ............................. 3

SECOND YEAR
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 ....................................... 7-8
College Level Math ................................................... 4
Humanities Electives .................................................. 6-8
General Transfer Elective ........................................... 3
** PE Electives ......................................................... 3

Total Credits: 31-35

Total Credits: 64-67
Criminal Justice – HOMELAND SECURITY – 2 years

FIRST YEAR CREDITS
COL 102 College and Career Readiness .................. 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 ..................................... 3
CJC 110 Introduction to Criminal Justice ................ 3
CJC 210 Law Enforcement Function ........................ 3

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 ................................ 7-8
College Level Math ......................................... 4
Humanities Electives ....................................... 6-8
General Transfer Elective .................................. 3
** PE Electives .............................................

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 courses 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.
<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>ENG 102 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PLS 101 Intro. to American Government</td>
<td>3</td>
</tr>
<tr>
<td>General Science/Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>College Level Math</td>
<td>4</td>
</tr>
<tr>
<td>HST 101 Western Civilization I or HST 103 World Civilization I</td>
<td>4</td>
</tr>
<tr>
<td>HST102 Western Civilization II or HST 104 World Civilization II</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<td>General Transfer Electives</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ANT 105 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>HST 226 Native American History</td>
<td>3</td>
</tr>
<tr>
<td>HST 201 U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>HST 202 U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>GEG 111 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>SPE101 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>General Transfer Electives</td>
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<tr>
<td>General Science/Lab Science</td>
<td>3-4</td>
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<tr>
<td>Total Credits:</td>
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*Check with your advisor, transfer coordinator, and/or transfer institution for preferred transfer electives.

**Humanities:** The two required Humanities courses 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 – TRANSFER PROGRAM**

Associate of Arts – 2 years

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science/General Science</td>
<td>3-4</td>
</tr>
<tr>
<td>College Level Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PLS 101 Intro. to American Government</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>General Transfer Electives</td>
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<td><strong>33-35</strong></td>
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<th>SECOND YEAR</th>
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</thead>
<tbody>
<tr>
<td>Lab Science/General Science</td>
<td>3-4</td>
</tr>
<tr>
<td>HST 201 U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>HST 202 U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>PHI 201 Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 202 Principles of Accounting</td>
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<tr>
<td>General Transfer Electives</td>
<td>3-4</td>
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<tr>
<td><strong>Total Credits: 62-65</strong></td>
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</table>

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

**Humanities:** The two required Humanities courses 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.

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**PSYCHOLOGY – TRANSFER PROGRAM**

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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COL 101 College and Transfer Readiness</td>
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<td>ENG 101 English Composition I</td>
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<tr>
<td>ENG 102 English Composition II</td>
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<tr>
<td>General or Lab Science</td>
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<tr>
<td>College Level Math</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<tr>
<td>PSY 202 Child Development &amp; Psychology</td>
<td>4</td>
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<tr>
<td>or PSY 210 Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<table>
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<th>SECOND YEAR</th>
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<tbody>
<tr>
<td>General Science/Lab Science</td>
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<tr>
<td>PLS 101 Intro. to American Government</td>
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<td>PSY 204 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 225 Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY295 Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 102 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3-4</td>
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<tr>
<td>General Transfer Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits: 64-66</strong></td>
<td></td>
</tr>
</tbody>
</table>

*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 courses 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 – TRANSFER PROGRAM
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
COL 101 College and Transfer Readiness ......................... 1
ENG 101 English Composition I .................................. 3
ENG 102 English Composition II ................................ 3
SOC 101 Introduction to Sociology ................................ 3
College Level Math ................................................. 4
General Science/Lab Science ..................................... 4
PSY 101 General Psychology .................................... 4
PSY 202 Child Development & Psychology .................... 4
or
PSY 210 Lifespan Development ................................ 3
Humanities Elective ............................................... 3-4
General Transfer Electives ..................................... 3
32-33

SECOND YEAR CREDITS
General Science/Lab Science .................................. 4
PLS 101 Introduction to American Government ............ 3
PSY 204 Social Psychology ....................................... 3
PSY 225 Psychology of Personality ............................ 3
PSY 295 Abnormal Psychology ................................ 4
SOC 102 Social Problems ......................................... 3
ANT 105 Introduction to Cultural Anthropology .......... 3
ECO 201 Macroeconomics ...................................... 3
or
ECO 101 American Economy ................................ 3
General Transfer Elective ....................................... 3-4
Humanities Elective ............................................... 3-4
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 courses 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.
Faculty Advisors:

Automotive Technology ................................................................. Ed Gorman
Building Trades ................................................................................ Faculty
Commercial Motor Vehicle – CDL .................................................... Connie Hicks
Construction Technology ................................................................ Faculty
Cosmetology .................................................................................... Nicole Hocking
Electric Line Mechanic .................................................................... Faculty
Manufacturing Technology .............................................................. Dennis Svoke
................................................................................................. Connie Hicks
Mechanical Engineering Technology .............................................. Dennis Svoke
................................................................................................. Connie Hicks
Ski Area Management ...................................................................... James Vander Spoel
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 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
COL 102 College and Career Readiness ..................1
AUT 102 Automotive Industry Fundamentals ..............3
AUT 107 Electrical/Electronic Systems I ..............5
AUT 108 Electrical/Electronic Systems II .............5
14

SECOND SEMESTER                 CREDITS
AUT 121 Engine Performance Fundamentals ..............5
AUT 122 Advanced Engine Performance ..................4
AUT 244 Introduction to Hybrid Vehicles ..............3
12

THIRD SEMESTER                 CREDITS
AUT 231 Suspension Steering & Wheel Align. ...........4
AUT 232 Brakes and Braking Systems ....................4
AUT 241 Heating/Air Conditioning/Electrical Systems ....5
13

FOURTH SEMESTER                CREDITS
AUT 101 Engine Repair .................................5
AUT 123 Automatic Transmissions and Transaxles ........5
AUT 124 Manual Drive Trains and Axles .................4
14

*First year courses also offered for freshman.
**Varied start times due to industry.

Total Credits: 53

https://www.gogebic.edu/collegedata/ge/autotechnology/47.0604-gedt.html
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.

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
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<tr>
<td>AUT 102 Automotive Industry Fundamentals</td>
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<tr>
<td>AUT 107 Electrical/Electronic Systems I</td>
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<td>AUT 108 Electrical/Electronic Systems II</td>
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<th>SPRING SEMESTER</th>
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<tbody>
<tr>
<td>AUT 121 Engine Performance Fundamentals</td>
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<tr>
<td>AUT 122 Advanced Engine Performance</td>
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<tr>
<td>AUT 244 Introduction to Hybrids Vehicles</td>
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<table>
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<tr>
<th>FALL SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>AUT 231 Suspension Steering and Wheel Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AUT 232 Brakes and Braking Systems</td>
<td>4</td>
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<tr>
<td>AUT 241 Heating/Air Conditioning/Electrical Systems</td>
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<tr>
<th>SPRING SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>AUT 101 Engine Repair</td>
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<tr>
<td>AUT 123 Automatic Transmissions and Transaxles</td>
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<td>AUT 124 Manual Drive trains and Axles</td>
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<tr>
<th>GENERAL EDUCATION CORE</th>
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<tbody>
<tr>
<td>ENG 101 English Comp. or ENG 105 Technical English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective (MTH 100 or higher)</td>
<td>3-4</td>
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<tr>
<td></td>
<td>15-16</td>
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</tbody>
</table>

Total Credits: 68-69
COMMERCIAL MOTOR VEHICLE – CDL 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, but not limited to safety, Federal Motor Carrier Safety Administration (FMCSA) regulations, truck mechanical parts and components, vehicle inspection procedures, basic truck maneuvers, driving techniques, trucking industry practices and additional content.

