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Firelands Bulletin of Bowling Green State University 1971-72

Bowling Green State University

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HISTORY OF THE FIRELANDS CAMPUS

The Firelands Campus traces its beginning to Bowling Green State University classes which were first taught in Sandusky in the fall of 1946, in cooperation with the Sandusky Board of Education, primarily to help educate returning veterans. Karl Whinnery, who was then Superintendent of Sandusky Schools was instrumental in organizing the program. The first classes met in Sandusky High School.

In 1948 classes were discontinued until 1953 when Mr. Whinnery, who had retired as superintendent, became the first Director of the Sandusky Academic Center. He asked for University aid in organizing a two-year cadet teacher program which had a first-year enrollment of 30. Two years later courses of the Colleges of Arts and Sciences and Business Administration were added to the Center’s curriculum.

Mr. Whinnery was succeeded by Raymond Brickley in 1957 and by Ervin Carpenter in 1965. Dr. James H. McBride, the first full-time director, was appointed in 1966.

The first move toward a permanent campus was taken in 1963 when the Exchange Club of Sandusky, the Sandusky Area Chamber of Commerce, and Bowling Green State University officials began discussing the future of higher education in the area.

Additional meetings were held in 1964 when the plan for a full-time campus rather than a community college was adopted. The Committee on Educational Development (COED) which was incorporated in March, 1965, guided the project.

On November 24, 1965, the Bowling Green State University Board of Trustees granted approval for a full-time day/night branch campus to serve Erie, Huron, and Ottawa Counties. The Ohio Board of Regents set March 1, 1966, as the deadline for citizens in the area to raise $600,000 before the state would release $1.8 million for the project. In an almost superhuman grass-roots effort, citizens of the tri-county area pledged or contributed more than $1.1 million, nearly double the quota.

The name “Firelands” was chosen at a COED meeting on October 18, 1966, and approved by Bowling Green State University Trustees on January 6, 1967. The name recalls the early history of the region when it consisted of land allocated to Connecticut families as compensation for damages suffered to homes and property at the hands of the British in the Revolutionary War. A brief history of the name “Firelands” is available upon request at the Office of the Director.

A Site Selection Committee recommended the land to be purchased for the campus, and approval was given by COED which acquired the land and deeded it to the State of Ohio.

PHASE I: INITIAL CONSTRUCTION

On June 22, 1967, bids for construction of two buildings for the Firelands Campus were opened in the office of the State Architect in Columbus. Ground was broken on July 10, 1967, when Governor James A. Rhodes and Representative Ethel G. Swanbeck turned the first spadefuls of earth.

Construction required approximately 14 months; and, in the meantime, classes continued to meet in the excellent facilities of Sandusky High School.

CAMPUS OPENED: SEPTEMBER, 1968

The first full-time branch campus of Bowling Green State University opened its doors to the first students, numbering approximately 700, in the fall of 1968. The
student body of 1971-72 is expected to exceed 1,000. Although students are primarily from Erie, Huron, and Ottawa counties, Firelands is open, in fact, to eligible students from all locations.

The two air-conditioned buildings of modern brick and concrete design contain 93,000 square feet of floor space. The West Building is three stories high and has 28 classrooms and laboratories, 30 faculty offices, 3 conference rooms, an instructional media center, a listening laboratory for disc and tape recordings, a faculty lounge, and student lockers.

The East Building is two stories high; the entire second floor is utilized by the library. The first floor houses administrative offices, a student lounge, bookstore, dispensary, food vendeteria, receiving department, mail room, and mechanical equipment.

**PHASE II: BUILDING PROGRAM**

In 1969 the Ohio Board of Regents designated Firelands Campus to offer technical education programs in the tri-county area. The 108th General Assembly of the State of Ohio generously appropriated $2.5 million for construction and equipment of the Phase II building. The facilities are to be ready for occupancy by September, 1972, and will increase the student capacity of Firelands and the variety of courses offered. Two-year associate degree programs are being developed which will utilize special facilities in this new building.

**ACADEMIC ORGANIZATION**

The first two years of study offered by Bowling Green State University’s Colleges of Arts and Sciences, Business Administration, and Education are available to a student at Firelands Campus. Credits may be applied to programs on the main campus of Bowling Green or may be transferred to other accredited colleges or universities.

The University, including Firelands Campus, is on a quarter credit calendar. The Firelands Campus operates on a daytime/evening schedule: 8:30 a.m. until 10 p.m.

Registration by an individual student is permitted in daytime classes, evening classes, or a combination of both. Classes meet for a period of 50 minutes per week for each quarter hour of credit or its equivalent. Instruction is supervised by members of the regular academic staff of Firelands Campus and/or Bowling Green State University.

Extension courses (junior, senior and graduate level) are offered in addition to the courses listed in this Bulletin. Information about extension courses is available at the Director’s Office. Every reasonable effort is made to offer courses as announced, but the right is reserved to withdraw any course from the schedule if enrollment is insufficient.