The program is unique in its design which allows a student to enter the program without a Commercial Learner’s Permit (CLP). The college prepares the student to test for their CLP and provides the education to test for their Commercial Driver’s License (CDL).

Note: Completion of the CMV certificate program does not guarantee the CDL licensure. Successful acquisition of the CDL license does not constitute completion of the CMV certificate program.

Reasonable ADA equipment accommodations are available.

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

**Commercial Motor Vehicle Driver License – Class A Tractor-Trailer**

CMV 160 Classroom Basic Training .........................5
CMV 170 Non-Driving Practicum .............................4
CMV 180 Driving Class ........................................7
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 .........................................7
Total Credits: 16

[https://www.gogebic.edu/collegedata/ge/commercialdriverlicense/49.0205-gedt1.html](https://www.gogebic.edu/collegedata/ge/commercialdriverlicense/49.0205-gedt1.html)

[https://www.gogebic.edu/collegedata/ge/commercialdriverlicense2/49.0205-gedt2.html](https://www.gogebic.edu/collegedata/ge/commercialdriverlicense2/49.0205-gedt2.html)
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.

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
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<tr>
<td>BLD 101 Construction Practices I</td>
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<tr>
<td>BLD 102 Construction Practices II</td>
<td>5</td>
</tr>
<tr>
<td>BLD 201 Construction Practices III</td>
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<tr>
<td>Math Elective</td>
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<tr>
<td>*10 hour OASHA Safety training</td>
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<tr>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>BLD 104 Plans/Specs/ Codes</td>
<td>3</td>
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<tr>
<td>BLD 120 Mechanical/Electrical Installations</td>
<td>5</td>
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<td>BLD 205 Construction Practices IV</td>
<td>5</td>
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<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
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<tr>
<td>EGR 103 CAD Concepts</td>
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Total Credits: 19

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<th>THIRD SEMESTER</th>
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<tr>
<td>ACC 150 Accounting</td>
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<tr>
<td>*Business Elective</td>
<td>3</td>
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<tr>
<td>DWG 201 Architectural Drafting/Design</td>
<td>4</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 105 Technical English</td>
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<th>FOURTH SEMESTER</th>
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<tr>
<td>Humanities and Social Science Electives</td>
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<tr>
<td>BUS 203 Business Communications</td>
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<tr>
<td>*Business Elective</td>
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<tr>
<td>Math Elective</td>
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</tbody>
</table>

Total Credits: 15-16

*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.

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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
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<td>BLD 101 Construction Practices I</td>
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<tr>
<td>BLD 102 Construction Practices II</td>
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<td>Math Elective (either semester)</td>
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<td>BLD 201 Construction Practices III</td>
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<th>SECOND SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>BLD 104 Plans/Specs/ Codes</td>
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<tr>
<td>BLD 120 Mechanical/Electrical Installations</td>
<td>5</td>
</tr>
<tr>
<td>BLD 205 Construction Practices IV</td>
<td>5</td>
</tr>
<tr>
<td>EGR 103 CAD Concepts (optional)</td>
<td>2</td>
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<tr>
<td>BUS 101 Introduction to Business</td>
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</tbody>
</table>

Total Credits: 16-18

https://www.gogebic.edu/collegedata/ge/buildingtrades/46.9999-gedt11.html
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.

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDITS</th>
<th>SECOND SEMESTER</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
<td>COS 103 Lab II</td>
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<tr>
<td>COS 101 Lab I</td>
<td>10</td>
<td>COS 104 Theory II</td>
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<tr>
<td>COS 102 Theory I</td>
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<tr>
<th>THIRD SEMESTER</th>
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<tbody>
<tr>
<td>COS 105 Lab III</td>
<td>10</td>
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<tr>
<td>COS 106 Theory III</td>
<td>6</td>
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</tbody>
</table>

https://www.gogebic.edu/collegedata/ge/cosmetology/12.0401-gedt11.html

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

<table>
<thead>
<tr>
<th>ONE SEMESTER</th>
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<tbody>
<tr>
<td>COS 114 Manicuring Lab</td>
<td>7</td>
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<tr>
<td>COS 115 Theory</td>
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COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

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<tbody>
<tr>
<td>COS 116 Cosmetology Instructor Lab</td>
<td>7</td>
</tr>
<tr>
<td>COS 117 Cosmetology Instructor Training</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>13</td>
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</table>
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 Engineering Technology Associates Degree.

FIRST SEMESTER

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
<td>1</td>
</tr>
<tr>
<td>Social Science or Humanities</td>
<td>3</td>
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<tr>
<td>DWG 105 Intro to 2D Auto Cad</td>
<td>4</td>
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<tr>
<td>EGR 101 Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101 English Composition or</td>
<td></td>
</tr>
<tr>
<td>ENG 105 Technical English or</td>
<td></td>
</tr>
<tr>
<td>SPE 105 Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>MTH 103 Introduction to Algebra</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>DWG 102 Industrial Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DWG 106 Introduction to 3D Solid Works</td>
<td>3</td>
</tr>
<tr>
<td>EGR 102 Descriptive Geometry</td>
<td>2</td>
</tr>
<tr>
<td>AMD 100 Introduction to CNC-QC</td>
<td>3</td>
</tr>
<tr>
<td>PHY 121T Tech. Physics: Mech. And Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>CPL 200 Introduction to Computers &amp; Microsoft Office</td>
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</tr>
</tbody>
</table>

Total Credits: 33-34

MECHANICAL ENGINEERING TECHNOLOGY
Associate of Applied Technology – 2 years

Mechanical Engineering Technologists bridge the world of the theoretical engineer and the practical approach of the skilled workforce. Mechanical Engineering Technologists are expected to apply current technologies and principles from machine and product design, production and material and manufacturing processes. Students learn skills in hands-on application labs and courses that explore the fundamentals of mechanics, mathematics, physics, materials technology, and computer-aided design.

GENERAL EDUCATION CORE

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<thead>
<tr>
<th>COURSE NAME</th>
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<tbody>
<tr>
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<td>ENG 101 English Composition or</td>
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</tr>
<tr>
<td>ENG 105 Technical English or</td>
<td>2</td>
</tr>
<tr>
<td>SPE 105 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 106 Math for Engineering Technologies</td>
<td>4</td>
</tr>
<tr>
<td>Social Science and Humanities</td>
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ENGINEERING CORE

<table>
<thead>
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<th>COURSE NAME</th>
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<tbody>
<tr>
<td>CPL 200 Introduction to Computers and Microsoft Office</td>
<td>2</td>
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<tr>
<td>DWG 105 Intro to 2D AutoCAD</td>
<td>4</td>
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<tr>
<td>DWG 106 Introduction to 3D SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>DWG 200 Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>DWG 201 Architectural Design</td>
<td>4</td>
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<tr>
<td>EGR 101 Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>EGR 102 Descriptive Geometry</td>
<td>2</td>
</tr>
<tr>
<td>PHY 121T Technical Physics: Mech. &amp; Thermodynamics</td>
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MECHANICAL ENGINEERING REQUIRED COURSES

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<tbody>
<tr>
<td>AMD 100 Introduction to CNC-QC</td>
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<tr>
<td>AMD 101 Introduction to AMD</td>
<td>3</td>
</tr>
<tr>
<td>DWG 102 Industrial Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DWG 107 Advanced 3D SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>DWG 202 Tool Design</td>
<td>4</td>
</tr>
<tr>
<td>DWG 203 Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>DWG 206 Geometric Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>IND 200 Industrial Seminar</td>
<td>6</td>
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</tbody>
</table>

Total Credits: 66

92
**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/](http://gogebic.edu/academics/sam/)

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
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<tr>
<td>SAM 100 Introduction to Ski Area Management</td>
<td>3</td>
</tr>
<tr>
<td>SAM 101 Ski Area Layout</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 105 Technical English</td>
<td>3</td>
</tr>
<tr>
<td>SAM 104 Ski Equipment Mechanics (8 week course)</td>
<td>2</td>
</tr>
<tr>
<td>SAM 106 Snowmaking Fundamentals (8 week course)</td>
<td>2</td>
</tr>
<tr>
<td>PED 202 Responding to Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>PED 220 Fundamentals of Ski Instruction</td>
<td>1</td>
</tr>
<tr>
<td>ACC 150 or 201 Accounting</td>
<td>4</td>
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<td><strong>21</strong></td>
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<table>
<thead>
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<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>SAM 103 Ski Lift Construction and Design</td>
<td>3</td>
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<tr>
<td>SAM 105 Ski Area Maps (8 week course)</td>
<td>1</td>
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<tr>
<td>SAM 107 Slope Grooming Fundamentals (8 week course)</td>
<td>2</td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>4</td>
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<tr>
<td>or SOC 101 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>or HS 104 History of World Civilization from 1440</td>
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<td>*Limited Electives</td>
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<td><strong>15-17</strong></td>
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<table>
<thead>
<tr>
<th>THIRD SEMESTER (8 weeks)</th>
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<tr>
<td>SAM 200 Ski Area Operation/Cost Analysis</td>
<td>3</td>
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<tr>
<td>SAM 202 Risk Management and Related Issues</td>
<td>2</td>
</tr>
<tr>
<td>SPE 105 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>SAM 205 Applied Industrial Skills</td>
<td>2</td>
</tr>
<tr>
<td>***SAM 230 Co-op Work Experience (2nd 8 weeks)</td>
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<tr>
<td>CPL 200 Introduction to Computers &amp; Microsoft Office</td>
<td>2</td>
</tr>
<tr>
<td>or CIT 161 Microsoft Office Essentials</td>
<td>4</td>
</tr>
<tr>
<td><strong>15-17</strong></td>
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<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
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<tbody>
<tr>
<td>***SAM 231 Co-op Work Experience</td>
<td>12</td>
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<tr>
<td><strong>12</strong></td>
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</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
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<tr>
<td>MTH 106 Mathematics for the Engineering Technologies</td>
<td>4</td>
</tr>
<tr>
<td>ELM 103 Utility Laboratory &amp; Field Exercises I</td>
<td>3</td>
</tr>
<tr>
<td>ELM 104 Utility Careers &amp; Apprenticeships</td>
<td>2</td>
</tr>
<tr>
<td>ELM 206 Pole Climbing &amp; Knots/Rigging</td>
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Total Credits: 17

**SECOND SEMESTER**

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<th>Course</th>
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<tr>
<td>COM 103 Workplace Literacy</td>
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<tr>
<td>PED 103 Community First Aid</td>
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<tr>
<td>ELM 102 Analysis of the Public Utility Industry I</td>
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</tr>
<tr>
<td>ELM 110 Science for the Utility Industry</td>
<td>3</td>
</tr>
<tr>
<td>ELM 203 Utility Laboratory &amp; Field Exercises II</td>
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Total Credits: 15

**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.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>COL 102 College and Career Readiness</td>
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<tr>
<td>WLD 100 Introduction to Welding &amp; Industrial Safety</td>
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<tr>
<td>WLD 110 Welding Symbols and Blueprint Reading</td>
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</tr>
<tr>
<td>WLD 120 Thermal Cutting and Welding Processes</td>
<td>4</td>
</tr>
<tr>
<td>WLD 140 Shielded Metal Arc Welding (SMAW)</td>
<td>3</td>
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<tr>
<td>WLD 150 Metal Fabrication and Rigging</td>
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Total Credits: 15

**SECOND SEMESTER**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>MTH 106 Mathematics for the Engineering Technologies</td>
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<tr>
<td>WLD 160 Gas Metal/Flux Cored Arc Welding (GMAW)/(FCAW)</td>
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<td>WLD 170 Metallurgy</td>
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<tr>
<td>WLD 180 Gas Tungsten Arc Welding (GTAW)</td>
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<tr>
<td>WLD 220 Weld Inspection and Testing</td>
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<td>WLD 240 Welder Qualification</td>
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Total Credits: 17

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: merchandising 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 160 PAYROLL TAX ACCOUNTING  
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 201
ACC 200 PAINTING I 3 (4-0)
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

ACC 204 PHOTOGRAPHY 3 (4-0)
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 201 ENGINE REPAIR 5 (4-3)
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

ART 207 PAINTING II 3 (4-0)
This is a more advanced 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 3 (4-0)
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 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 222 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 229 PAINTING III 3 (4-0)
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

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 (4-3)
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, examine why they fail,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: None

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 also be covered. 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 students are 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.
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

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.
Prerequisite/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 (4-0)
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 4 (3-3)
Field studies of the ecology, morphology and evolutionary relationships of organisms native to northern Michigan and Wisconsin. This course will focus extensively on the methods utilized by biologists to collect field data on native and invasive organisms and examine their roles in the greater ecological community. Specimen collection, identification, and preservation, as well as the relationship to current ecological, agricultural, and other human issues.
Prerequisite: None

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 estimating 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 (4-0)
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 the various functions of business. This course provides students with an overview of business in an increasingly global society. Students will complete the course with knowledge of the general business environment, economic systems, business ethics, and technology and information systems. In addition, students will learn the fundamentals of economics, business ownership, entrepreneurship, finance, management, and marketing. Key themes woven throughout the course include explorations of career options, and development of business problem solving skills.
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/TYPWRITING 3 (4-0)
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/TYPWRITING 3 (4-0)
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)
This course is designed to provide students with a guide to general sales and various sales techniques. It will provide students with a better understanding of a professional sales approach to prospecting, communicating, presenting solutions to meet customer needs and closing deals. In addition, students will discover the importance of developing long-run, win-win customer relationships and effectively leading the sales force in today’s highly competitive business environment.
The primary content of this course is directly related to a Business Related occupational program.
Prerequisite: None

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 service and support in any industry. It provides the student with a better understanding of
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 200 PROFESSIONALISM 1 (1-0)
Course topics will include employability and job retention skills, professionalism, ethical behavior, and personal habits. Students will be asked to present themselves in a positive and professional manner through the completion of various activities in the workshop. Students will have the opportunity to build their skills through the completion a personal portfolio that will prepare them for entering the workforce. Students will create a professional resume and cover letter that will be used to look for employment opportunities. Student will be exposed to sources to look for jobs, be required to research companies and practice interview techniques with the completion of mock interviews. Additionally, students will be exposed to self-analysis in developing their corporate persona. Students will learn the importance of personal hygiene, dressing and behaving for success. Telephone and email etiquette, stress management, time management, accepting diversity and dining etiquette will also be practiced in the course.
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 (3-0)
This course is designed to enable you to become a more competent communicator. This course will provide you with grounding in skills essential to human communication including; public presentation, organizational communication, small group communication, and interpersonal communication. 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: BUS 101 and ACC 150 or ACC 201