Firelands Campus Serves:
1. The student who wishes to begin work leading to a degree;
2. The student who plans to enter a profession such as law, medicine, engineering, or business. The student may obtain the first year of pre-professional college study before transferring with little or no loss of time or credits;
3. The student who desires a two-year technical program that leads to an associate degree;
4. The student who does not plan to earn a college degree but who desires an education beyond high school;
5. The student who is above traditional college age and who wishes to study for professional or cultural improvement or personal satisfaction.

**APPLICATION FOR ADMISSION**

Any Ohio high school graduate who has never attended a college or university is eligible to submit an Application for Admission to the Director of Admissions, Bowling Green State University, Bowling Green, Ohio 43403.

Early application is necessary since formal admission must be approved prior to registration for classes. An Application for Admission may be obtained from the Admissions Office of the Firelands Campus or the Bowling Green Campus. High school seniors are encouraged to submit applications early in their senior year to allow adequate opportunity for campus planning.
An Application for Admission to the fall quarter, 1971, must be submitted prior to September 1, 1971.
An Application for Admission to the winter quarter, 1972, must be submitted prior to December 1, 1971.
An Application for Admission to the spring quarter, 1972, must be submitted prior to March 1, 1972.

Each Application for Admission is processed in the Admissions Office on the main campus of Bowling Green State University.

A non-refundable $25 Application Fee must accompany the Application for Admission.

An official high school transcript must be submitted by each applicant. Each freshman applicant is required to submit official American College Test (ACT) results unless he has been graduated from high school three or more years prior to applying. The student's high school counselor should be consulted for details concerning the ACT Testing Program, and Applications for Admission can be submitted in advance of taking the ACT.

TRANSFER STUDENTS

Under Bowling Green State University's transfer admission requirement, a student who has attended another accredited college or university is considered for admission:
1. If he has earned at least 90 quarter hours with a scholastic average equivalent to a 2.0 in a 4.0 system;
2. If he has earned less than 90 quarter hours with a scholastic average equivalent to a 2.5 in a 4.0 system. A student whose accumulative average is between 2.0 and 2.5 may be considered for admission upon petition. After an initial evaluation of his completed admission credentials by the Office of Admissions, a student in the petition range (2.0 to 2.5) is sent the Petition Form by the Office of Admissions. Upon the return of this form, an admission decision is made by the dean of the college to which the student is applying in consultation with the Director of Admissions.

A student who cannot meet the above transfer admission policies and who has not attended another college or university for a period of one or more years may be considered for Probationary Admission by petitioning the Director of Admissions.

An official transcript of credit is required from each college and/or university that the student has attended. This transcript must be mailed to the Director of Admissions by the institution and is not accepted from the student. In addition, a transfer recommendation card must be completed by the personnel dean of the last institution attended, and sent directly to the Dean of Students at Bowling Green State University. This card must be on file before formal admission can be granted.

An individual who has not attended another college or university and who is interested in part-time enrollment should contact the Director's Office concerning unclassified enrollment. A graduate of another college or university should request information for enrollment as an unclassified degree-holding student.

READMISSION OF FORMER STUDENTS

A student who has not been in continuous attendance excluding the Summer School must complete the Application for Readmission Form. Information concerning readmission may be obtained from the Director's Office.
CLASSIFICATION OF STUDENTS

A student is classified as a freshman until he has earned 25 per cent of the total credit hours required in his bachelor degree program; as a sophomore when he has 25 per cent of his total credit hours but less than 50 per cent; as a junior when he has 50 per cent but less than 75 per cent; and as a senior when he has 75 per cent but has not yet qualified for graduation.

A student is classified as follows in a baccalaureate degree program requiring a total of 183 quarter hours: freshman, 0-44 hours; sophomore, 45-89 hours; junior, 90-134 hours; senior, 135 hours to graduation.

A regular student is one working toward a degree who has no previous college or university credits at time of entry. An Application for Admission, a high school transcript, and ACT results are required.

A transfer student is the same as a regular student except that the student previously has attended another college and/or university. An Application for Admission, a high school transcript, and a transcript from each college and/or university attended must be submitted and approved.

A transient student is one from another college or university with credits to be transferred to that institution. An official statement is required from the institution prior to admission to show that the student is in good standing and has permission to take the course. The transient student is limited to one course per quarter except in Summer School. If a transient student is not in continuous enrollment, another statement of good standing from the parent institution must be obtained.

An unclassified student is one not working toward a degree, usually a person taking courses for self-improvement or similar personal reasons. A student already holding a B.A. degree or the equivalent may take a standard number of courses. A letter of good standing or a transcript of credits is required. If an unclassified degree-holder is not in continuous enrollment, another statement of good standing must be obtained.

An unclassified degree-holder may accumulate a maximum of 12 quarter hours as an unclassified student at Firelands Campus.

APPLICATION FEE

An Application Fee of $25 must accompany an Application for Admission. The Application Fee is refunded only if the student is denied admission to the University.