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)
This course is designed to prepare students to be effective supervisors and leaders. It provides students with a better understanding of a wide variety of management functions, including planning, organizing. Students will have the opportunity to learn about various types of organizations through cases and other examples to enforce the learning concepts. 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 285 HUMAN RESOURCE MANAGEMENT 3 (3-0)
This course focuses on the challenges organizations face in building and maintaining a workforce that provides them with a competitive advantage. The course addresses the human resource areas throughout an employee’s life cycle, including recruiting, training, compensation, performance management, and benefits. The primary content of this course is directly related to a Business Related occupational program.
Prerequisite: None

BUS 296-299 WORKSHOP IN BUSINESS (variable) (0.25-1)
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 and chemical concepts 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)

COLLEGE EXPERIENCE (COL)

COL 101 COLLEGE AND TRANSFER READINESS  1 (1-0)
College Orientation activities are integrated into COL 101. This course will help incoming students transition to college by providing key information and addressing important non-cognitive skills. This course will familiarize students with the college environment, provide students with the tools to build important academic skills, learn how to study smarter, optimize time, learn proven test taking strategies, and set academic, transfer and career goals.
Prerequisite:  None

COL 102 COLLEGE AND CAREER READINESS  1 (1-0)
College Orientation activities are integrated into COL 102. This course will help incoming students transition to college by providing key information and addressing important non-cognitive skills. This course will familiarize students with the college environment, provide students with the tools to build important academic skills, learn how to study smarter, optimize time, learn proven test taking strategies, and set academic and career goals. A comprehensive approach to career preparation will include resume and cover letter writing, interview skills, and employability soft skills.
Prerequisite:  None

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 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 3 (3-0)
Examines 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)

CMA 100 ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I 3 (4-0)
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 3 (4-0)
This course follows the introduction of Administrative Medical Office Procedures I 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:  Admission into the Program, all first semester courses of the CMA program with a passage of C (75%) in each course.

CMA 102 MEDICAL ASSISTANT CLINICAL PROCEDURES I 4 (6-0)
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 (6-0)
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  4 (0-0)  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: Admission into the program, all first semester courses of the CMA program with a passage of C (75%) in each course.

CMA 105 MEDICAL ASSISTANT PRACTICUM  4 (0-11)  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 without compensation and be evaluated by office staff and monitored by the instructor. They will be evaluated by office staff and monitored by the instructor. They will complete 180 hours of practicum.  The primary content of this course is directly related to an Allied Health/Business occupational program. Prerequisites: BUS 105, HED 105, CMA 136, CMA 100, CMA 101, CMA 102, CMA 103, CMA 104, with a minimum accepted grade of C (75%).

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 MOTOR VEHICLE (CMV-CDL)  
CMV 110 CLASS B STRAIGHT TRUCK BASIC CLASSROOM TRAIN. 5 (5-0)  This 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 safety, FMCSA regulations, trucking industry practices, vehicle parts and components including air brakes, pre-trip inspection, speed and space management, cargo securement and documentation, axle weights, basic vehicle maneuvering, straight, offset, alley dock backing using GOAL, shifting, turning, basic hazardous materials training, trip-planning, distracted driving, hours of service regulations and recording, emergency equipment, post-accident procedures, driver injury prevention, driver health and wellness, lifestyle, whistleblower protection, CSA for drivers, general FMCSA driver qualifications, career portfolio development and interaction with law enforcement. This course will help students learn trucking industry practices and gain knowledge and skills to prepare for their Commercial Learner’s Permit (CLP) state tests and subsequent Commercial Driver’s License (CDL) skills state tests.  Pre-requisites: Be at least 18 years old (MI/WI); 21 years old—other states Hold a valid driver’s license Must be able to pass U.S., D.O.T., physical and pre-employment drug screen Must be able to meet FMCSA driver qualification requirements
Co-requisite: CMV – 120 Class B Straight Truck Non-Driving Practicum

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 safety, FMCSA regulations, trucking industry practices, truck parts and components, pre-trip inspection procedures, air brakes, cargo securement, emergency equipment and procedures, axle weights, tires, and general maintenance. This course will help students learn about trucking industry practices, and gain knowledge and skills to prepare for their Commercial Learner’s Permit (CLP) state tests and subsequent Commercial Driver’s License (CDL) skills state tests.  Pre-requisites: Be at least 18 years old (MI/WI); 21 years old—other states Hold a valid driver’s license Must be able to pass U.S., D.O.T., physical and pre-employment drug screen Must be able to meet FMCSA driver qualification requirements
Co-requisite: CMV – 110 Class B Straight Truck Basic Classroom Training

CMV 130 CLASS B STRAIGHT TRUCK DRIVING CLASS  7 (0-7)  This course will focus on driving Class B straight trucks. Activities and maneuvers will be performed in the driving range lot and on roadways and highways. Topics will include, but not be limited to safety, FMCSA regulations, pre-trip inspection procedures, truck parts and components, air brake checks, slow vehicle maneuvering, shifting, straight, offset and alley dock backing using GOAL, turning, cargo securement, roadway and highway driving including visual search and commentary driving techniques, city and rural driving, accelerating/decelerating, lane changes and merges, speed and space management, intersection safety, roadside stops, proper turning, obedience of signs and signals, and overall safe operation of the vehicle. This course will help students learn trucking industry practices and gain knowledge and skills to prepare for the Class B Commercial Driver’s License (CDL) skills state tests.  Pre-requisites: Be at least 18 years old (MI/WI); 21 years old—other states Hold a valid driver’s license Must be able to pass U.S., D.O.T., physical and pre-employment drug screen Must be able to meet FMCSA driver qualification requirements
Co-requisite: CMV – 160 Class A Tractor-Trailer Basic Classroom Training

CMV 160 CLASS A TRACTOR TRAILER BASIC CLASSROOM TRAIN. 5 (5-0)  This 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 safety, FMCSA regulations, trucking industry practices, vehicle parts and components including air brakes, pre-trip inspection, speed and space management, cargo securement and documentation, axle weights, basic vehicle maneuvering, straight, offset, alley dock backing using GOAL, shifting, turning, basic hazardous materials training, trip-planning, distracted driving, hours of service regulations and recording, emergency equipment, post-accident procedures, driver injury prevention, driver health and wellness, lifestyle, whistleblower protection, CSA for drivers, general FMCSA driver qualifications, career portfolio development and interaction with law enforcement. This course will help students learn trucking industry practices and gain knowledge and skills to prepare for their Commercial Learner’s Permit (CLP) state tests and subsequent Commercial Driver’s License (CDL) skills state tests.  Pre-requisites: Be at least 18 years old (MI/WI); 21 years old—other states Hold a valid driver’s license Must be able to pass U.S., D.O.T., physical and pre-employment drug screen Must be able to meet FMCSA driver qualification requirements
Co-requisite: CMV – 170 Class A Tractor-Trailer Non-Driving Practicum

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 safety, FMCSA regulations, trucking industry practices, truck parts and components, pre-trip inspection procedures, air brakes, cargo securement, emergency equipment and procedures, axle weights, tires, and general maintenance. This course will help students learn about trucking industry practices, and gain knowledge and skills to prepare for the Commercial Learner’s Permit (CLP) state tests and subsequent Commercial Driver’s License (CDL) skills state tests.  Pre-requisites: Be at least 18 years old (MI/WI); 21 years old—other states Hold a valid driver’s license Must be able to pass U.S., D.O.T., physical and pre-employment drug screen Must be able to meet FMCSA driver qualification requirements
Co-requisite: CMV – 160 Class A Tractor-Trailer Basic Classroom Training

CMV 180 CLASS A TRACTOR TRAILER TRUCK DRIVING CLASS  7 (0-7)  This course will focus on driving Class A tractor-trailer vehicles. Activities and maneuvers will be performed in the driving range lot and on roadways and highways. Topics will include, but not be limited to safety, FMCSA regulations, pre-trip inspection procedures, truck parts and components, air brake checks, slow vehicle maneuvering, shifting, straight, offset and alley dock backing using GOAL, turning, cargo securement, roadway and highway driving including visual search and commentary driving techniques, city and rural driving, accelerating/decelerating, lane changes and merges, speed and space management, intersection safety, roadside stops, proper turning, obedience of signs and signals, and overall safe operation of the vehicle. This course will help students learn trucking industry practices and gain knowledge and skills to prepare for the Class A Commercial Driver’s License (CDL) skills state tests.  Pre-requisites: Be at least 18 years old (MI/WI); 21 years old—other states Hold a valid driver’s license Must be able to pass U.S., D.O.T., physical and pre-employment drug screen Must be able to meet FMCSA driver qualification requirements
Co-requisite: CMV – 160 Class A Tractor-Trailer Basic Classroom Training

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 (Pigdin 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 (Pigdin 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 online 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 10 (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 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 6 (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 10 (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)

COS 104 COSMETOLOGY THEORY II 6 (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 approaches 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 10 (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 marceling. 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 6 (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, wigging, 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 Wiggy 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 & COS 102 (Lab I and 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: COS 101, 102, 103, and 104 (Lab I and Lab II, Theory I and Theory II)

COS 114 MANICURING LAB 7 (0-22.5) This course is a 400 hour course with 265 hours of practical training. 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
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 procedures.
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 aids, such as film/video/DVD, pictures, chalkboard, models/mannequins, 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)
This course provides the student with a solid understanding and working ability with computers and Microsoft Office. Basic and intermediate topics covered include Word, Excel, Access and basic computer operations. Students will obtain skills in all topic areas through hands-on examples and computer laboratory assignments.
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 215 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 Microsoft Windows operating systems. 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 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 (4-0)
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 Engineering Technology occupational program.
Prerequisite: None

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 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 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 Engineering Technology occupational program.
Prerequisites: DWG 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 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 strategy. 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 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 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 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 Engineering Technology occupational program.
Prerequisite: EGR 101 or 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 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 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 Engineering Technology occupational program.
Prerequisite: 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 Engineering Technology occupational program.
Prerequisite: DWG 102 or permission of the instructor

DRAMA (DRA)

DRA 100 COMMUNITY THEATRE 3 (3-0)
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 (3-0)
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 (3-0)
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 (3-0)
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

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

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

ELECTIVE COURSES

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 all 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 3 (3-0)
EDUCATION
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

EDU 201 INTRODUCTION TO EDUCATION 3 (3-0)
This fulfills a social science requirement for non-business majors only.
Prerequisite: None

EDU 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 fulfills a social science requirement.
Prerequisite: None

EDU 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, monopsonistically 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 fulfills a social science requirement.
Prerequisite: None

EDU 203 ELEMENTARY EDUCATION 3 (3-0)
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, guyin 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 ELM 103. 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. These experiments will include analysis of circuits with capacitors, diodes, and transistors.

Prerequisite: ELM 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 lift 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 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 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 Engineering Technology occupational program.

Prerequisite: None

**EMERGENCY MEDICAL SERVICES**

(EMS)

**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: COL 102ORI , BIO 105, EMS 205

Prerequisite for Paramedic-Associate of Applied Science: COL 102, EMS 101, BIO 250, PY 101, ENG 101 or ENG 105, EMS 102, EMS 105, one humanity, 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, COL 102, BIO 105, EMS 201, EMS 205

Co-requisites for Paramedic Certification: EMS 206

Prerequisite for the Paramedic-Associate of Applied Science: COL 102, EMS 101, BIO 250, PY 101, ENG 101 or ENG 105, EMS 102, EMS 105, one humanity, EMS 201, EMS 205, one humanity, 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 causality 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, COL 102, 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-COL 102, EMS 101, BIO 250, PY 101, ENG 101 or ENG 105, EMS 102, EMS 105, EMS 201, EMS 205., BIO 251, one humanity, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101.

Co-requisites for Paramedic-Associate of Applied Science-COL 102, EMS 101, BIO 250, PY 101, ENG 101 or ENG 105, EMS 102, EMS 105, one humanity, BIO 251, and choice of second communication to include ENG 102, ENG 250, SPE 105 or SPE 101.

**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: COL 102, BIO 105, EMS 201

Prerequisite for Paramedic-Associate of Applied Science-COL 102, EMS 101, BIO 250, PY 101, ENG 101 or ENG 105, EMS 102, EMS 105, one humanity, 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, COL 102, BIO 105, EMS 201, EMS 205
Co-requisites for Paramedic Certification: EMS 202
Prerequisite for the Paramedic-Associate of Applied Science-COL 102, 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, COL 102, 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-COL 102, 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 ENG 100 Learning Skills II in order to strengthen academic skills or COM 103 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

ENG 099 APPLIED COMMUNICATIONS I & II, LEARNING SKILLS IMPROVEMENT
3 (3-0)
This course is an introductory course in English for those students assessed at a level below college-level English. This class emphasizes active learning, improved reasoning skills, engaged readings, and effective editing skills to prepare students for ENG 100 and 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: 4 Institutional, Non-graduation

ENG 100 ACCELERATED LEARNING PROGRAM
3 (3-0)
This course is a corequisite of ENG 101 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 focuses on the writing and revising of expository essays, concentrating on the writing process, identifying and responding to different audiences and rhetorical situations, and understanding the conventions of format and structure. Critical reading and thinking skills are emphasized.
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 an 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 114 INTRODUCTION TO ENGLISH STUDIES
1 (1-0)
The opening act for the English major, this course introduces students to the study of English as a discipline and to the demands of the major at Gogebic Community College. The class provides an overview of program expectations, major focus areas, and career pathways. This course also facilitates the first steps in creating the required student portfolio.
Prerequisite: None

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 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.

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 work 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 course will examine 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 reading of writings by and about women.
This course fulfills a humanities requirement.
Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.

ENG 225 MYTHOLOGY (offered in Ironwood, fall odd years) 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)
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 world building 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.
This course fulfills a humanities requirement.
Prerequisite: Placement in ENG 101 or permission of instructor.

ENG 230 LITERATURE FOR CHILDREN 3 (3-0)
This course fulfills a humanities requirement.
Prerequisite: Placement in ENG 101 or permission of instructor.

ENG 236 LITERATURE AND FOLKLORE OF MICHIGAN'S UPPER PENINSULA (offered in Ironwood, spring even years) 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 (3-0)
A survey of the creative process and the resulting literary art. Structured around contemporary and classic literary works, discussions with available contemporary writers, a study of literary techniques, and an analysis of the psychology of creativity (motivation), the course will encourage students to produce original compositions of short stories, poetry, and/or essays.
This course fulfills a humanities requirement.
Prerequisite: Placement in ENG 101 or permission of instructor.