REGISTRATION FOR CLASSES

A student may register for classes on the dates specified in the Firelands Campus Calendar. Registration dates at the Bryan, Fostoria, and Fremont Centers may be obtained from the Firelands Campus Office. Registrations for Firelands courses can be accepted only at Firelands Campus at the times specified and will not be processed at the main campus or at the academic centers.

Additions or deletions from the original schedule of courses should be made by a Change of Schedule form. A student should not register more than once. A Change of Schedule Fee of $3 is made for any change in registration after a schedule of courses has been submitted by a student.

No student may enroll in a course later than seven calendar days after the beginning of classes in any quarter.

CHANGES IN REGISTRATION

Change of Course

After classes begin, all schedule changes must be approved by the Student Services Office.

Withdrawal From A Course

An undergraduate may drop a course during the first three weeks of a quarter with a grade of W. A student who drops a course during the fourth through the sixth week of a quarter receives a grade of WP or WF according to his standing in the course. A grade of WF is assigned to courses dropped after the sixth week of a quarter. A student should not terminate his class attendance without completing the official
Withdrawal Form. Students who register and later decide not to enroll should correspond with Firelands Campus to communicate their intentions.

Change of College Within The University

A student who wishes to change his registration from one college to another must initiate the change through the dean of the college in which he currently is enrolled.

Withdrawal From The University

A student who wishes to withdraw from the University in good standing must obtain the permission of the Director of the Firelands Campus and must complete the official Withdrawal Form available for the purpose.

If a student withdraws from the University with permission, he has a mark of W recorded in all courses unless he has previously withdrawn from a course with WF. A student who withdraws from the University within three weeks of the end of the quarter is not permitted to enroll for the next quarter except by special permission of his Academic Dean.

If a student leaves the University without proper notice and permission, he receives a mark of WF in all courses. He is not entitled to any refund of fees nor to a certificate of honorable dismissal.

GRADING SYSTEM

The following system of marks is used in reporting and recording a student’s proficiency in his courses: A-excellent; B-good; C-acceptable; D-poor, but passing; F-failure.

In a few courses, such as student teaching and Library Science 491, the only marks given are S-satisfactory and F-failure.

In the Honors Seminars; internship courses; remedial courses; and the required course in health and physical education, H.P.E. 100, the marks used are S-satisfactory and U-unsatisfactory. S indicates course credit, and U indicates no credit.

A student may request the S-U grading option in as many as twelve courses in a baccalaureate degree program in addition to courses universally graded on an S-U basis. The student is permitted more than one S-U option in a quarter providing the number of such registrations does not exceed three in an academic year or four in an academic year and the succeeding summer quarter. The option must be declared at the Office of Registration and Records no later than seven calendar days after the beginning of classes for a quarter. The S-U option is permitted in courses taken as fulfillment of major, minor, and group requirements or electives in accordance with standards established by the appropriate undergraduate college and departmental councils. College and departmental standards on S-U options are available to the student through his academic adviser.

A grade of S is interpreted as falling within the range of A to C and carries full credit. A grade of U is interpreted as D to F and carries no credit. Neither grade is considered in the accumulative point average.

When a student withdraws from a course with the permission of the dean of his college, the course is marked W-withdrawn; WP-withdrawn passing; or WF-withdrawn failing.

ACADEMIC LOAD

A student may enroll for as little as one course which carries 2 or 3 hours of credit or for as many as five courses for a total of 15 to 18 hours. A normal class schedule is 12 to 18 hours and a student should average 15 hours to be progressing at a normal rate toward graduation.

A student who is employed full time should carry a limited schedule of classes.

No student is permitted to register for more than 18 hours, except by permission of the dean of the college in which he is enrolled.

ACADEMIC STANDING

A student who is enrolled at Firelands or at the main campus is placed on warning, probation or in a dropped status only after he has received marks for a minimum of 9 hours.
ACADEMIC WARNING

The freshman or sophomore is warned of unsatisfactory progress when his accumulative point hours and quality points indicate that he is deficient from a C (2.0) average by more than 5 quality points.

ACADEMIC PROBATION

The academic standing of a freshman or sophomore is considered unsatisfactory and he is placed on academic probation when his accumulative point hours and quality points indicate that he is deficient from a C (2.0) average by more than 10 quality points.

The academic standing of a junior or senior is considered unsatisfactory and he is placed on academic probation when his accumulative point hours and quality points indicate that he is deficient from a 2.0 average by more than 5 quality points.

A student on probation because of unsatisfactory academic standing must follow a restricted program as follows:

1. His course load must not exceed 16 hours and may be less if so determined by his college dean;
2. He may not take part as a performer, an officer, or an active participant in any intercollegiate activity, meeting, or conference except that an activity begun in any quarter may be completed in the following quarter.

ACADEMIC DISMISSAL

The freshman or sophomore student is academically dismissed from the University when his accumulative point hours and quality points indicate that he is deficient from a 2.0 average by more than 15 quality points.

The junior or senior student is academically dismissed when he is deficient from a 2.0 accumulative average by more than 10 quality points.

A notice of warning, probation, or dismissal is sent by the University both to the student and to his parents or guardian.

A junior or senior who is in good standing at the beginning of the fall quarter may enroll for the winter and spring quarters of the same year without regard to his academic standing at the close of the preceding quarter.

COURSES AVAILABLE FOR NEW STUDENTS

A student who plans to begin classes in the winter or spring quarter may enroll only in courses which do not require prerequisites as listed in the University Bulletin.

UNIVERSITY HONORS

A student who demonstrates a high level of excellence in his academic work has his name placed on the University Honors List. The requirement for achieving the University Honors List is a point average of 3.5 or above in the preceding quarter.

UNIVERSITY REGULATIONS

All regulations published in the University Bulletin apply to Off-Campus Programs of the University including the Centers and the Firelands Campus. In addition, The Student Code documents the student’s relationship to the University community and outlines the procedural guidelines of student discipline. Every student should examine the Bulletin and Student Code and be familiar with their contents.

A student found guilty of violating or dishonoring University regulations or of being involved in moral or ethical misconduct may be dismissed. When, in the judgment of University officials, a student’s actions are deleterious to others or threaten the orderliness and well-being of the University, he may be dismissed.

The student is held responsible for apparatus he loses or damages and for materials he wastes in class and/or in laboratories. This does not apply to wear resulting from normal usage.
ACADEMIC HONESTY

One of the objectives of University Policy on Academic Honesty is to communicate to all members of the University community the conviction of the University and its faculty that cheating and plagiarism are destructive to the central purposes of the University and are universally disapproved. In addition, the policy statement provides procedures for accomplishing these objectives by the student body, faculty, academic deans, and the University Academic Honesty Committee.

Included among these procedures are the following provisions:
1. Each faculty member should include in his introduction to a course a statement of his policies with regard to cheating and plagiarism;
2. Every instance of academic dishonesty must be reported to the dean of the college in which the student is enrolled, and to the dean of the college in which the course is taught, and to the Dean of Students, either by the instructor or by a student in the class where the incident occurs;
3. Penalties for offenses may range from warning to expulsion; a range of penalties for each particular type of offense is listed in the policy statement;
4. The University Academic Honesty Committee shall have appellate jurisdiction in cases of academic dishonesty. The academic dean assessing a penalty shall inform the student in writing of his right to appeal. An appeal must be initiated in writing within ten days of the date on which the student receives notice of the penalty. An appeal may be based on new evidence or on procedural errors in the proceedings leading to the assessment of the penalty;
5. The complete statement of policy is published in all editions of the Student and Faculty Handbooks.

CLASS ATTENDANCE

A student is expected to attend regularly all classes for which he is enrolled.

FEES AND CHARGES

The student who attends Firelands Campus of Bowling Green State University pays lower fees than one who attends classes in Bowling Green. A student enrolled for 9 or more hours pays a fee of $200 per quarter.

A student who registers for 1 to 8 hours pays a fee of $25 per quarter hour.

A student who is not a legal resident of Ohio, as defined by the University Bulletin, pays a Nonresident Fee.

PAYMENT OF FEES AND CHARGES

All fees and charges are payable in advance of the quarter for which the student is enrolled.

A student who pays his fees after the last day designated for this purpose is assessed a Late Registration Charge of $5 for each day he is late, including Saturdays and Sundays.

REFUND OF FEES

In case of a student's formal withdrawal from the University in any quarter, fees, except for the Application Fee, are refunded on the following basis: during the calendar week (Sunday through Saturday) in which classes begin, 90 per cent; during the second calendar week, 80 per cent; during the third calendar week, 60 per cent; during the fourth calendar week, 40 per cent; after the fourth week, no refund. A student withdrawing under discipline forfeits all rights to the return of any portion of his fees. A student who stops attending classes and does not complete a formal Withdrawal Form is not entitled to any refund.
EXTENSION COURSES

Firelands Campus is intended primarily to serve the higher educational needs of a student in his freshman and sophomore years of college. However, an important function of Firelands, as part of Bowling Green State University, is to provide opportunities for some study at the junior, senior, and (occasionally) graduate levels.

Every reasonable consideration is given to requests for upper-level courses and for lower-level courses not scheduled to be offered at Firelands during a given quarter. Such upper-level courses are identified as Extension Courses but do not otherwise differ from University offerings.

A person interested in such courses is encouraged to complete a Request For Extension Courses Form obtainable at the Office of the Director.

FINANCIAL AIDS

A program of financial aids has been established and is available to a Firelands student. It has been planned to provide scholarships, student loans, and opportunities for employment on an increasing basis. Information about this program is available through the Office of the Director of Student Services.

ACTIVITIES PROGRAM

It is the intention of the Firelands Campus Administration to develop, in cooperation with students, a well-rounded program of student activities. The Student Advisory Board, consisting of a cabinet and senate, is elected each fall and is encouraged to assist with student programming.