ENG 244 CREATIVE WRITING: FICTION 3 (3-0)
Creative Writing: Fiction is a writing course that focuses specifically on fiction. Students will read, study, and analyze the literary techniques and craft of great fiction writers. In structured exercises, they will practice strategies for creating character, plot, dialogue, setting, symbolic and figurative imagery, as well as other key narrative elements. To this end, students will read several exemplary texts of a variety of fiction form and craft. Students will also create their own short fiction and participate in writing workshops.
This course fulfills a humanities requirement.
Prerequisite: Placement into 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. Class 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 creative nonfiction works.
This course fulfills a humanities requirement.
Prerequisite: Placement by assessment scores or ACT/SAT scores into English 101 or permission of Instructor.
ENGLISH 246 CREATIVE WRITING: POETRY 3 (3-0)
Creative Writing: Poetry is a writing course that introduces students to the nature and function of poetry's fundamental components (image, sound, interplay of concepts). Students will read, study, and analyze the techniques and craft of historical and contemporary poets to gain a sufficient grasp of the nature and variety of poetry. Students will work within a workshop atmosphere, providing and accepting critiques of their own work and the work of others.
This course fulfills a humanities requirement.
Prerequisite: Placement into ENG 101 or permission of instructor

ENGLISH 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

ENGLISH 260 READING AMERICAN POPULAR CULTURE 3 (3-0)
(offerred in Ironwood, fall even years)
This course will investigate the relationship between American culture and popular culture art forms. Students will investigate the poetics of pop culture artifacts, such as literature, television, and film, as well as emerging media forms, such as the meme, web videos, and smart phone apps. Beginning with a theoretical approach to cultural studies, students will then investigate expressions of cultural identity through a reading of the pop culture artifacts. The course schedule will follow a historical trajectory of American popular culture since WWII. Students will study significant events that contributed to the development of cultural identity and the ways in which this identity has been perpetuated through popular culture. The final project will be a multimedia essay/presentation that will require students to analyze recent popular cultural artifacts in an attempt to identify and trace emerging cultural values.
Prerequisite: Placement into ENG 101 or permission of instructor

ENGLISH 299 CAPSTONE 1 (1-0)
The culminating event for the English major at Gogebic Community College, this course prepares students for the next stage of their academic and professional careers. Students will compile and submit a portfolio of works and prepare a public presentation.
Prerequisite: Completion of 9 credits of English core and 46 credits toward the degree overall.

ENVIRONMENT (ENV)

ENVIRONMENT 101 HUMAN ECOLOGY 3 (3-0)
An analysis and survey 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)

FINNISH 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, 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 INTERNSHIP 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 physical, chemical, 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 potentials.
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 multidisciplinary 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 MEDICAL CODING AND BILLING CAPSTONE 2 (0-2)
Students will apply their knowledge and skills learned throughout the program in clinical classification systems, reimbursement methodologies, health records, and data content, compliance, confidentiality and privacy, and information technology. The capstone project will be an eight-hour job shadow in a healthcare setting.
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 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
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 principles, 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 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 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 151 HISTORY OF THE GOGEBIC RANGE 3 (3-0)
This course will fulfill 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 course 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 America and the Caribbean. Focuses on the key issues and events crucial to understanding the development of the modern-day Americas. This course 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 course 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 course 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 course 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

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

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 Engineering Technology Occupational program.
Prerequisite: Must be in final semester of Mechanical Engineering Technology program or have consent of instructor(s).

ITAL 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 practical phonetics provides an important key to success.
Prerequisite: None

ITAL 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

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

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
**MATH 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.
Prerequisite: None

This course does not count toward an Associate of Arts or Associate of Science degree.

**MATH 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.
Prerequisite: MTH 090 or appropriate placement exam score

**MATH 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.
Prerequisite: None

**MATH 100 BASIC MATHEMATICS** 4 (4-0)
A course covering the fundamental operations of basic mathematics including whole number operations, fractions, decimals, ratio, proportion, square roots and perfect squares, the Pythagorean theorem, basic statistics, signed numbers, pre-algebra concepts and real-life applications.
Prerequisite: None

**MATH 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.

Prerequisite: MTH 100 (passed with a C or higher) or appropriate Math placement score

**MATH 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.

Prerequisite: MTH 103 (passed with a C or higher) or appropriate Math placement score

**MATH 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 (passed with a C or higher) or appropriate Math placement score

**MATH 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 unvesis 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

**MATH 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 (passed with a C or higher) or MTH 108 (passed with a C or higher) or appropriate Math placement score

**MATH 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 (passed with a C or higher) or appropriate Math placement score

**MATH 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

**MATH 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

**MATH 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

**MATH 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 (passing with a C or better)

**MATH 151 CALCULUS AND ANALYTIC GEOMETRY II** 4 (4-0)
Applications of the definite integral, volumes, arc length of plane curves, areas of surface of revolution, moments and center of mass, centroid, infinite series, MacLauren'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 (passing with a C or better)

**MATH 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 (passing with a C or better)

**MATH 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

**MATH 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 (passing with a C or better)
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 (0-2)
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 (0-2)
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.
Prerequisites: 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.
Prerequisites: 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 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: Admission into the program.
Corequisites: NUR 140, NUR 141

NUR 144 CONCEPTS OF NURSING PRACTICE IN THE CARE OF PATIENTS WITH UNCOMPLICATED CONDITIONS 9 (6-3-0)
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: NUR 140, NUR 141, NUR 142, BIO 251.
Corequisite: NUR 145

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, BIO 251.
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: NUR 140, NUR 141, NUR 142, NUR 144, NUR 145, BIO 251 or LPN Licensure and admission into the advanced standing program. Corequisite: NUR 241

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, BIO 251 or LPN Licensure and admission into the advanced standing program.
Co-requisite: NUR 240

NUR 242 TRANSITION TO RN PROGRAM 1 (1-1)
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 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: NUR 240, NUR 241.
Corequisites: NUR 244, NUR 246

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

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 n 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. This 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.

Prerequisite: None

PED 111 INTRODUCTION TO ALPINE SKIING (8 WEEK BLOCK-WINTER) 1 (0-2)
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)
Continuation of PED 119

Prerequisite: PED 119 or Permission of Instructor

PED 121 ADVANCED KARATE 1 (0-2)
A continuation of PED 120 Karate and Self-Defense.

Prerequisite: PED 120

PED 150 BEGINNING YOGA 1 (1-0)
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

PED 160 FITNESS WALKING 1 (1-1)
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: None

PED 202 RESPONDING TO EMERGENCIES 2 (3-0)
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.

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: None

PED 203 AMERICAN RED CROSS EMERGENCY RESPONSE 3 (3-0)
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.)

The primary content of this course is directly related to an Allied Health occupational program.

Prerequisite: None

PED 210 INTRO TO CROSS COUNTRY SKIING (WINTER) 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).

Prerequisite: None
PED 211 ADVANCED ALPINE SKIING (WINTER) 1 (0-2)  
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 111 or Instructors Consent

PED 212 TECHNIQUES OF OFFICIATING 1 (2-0)  
Course description currently under development.

PED 213 HEALTH 2 (2-0)  
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.  
Prerequisite: None

PED 214 RECREATION SPORTS/RACQUET 1 (0-2)  
Tennis—7 weeks; badminton—7 weeks; racquet ball—2 weeks. Fundamentals of racquet games: basic and advanced skills.  
Prerequisite: None

PED 215 RECREATION SPORTS/ARCHERY 1 (0-2)  
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.  
Prerequisite: None

PED 216 RECREATION SPORTS/BOWLING 1 (0-2)  
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.  
Prerequisites: None

PED 217 RECREATION SPORTS/TENNIS 1 (0-2)  
Individual lifetime sports series. Basic and advanced skills.  
Prerequisite: None

PED 218 RECREATIONAL SPORTS/CAMPING (variable) (1-4)  
Camping experiences such as camp set-up, organization and cooking of both domestic and wild foods are taught to the student.  
Prerequisite: Consent of Instructor  
Credit: 1-4 Semester Hours

PED 219 BODY CONDITIONING 1 (0-2)  
Basic skills of body conditioning and weight lifting.  
Prerequisite: None

PED 220 FUNDAMENTALS OF SKI INSTRUCTION 1 (0-2)  
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.  
Prerequisite: Strong Parallel Skiing Ability or Instr. consent

PED 221 INTERMEDIATE-ADV. CROSS COUNTRY SKIING (WINTER)1 (0-2)  
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)  
Prerequisite: PED 210 or Instructors Consent  
Note: Blocked Course-Half Semester

PED 222 TECHNIQUES OF OFFICIATING (VOLLEYBALL, FOOTBALL, BASKETBALL, AND BASEBALL) 2 (1-1)  
Practicum, rules and interpretation. Course requirements include attendance at a Michigan High School Rules interpretation meeting and officiating intramural or Junior High competition.  
Prerequisite: None  
Credit: .5 per Sport

PED 230 FUNDAMENTALS OF CANOEING 1 (0-2)  
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.