Faculty members are assigned responsibility for the production of plays, the activities of the debate team, and the development of choral groups. Students publish the Firelands newspaper, The Lamp, and, in cooperation with faculty members, publish a literary magazine.

An intercollegiate basketball team has been organized and plays a full schedule of games. A program of intramural athletics including football, volleyball, bowling, cross-country, and softball also has been developed.

A variety of student activity programs are already established through the cooperation of students and staff. Film festivals, concerts, dances, environmental projects, the Miss Firelands Campus Pageant, the pep club and band are only a few of the recently organized activities at Firelands Campus. A student may expect opportunities for a high degree of rapport with, and participation in, student activities conducted at the main campus in Bowling Green. Every effort is made to guarantee a Firelands student a program of activities commensurate with his needs and his status as a member of the University family.
THE FIRELANDS CAMPUS BULLETIN

The Firelands Campus Bulletin is intended as a supplement to the University's General Bulletin. Therefore, a student who applies for admission to the University is urged to read carefully the General Bulletin of Bowling Green State University mailed by the Office of Admissions to every person making application as a regular student. A continuing or a former student may secure a copy of the General Bulletin by addressing a request to the Office of Admissions.

All information in the Firelands Campus Bulletin is intended to conform to University policy. In the event of seemingly contradictory information, a student is urged to request clarification from the Office of the Director of Firelands Campus.

For additional information, write or call:
Firelands Campus
901 Rye Beach Road
Huron, Ohio 44839
Phone 433-5560
or
Director of Admissions
Bowling Green State University
Bowling Green, Ohio 43403
Phone 372-2086
DESCRIPTION OF COURSES

The Arabic number in parentheses immediately following the title of the course indicates the number of hours of credit given for the course. A course which is preceded by the letter E is offered by extension. Information about these courses may be obtained from the Office of the Director of Firelands Campus.

ART

101. INTRODUCTION TO ART (3). Introduction to the basic principles of art form, including experiences with the elements of graphic expression; a foundation course open to any student. Two lectures and two-hour studio.

102. ART FUNDAMENTALS (5). Introduction to the basic principles of art form, including experiences with the elements of graphic expression; a foundation course open to an art major. Two lectures and three 2-hour studios.

103. DRAWING (3). Observation of natural objects as an aid to expressive draftsmanship. Six studio hours. Prerequisite or parallel: Art 101 or 102.

104. DRAWING (3). Art 103 continued. Principles of pictorial structure. Six studio hours. Prerequisite: Art 103.

112. BEGINNING DESIGN (3). Design theories as a basis for artistic expression. An introduction to three-dimensional design. Six studio hours. Prerequisite or parallel: Art 101 or 102 or consent of the instructor.

145. HISTORY OF WESTERN ART I (3). History of ancient and early medieval art.

146. HISTORY OF WESTERN ART II (3). Medieval, Renaissance, and Baroque art.

211. INTERMEDIATE DESIGN (3). Practice in problems of formal design, lettering, and layout. Six studio hours. Prerequisite: Art 101 or 102 or consent of the instructor.

212. INTERMEDIATE DESIGN (3). Exploration problems with an orientation toward product design. Six studio hours. Prerequisite: Art 104 or consent of the instructor.

213. INTERMEDIATE DESIGN (3). Studio problems in environmental concepts specifically related to interior and exterior spaces. Six studio hours. Prerequisite: Art 104 or consent of the instructor.

245. HISTORY OF WESTERN ART III (3). Nineteenth and twentieth century art.

BIOLOGY

101. GENERAL BIOLOGY: MAN AND HIS ENVIRONMENT (5). Fundamental principles of biology and their relations to man and his environment. Emphasis on present environmental problems of air, water and land pollution, human reproduction, population dynamics, and modern health problems. Three 1-hour lectures, two 1-hour laboratories. Not accepted toward a biology major or minor.

104. GENERAL BIOLOGY (5). A course in fundamental principles and concepts of biology. Three 1-hour lectures, two 1-hour laboratories. Not accepted toward a biology major or minor.

106. GENERAL BOTANY AND MICROBIOLOGY (3). Fundamental principles of botany and microbiology at the organismic level; processes, morphology, life cycles and phylogeny of plants and microorganisms. Two lectures and one 2-hour laboratory. May be taken concurrently with Biology 107.

107. GENERAL ZOOLOGY (3). Fundamental principles of zoology at the organismic level; processes, morphology, life cycles and phylogeny of animals. Two lectures and one 2-hour laboratory. May be taken concurrently with Biology 106.

208. BASIC PHYSIOLOGY (5). Introduction to the study of functional properties of living things. Four lectures, one 3-hour laboratory. Prerequisite: Biology 106, 107, and one quarter laboratory chemistry which may be taken concurrently.

213. ENVIRONMENTAL BIOLOGY (5). Introduction to the study of living organisms in relation to their environment and the fundamental principles of ecology. Three lectures, one 2-hour and one 3-hour laboratory. Prerequisite: Biology 106, 107, and one quarter of laboratory chemistry which may be taken concurrently.

BUSINESS ADMINISTRATION

102. INTRODUCTION TO BUSINESS (4). A background for American business, the industrial and commercial structure, the nature and central role of management, our business environment and problems today. Open only to a freshman or a sophomore.
E303. BUSINESS COMMUNICATION (4). Effective communication of business information with emphasis on the psychological principles involved in securing action.

BUSINESS EDUCATION


111. BEGINNING TYPEWRITING (3). Principles of touch typewriting for personal and business use. Four class periods.

112. INTERMEDIATE TYPEWRITING (3). Development of skill through improvement of technique and special problems. Four class periods. Prerequisite: one year of high school typewriting or Business Education 111.

210. ADVANCED TYPEWRITING (3). Typewriting problems and projects with emphasis on office production standards. Four class periods. Prerequisite: two years of high school typewriting or Business Education 112.

211. OFFICE REPRODUCTION PROCESSES (3). Uses, limitations, costs of modern office reproduction equipment and processes including development of skill in their use. Prerequisite: Business Education 112 or equivalent.

213. BEGINNING SHORTHAND THEORY (3). Principles of Gregg Diamond Jubilee shorthand.

214. INTERMEDIATE SHORTHAND THEORY (3). A continuation of the principles of Gregg shorthand with an introduction to transcription. Prerequisite: one year of high school shorthand or Business Education 213.

215. ADVANCED SHORTHAND THEORY (3). Development of speed in recording dictation and transcribing. Prerequisite: two years of high school shorthand or Business Education 214.

220. DATA PROCESSING I (3). Introduction to machine processing of data using various kinds of small calculators—rotary, printing, and electronic. Three class periods plus assigned laboratories.

230. RECORDS MANAGEMENT (3). Principles of paperwork control of an organization from the creation of records to their final storage or destruction.

240. BUSINESS PROBLEMS OF THE CONSUMER (4). Relationship of business practices to consumer activities. Ways of improving standard of living of individuals and groups through developing competencies in buying, using goods and services, money management.

E311. DICTATION AND TRANSCRIPTION (3). Dictation at high speed rates with emphasis on rapid and accurate transcription. Prerequisite: Business Education 112, 215 or equivalent.

E312. ADVANCED DICTATION AND TRANSCRIPTION (3). Development of a technical vocabulary, short cuts to speed dictation, and office-style dictation. Prerequisite: Business Education E311.

E314. INTERNSHIP IN BUSINESS EDUCATION (1-3). Supervised experience in local offices or businesses. Forty clock hours of work required for each hour of college credit. May be repeated to 3 hours. No more than 1 hour of credit may be received in any one office or business firm.

E321. DATA PROCESSING II (3). Introduction to punch card and other input-output media in automated data processing. Practice in using unit record equipment. Introduction to computers and computer languages. Three class periods plus assigned laboratories.

E401. SECRETARIAL ADMINISTRATION (5). An intensive study of the procedures, skills, and knowledge which are the basis for executive secretarial positions. Prerequisite: Business Education 210, 311.

BUSINESS LAW

E301. GENERAL BUSINESS LAW (4). Historical, political, economic background to the study of business law. Origin, development, fundamentals of contracts. Economic role of contracts in facilitating goods and services. Prerequisite:

CHEMISTRY

100. INTRODUCTION TO CHEMISTRY (4). A non-laboratory course; not open to a major or minor in chemistry.

111. ELEMENTARY CHEMISTRY (4). Three lectures and one 3-hour laboratory. Not accepted toward a chemistry major or minor unless followed by Chemistry 122. prerequisite: two years of high school science and/or mathematics.

112. ELEMENTARY CHEMISTRY (4). Chemistry 111 continued. Three lectures, one 3-hour laboratory. Prerequisite: Chemistry 111 or 121.

121. GENERAL CHEMISTRY (5). Two lectures, one recitation, and four hours of laboratory. Prerequisite: demonstration of proficiency equivalent to one year of high school algebra.

122. GENERAL CHEMISTRY (5). Chemistry 121 continued. Two lectures, one recitation, and four hours of laboratory. Prerequisite: Chemistry 121; Chemistry 111 with consent of instructor.

123. GENERAL CHEMISTRY (5). Chemistry 122 continued. Approximately one-half quarter is devoted to qualitative analysis. Two lectures, one recitation, and four hours of laboratory. Prerequisite: Chemistry 122.

ECONOMICS

201. PRINCIPLES OF ECONOMICS (4). Nature of economics; fundamentals of supply and demand; national income and employment; the banking system; monetary and fiscal policy; economic growth and stabilization. Prerequisite: sophomore standing.


EDUCATION

91. READING IMPROVEMENT (3). Principles underlying efficient reading applied in daily practices; designed to improve skills involved in comprehension, vocabulary, study techniques, and rate of purposeful reading on the college level. Laboratory fee: $25.
ENGLISH

111. VARIETIES OF COLLEGE WRITING (4).
Rhetorical theory combined with practice in expository writing including documented papers and adaptation of the writing to probable readers. Placement on the basis of ACT score and proficiency tests.