PED 233 SEA KAYAKING 1 (0-2)  
Participants will learn basic sea kayaking skills. Proper outfitting and gear will be provided. Strokes and rescues will be taught and practiced. Risk management will be covered, as well as on water leadership principles. Educational paddling outings to Lake Superior and other inland lakes will be the mainstay of the course. A written test on sea kayak knowledge will be handed out for students to complete during the course. On completion of the course, students may qualify for American Canoe Association formal skills assessment certification if desired.  
Prerequisite: None

PHYSICAL EDUCATION/HEALTH  

PEH 101 PHYSICAL EDUCATION/HEALTH PROMOTION (WALKING, JOGGING) (1 CR. ACTIVITY) 2 (2-1)  
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 102 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 103 PHYSICAL EDUCATION/HEALTH PROMOTION (TECHNIQUES) (1 CR. ACTIVITY) 2 (2-2)  
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 techniques.  
Prerequisite: None

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 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

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

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

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

A course 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

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

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

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

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

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

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

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 (passing with a C or better)

PHY 261 STATICS

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 (passing with a C or better)

PHY 262 DYNAMICS

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 (passing with a C or better)

PHY 263 MECHANICS OF MATERIALS

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 (passing with a C or better)

PHY 264 ENGINEERING THERMODYNAMICS

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 closed 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 (passing with a C or better)

PHY 296-299 SPECIAL TOPICS IN PHYSICS

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 MTH 150-151 (Calculus I and II), PHY 251-252 (General Physics I and II), permission of instructor.

POLITICAL SCIENCE (PLS)

PLS 101 INTRODUCTION TO AMERICAN GOVERNMENT

A study of the major aspects of American government on national, state and local levels. Special emphasis on national government, with comparisons between all 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

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

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 Cmte.

PSYCHOLOGY (PSY)

PSY 100 PSYCHOLOGY OF HUMAN RELATIONS

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: None

PSY 111 HONORS GENERAL PSYCHOLOGY 4 (4-0)
This course helps students with the critical analysis of human behavior. With 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: None

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: None

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: None

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: None

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.
This course is directly related to an Automotive Technology occupational program.
Prerequisite: None

PWR 205 ADVANCED FLUID POWER 2 (3-0)
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.
This course is directly related to an Automotive Technology occupational program.
Prerequisite: PWR 204

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

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

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

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

**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

**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

**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

**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 weeks - 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

**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

**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

**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.
Prerequisites: 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

**SOCIOLGY (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. Health issues, substance abuse, family problems, poverty, race and gender inequality are analyzed.

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

**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

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 (OFG), 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-SC (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 metal welding 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
George McNulty, Ph.D., MA, University of Nevada-Reno, BA, California State University, AA, AS, Feather River 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
Jennifer Ahonen, BS, University of Wisconsin-Superior, AA, AAS Gogebic Community College ..................................................Controller
Keith Beckman, BS, Northern Michigan University, AA, Gogebic Community College ..................................................Applications Programmer
Michael Boerman, M.Ed., Aquinas College | BA, Western Michigan University; Director of the Lindquist Student & Conference Center/Athletics
Stacy Brey, BS, Michigan Technological University .........................................................................................................Director of Off Campus Operations
Glen Guilbaud, MA, BS, Northern Michigan University ..................................................................................................Student Success Coordinator
Claire Grzenia, BS Northern Michigan University ...........................................................................................................Allied Health Coordinator
Todd Hanel ..........................................................................................................................................................................Mt. Zion Operations
Miranda Heglund, BS, Northland College, AAB, Gogebic Community College .................................................................Institutional Researcher
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
Kari Klemme, BA, University of Wisconsin- Green Bay, AAS, Fox Valley Technical College........................................Administrative Assistant to the President
Jessica Leinon-Novascone MSW, Michigan State University, BA, Univ. of Minnesota-Twin Cities ...............................Director of TRIO/SSS and Accessibility
Kelly Marczak, BS, Northern Michigan University, AA Gogebic Community College ......................................................Director of the Foundation/Institutional Development
Kristine Michel, BS, Northland College .............................................................................................................................TRIO Coordinator
Ashley Paquette, BS, Northern Michigan University ...........................................................................................................Human Resources Director
William Perrin, AAT, Gogebic Community College ...........................................................................................................Supervisor of the Porcupine Mountains Operations
Nicole Rowe, MS, Western Governor’s University, BA, College of St. Scholastica ..................................................Director of Allied Health Programs
Steve Spels, BS, UW-Superior, AA, Gogebic Community College .............................................................................Director of Information Technology/Database Administrator
Mark Switzer M.Ed., BS Grand Valley State University ....................................................................................................Career Counselor
Tara Tregembo, MS, Walden Univ., BS, Northern Michigan Univ., AA, Gogebic Comm. College .........................Transfer Coordinator/Asst. Registrar/Veteran’s Services
Arnold VanderSpeel, AA, Gogebic Community College ..........................................................................................Director of 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 Balyea, 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
James Dahlin, MS, University of WI-Eau Claire, BS, Northern Michigan University .........................................................Business
Nicole Elet-Peterson, MA, Northern Michigan University, BA, Grand Valley State University .........................................English
Laura Erickson, AA, Gogebic Community College, Certificate, Gogebic Community College ..................................................Science
Emily Geiger-Dedo, Ph.D., BS in Biochemistry and Molecular Biology (BMB), Michigan Technological University ......Biological Chemistry
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
Karen Hicks, MST, University of Wisconsin-River Falls, BS, Northland College .............................................................CDL, Mechanical 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, Ph.D., Juris Doctorate, John Marshall Law School, MS, BS, Michigan Technological University ..............Math
Chen Limback, Ph.D., University of Vermont, MS, Michigan State University, BA, Adrian College .........................Biology
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
William Perks, MS, BS, Michigan Technological University ...............................................................................................Forestry
Jason Shrontz, Ph.D. University of Rhode Island, MFA, Northern Michigan University, BA, Indiana Wesleyan University ......English
Travis Smeed .................................................................................................................................................................CDL Driving Instructor
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
Mary Kay Sorrels, AAS, Gogebic Community College ...............................................................................................Medical Assisting Instructor
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, BA, Viterbo University .................................................................Nursing
Dennis Voke, BS, Northland College, AAS, Gogebic Community College, Certificate, Dunwoody Institute ..................Mechanical Engineering Technology
Apryl Vodiak, 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
Carrie Yon, MS, St. Cloud State University, BS, Northern Michigan University ..............................................................Criminal Justice

(Not included: On and Off Campus Adjunct Instructors)
SUPPORT STAFF
Jennifer Ansami, AAB, Gogebic Community College ................................................................. Assistant - Admissions Director
Darlene Begalle, AAB, Gogebic Community College .................................................................. Assistant - Payroll Specialist
Sharon Fleig, AA, Gogebic Community College ............................................................................ Assistant - Financial Aid Director
Rachael Hendges, BFA, Lake Superior State University ............................................................. Assistant - Allied Health Director
Kristina Kendall, MBA, BS, Upper Iowa University, AAS, Madison Area Technical College ........ Administrative Assistant, Dean of Business Services
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 .................................................................... Assistant - Technology Specialist
Barry Nelson, AA, Gogebic Community College .......................................................................... Assistant - Off Campus Director
Maureen (Sue) Pailin, BS, Northern Michigan University, AAT, Gogebic Community College .... Administrative Assistant, Dean of Instruction
Patricia Polakowski, AAB, Gogebic Community College ............................................................ Assistant - Accounts Payable/Purchasing
Alicia Schmalz, Staff, 2014 ............................................................................................................ Snack Bar Coordinator

MAINTENANCE STAFF
Kurt Bucknell, AAS Northcentral Technical College, HVAC, Kalamazoo Valley 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 Aukeye, 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 Cvngros, 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 Gehrze, Staff, 2014
Larry Hopkins, Faculty, 2014
Elizabeth Humphrey, Board of Trustees, 2014
Jack T. Jacobs, Foundation Board Member

Earl Jacobson, Faculty, 1989
Robert Jacqurt, Board of Trustees, 2014
Nancy Kangas, Staff, 2014
Maria Kangas, Staff, 2014
Robert Kimball, Faculty, 1992
Patty King, Staff, 2014
Faye Kori, 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
Mary Paoli, Foundation Board Member
Robert J. Paquin, Foundation Board Member
Beth Peterson, Staff, 2014
Eino Pilolla, 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 Soino, 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)

Gogebic Community College Foundation Scholarships

The amounts listed for the individual scholarships are average awards and based on the availability of funding.

ABELMAN FAMILY SCHOLARSHIP
The Abelman Family Scholarship is awarded to freshman students that are graduates of A.D. Johnston Bessemer High School. $250 (1).

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 Aukey 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 Aukey in memory of Esko and Virginia Aukey. $500 (1).

WAYNE AND BONITA BECKMAN FAMILY SCHOLARSHIP
The Wayne and Bonita Beckman Family Scholarship is awarded to freshman students with a minimum GPA of 2.0 from Gogebic County, MI or Iron County, WI who are members of the women’s basketball team and demonstrate financial need. $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).

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 PGA 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

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)

DEBENEDECITS SCHOLARSHIP
The DeBenedectis Scholarship is awarded to students enrolled in a science-related major, but students from all majors will be considered. A minimum high school GPA of 3.0 is required. Established by Virginia DeBenedectis. $200 (1)

ARMAND DEFELICE MEMORYAL SCHOLARSHIP
The Armand DeFelice Memorial Scholarship is awarded to sophomores 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)

RUTGER F. ERICKSON & ASTRID LORENSON ERICKSON MEMORIAL SCHOLARSHIP
The Rutger F. Erickson & Astrid Lorenson 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 Lorenson Erickson. $500 (2)

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 Denis 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)

GOGEIC COMMUNITY COLLEGE ACHIEVEMENT SCHOLARSHIP
The Gogebic Community College Achievement 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.

GOGEIC COMMUNITY COLLEGE CONSTRUCTION/CONSTRUCTION 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)

GOGEIC COMMUNITY COLLEGE FACULTY M.A.H.E. OCCUPATIONAL SCHOLARSHIP
The Gogebic Community College Faculty M.A.H.E. Occupational 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)

GOGEIC COMMUNITY COLLEGE FACULTY M.A.H.E. SOPHOMORE SCHOLARSHIP
The Gogebic Community College Faculty M.A.H.E. Sophomore 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 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 MEMORIAL 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 Lispeke. 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 Klassic 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 Klassic Kruisers Car Club, a local club that is passionate about cars, cruising and community. $500 (1)

ROD STEVE KOVAKEVICH 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 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)

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)

LINDBERG FAMILY SCHOLARSHIP
The Lindberg Family Scholarship will be awarded to a full-time freshman or sophomore student enrolled in GCC. The recipient is not limited to a specific academic program or geographical location. This scholarship was established by Roland and Carol Lindberg of Ironwood to assist our students. $1,000 (3)

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)

LORENSON FAMILY SCHOLARSHIP
The Lorenson 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. Lorenson in honor of his parents, Mr. and Mrs. Carl A. Lorenson 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)

MARGARET ‘PEGGY’ MALOVRH 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 SCHOLARSHIP
The Midwest Ski Areas Association 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)

MADELEINE M. MORICHETTI MEMORIAL NURSING SCHOLARSHIP
The 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. NAHI 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 J. NORDBERG NURSE SCHOLARSHIP
The Marian J. 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 SCHOLARSHIP
The Ojibway Correctional Facility Employee Scholarship is awarded to students majoring in criminal justice or preparing for a career in the criminal justice system. Established by the Employees at Ojibway Correctional Facility. $300 (2)

ROB PAIROLERO FAMILY SCHOLARSHIP
The Rob Pairolero Family Scholarship is awarded to students in any academic program that are graduates of Watersmeet High School or graduates from Gogebic County, Michigan. Established by Dr. Rob Pairolero. $500 (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)

CHARLOTTE AND ROD PAKONEN ENDOWED SCHOLARSHIP
The Charlotte and Rod Pakonen Scholarship is awarded to full-time students in any academic program. Established by R. Rodney and Charlotte M. Pakonen. $200 (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)

KATHLEEN MARIE SANTINI RICHIE SCHOLARSHIP
The Kathleen Marie Santini Richie Scholarship is awarded to students enrolled in the Forest Technology Program or the Liberal Arts Program with an emphasis on a curriculum in English literature, creative writing, composition or English teacher. An environmental focused program will also be considered. Applicant must be a resident of Gogebic or Ontonagon County,
Michigan or Iron County, Wisconsin. The recipient must maintain a 3.0 GPA. Established by the family of Kathleen Marie Santini Richie. $1,000 (1)

**JOHN AND MARYLIND RINTAMAKI SCHOLARSHIP**
The John and Marilyn Rintamaki Scholarship is awarded to graduates of A.D. Johnston High School enrolled in Health Care; Elementary, Secondary, or Special Education; or Computer Information Technologies. The recipient must maintain a minimum GPA of 3.0. Established by John and Marilyn Rintamaki. $500 (2)

**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 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 MEMORIAL SCHOLARSHIP**
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 Michigan 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 ENDED 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 alumn 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 ENDED 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 VANDERMADEN MEMORIAL SCHOLARSHIP**
The Garland and Jennie Vandermaden 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 Vandermaden 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)

Updated: March 2019
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

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 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)
- Welding (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.
2019-2020 ACADEMIC YEAR CALENDAR

FIRST SEMESTER 2019-2020

August 19-22  Student Services/Registration Activities, Faculty Prof. Development
August 26   All classes begin
August 30   Last day for schedule adjustments and drop classes for a refund
September 2  Labor Day (college closed - no classes)
November 21  Last day to withdraw from classes
November 28-29 Thanksgiving break (college closed – no classes)
December 2  All classes resume
December 6  Last day of classes
December 9-13 Final exam week
December 13  End of semester

SECOND SEMESTER 2019-2020

January 7-9  Student Services/Registration Activities, Faculty Prof. Development
January 13  All classes begin
January 17  Last day for schedule adjustments and drop classes for a refund
March 9-13  Spring Break (college open – no classes)
April 10-13  Easter Break (Easter Sunday is April 12)
April 14  All classes resume (Tuesday)
April 16  Last day to withdraw from classes
May 1  Last day of classes
May 4-8  Final exam week
May 8  Commencement, 6:30 pm CST
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