112. STUDIES IN MODERN ENGLISH (4).
Current attitudes in language study toward symbols, meaning, style. Rhetorical practice in applying aspects of semantics, usage, lexicography, paralanguage to general humanistic studies, including literature. Prerequisite: English 111 or placement on the basis of ACT score and proficiency tests.

113. VARIETIES OF COLLEGE WRITING:
CREATIVE EMPHASIS (4). Varieties of college writing with emphasis on creative work. Rhetorical theory combined with practice in descriptive, narrative and lyrical writing, as well as expository writing. Can be substituted for English 112 or 112H. Permission of instructor.

161. WORLD LITERATURE (4).
Masterpieces of world literature to 1400, including such authors as Homer, Confucius, Aeschylus, Sophocles, Plato, Aristophanes, Virgil, and Dante.

162. WORLD LITERATURE (4).
Masterpieces of world literature since 1400, including such authors as Montaigne, Cervantes, Goethe, Hugo, Balzac, Dostoevski, Kafka. Not open for credit to a student who has received credit for English 161 before June, 1965.

202. INTRODUCTION TO POETRY (4).
Study of poetry as a type of literature through a selection of great poems, past and present. Prerequisite: English 112 or parallel with English 112H.

203. INTRODUCTION TO DRAMA (4).
Study of drama as a type of literature through a selected group of representative plays, past and present. Prerequisite: English 112 or parallel with English 112H.

204. INTRODUCTION TO FICTION (4).
A study of fiction designed to develop appreciation of the short story and the novel as literary forms. Prerequisite: English 112 or parallel with English 112H.

205. TECHNIQUES OF POETRY (4).
A detailed study of the craft of poetry with concentration on imagery and rhythm. Examination of techniques in the works of both traditional and contemporary poets. (Fulfills the same requirements as English 202.) Prerequisite: English 112 or equivalent.

206. TECHNIQUES OF FICTION (4).
A detailed study of the craft of fiction with concentration on characterization, plot, mood, tone, and diction. Examination of techniques in the works of both traditional and contemporary writers. (Fulfills the same requirements as English 204.) Prerequisite: English 112 or equivalent.

208. CREATIVE WRITING (4).
Supervised writing in both poetry and fiction, with group discussions and concentration on the shorter forms. May be repeated once. Prerequisite: English 112 or equivalent.

260. INTRODUCTION TO POPULAR CULTURE (5).
Examination of the various types of culture and media which affect our lives—their artistic and esthetic accomplishments and failures, their obvious and subtle forces and influences. Prerequisite: English 112 or equivalent.

GEOGRAPHY

121. WORLD GEOGRAPHY I: EURASIA AND AFRICA (3).
Geographical analysis of selected topics in Asia, Africa, and Europe. The ecological aspects of the cultural, political, and economic problems of these regions are emphasized. Open only to a freshman or sophomore.

122. WORLD GEOGRAPHY II: THE AMERICAS AND THE PACIFIC (3).
Analysis of aspects of geography concerned with man and his interrelationships with his physical environment. Open only to a freshman or sophomore.

125. ELEMENTS OF PHYSICAL GEOGRAPHY I (3).
Fundamentals of physical geography with emphasis on earth-sun relationships, elements of weather and climate, and climatic types and their distribution. Two 1-hour lectures and one 2-hour laboratory.

126. ELEMENTS OF PHYSICAL GEOGRAPHY II (3).
Fundamentals of physical geography with emphasis on distribution and classification of vegetation and soil and the representation of the earth on maps. Two 1-hour lectures and one 2-hour laboratory.

127. ELEMENTS OF PHYSICAL GEOGRAPHY III (3).
Fundamentals of physical geography with emphasis on processes of landform development, world-wide distribution of landforms, and physiographic features and regions of the U.S. Two 1-hour lectures and one 2-hour laboratory. Geography 126 is recommended.

1213. METEOROLOGY (5).
Fundamental physical processes of the atmosphere and their relationship to the daily weather pattern. Prerequisite: Geography 125 or consent of instructor.

225. ECONOMIC GEOGRAPHY (5).
Systematic study of world distribution of the primary, secondary, and tertiary activities of mankind with emphasis on geographic and economic factors affecting the distribution and location of economic activity.

230. CULTURAL GEOGRAPHY (5).
Introduction to cultural geography stressing definition of cultural elements of the landscape and their distribution and interpretation.

GEOLOGY

100. INTRODUCTION TO GEOLOGY (4).
The earth; physical and historical geology; and the economic, social, and philosophic aspects of the subject matter. Not open to a geology major or minor. Credit is not given for both Geology 100 and Geology 103 or 104.

103. GEOLOGIC MATERIALS (4).
Introduction to common rocks and minerals and their mode of occurrence and origin. Three lectures and one 2-hour laboratory; one field trip is required. Credit is not given for both Geology 100 and 103.
104. GEOLOGICAL PROCESSES (4). Survey of the physical processes operating on and in the earth and of the landforms and geologic structures developed. Three lectures and one 2-hour laboratory; one field trip is required. Credit is not given for both Geology 100 and 104.

105. PRINCIPLES OF HISTORICAL GEOLOGY (4). Principles of stratigraphy, time, and evolution upon which the reconstruction of geologic history is based. Three lectures and one 2-hour laboratory; one field trip required.

110. INTRODUCTION TO ASTRONOMY (4). Description and discussion of the solar system, local stars and clusters, nebulae, galaxies, and the universe; modern cosmogonies and the limitations for the existence and evolution of life; and methods of celestial observations.

HEALTH AND PHYSICAL EDUCATION

100. GENERAL PHYSICAL EDUCATION (1). Each freshman must complete three units from a wide selection of activities such as golf, tennis, swimming, etc. Two hours a week.

109. PERSONAL HEALTH (3). A basic course in personal hygiene.

110. COMMUNITY HEALTH (2). A basic course in all aspects of community health.

204. COMMUNITY RECREATION (3) I, II, III. Materials, methods, and techniques of leadership, participation, and planning for recreation in social settings for all ages.

HISTORY

151. WORLD CIVILIZATION: TO 1300 (4). A broad cultural survey of the ancient Near Eastern and Eastern civilizations; Greece and Rome; medieval life and institutions; Asian civilization to 1300. A general introduction to the study of history, should be followed by History 152, 153.

152. WORLD CIVILIZATION: 1300 TO 1815 (4). History 151 continued. Renaissance, Reformation; Age of Reason; commercial and industrial revolutions; Asian civilization, sixteenth-nineteenth centuries; English and French revolutions.

153. WORLD CIVILIZATION: 1815 TO PRESENT (4). History 152 continued. Liberalism and nationalism; imperialism and world conflict; nineteenth and twentieth century science and culture; the world in the present age.

205. THE UNITED STATES TO 1865 (4). A survey of the political, constitutional, economic, and cultural development of the U.S. from its early settlement to the close of the Civil War.


280. ASIAN CIVILIZATION (4). A broad survey of traditional cultures of the major countries of East and South Asia before the arrival of the West. Emphasis on culture rather than political history.

HOME ECONOMICS

101. CLOTHING (3). Fundamentals of clothing construction using commercial patterns. Elements and principles of design related to clothing and wardrobe planning. One 1-hour period and two 2-hour periods.

102. CLOTHING (3). Home Economics 101 continued with emphasis on custom methods. Socio-psychological and economic aspects of clothing for the individual and the family. One 1-hour period and two 2-hour periods.

103. TEXTILES (4). Basic facts concerning fibers, yarns, and cloth construction; finishes; color and design; production costs; wearing qualities. Selection, buying, and care of fabrics for personal and household uses. Two 1-hour periods, two 2-hour periods.

105. PERSONAL AND FAMILY RELATIONSHIPS (4). Growth and development of the college student as an individual and in social relationships in the family, college, community; activities and functions of the present-day family.

205. HOME MANAGEMENT (4). The effect of values and philosophy on decisions regarding the use of family resources; time, energy, knowledge, ability, skills, and attitudes as they are used to achieve family goals. Principles of work simplification, history of discipline, and evaluation in home management.

206. HOUSEHOLD EQUIPMENT (4). Selection, operation, care, and arrangement of household equipment for safe operation and effective management. Prerequisite: Home Economics 205.

210. FOOD PREPARATION (3). Principles of food preparation. One 1-hour period and two 2-hour periods.

INDUSTRIAL EDUCATION AND TECHNOLOGY

104. DESIGN AND ENGINEERING GRAPHICS I (4). Design as a process and engineering graphics as a vehicle to communicate problem solutions. Design analysis, sketching and instrument drawing applied to design problems involving industry and technology. Two 1-hour lectures and one 2-hour and one 3-hour laboratory.

113. MATERIALS PROCESSING I (4). Processing equipment, methods, operations, procedures, and design utilized in the production of non-metallic products; raw materials sources; and methods of conversion. Two 1-hour lectures and one 2-hour and one 3-hour laboratory.

114. MATERIALS PROCESSING II (4). A study of material properties, fabricating equipment, and methods and procedures utilized in the production of metallic products. Two 1-hour lectures and one 2-hour and one 3-hour laboratory.

121. INDUSTRIAL MATHEMATICS (5). Mathematics as applied in selected industrial occupations. Problems in practical geometry, algebra, trigonometry.

152. FOUNDATIONS OF INDUSTRIAL EDUCATION AND TECHNOLOGY (2). Evolution, roles, and interrelationships of the several forms of industrial education, emphasizing relationships to general education and technological and industrial development.
208. GRAPHIC COMMUNICATIONS (4). Broad exploration in graphic communications area. Study and experience in design, copy preparation, photo conversion, image carriers, and image transfer methods. Two 1-hour lectures and one 2-hour and one 3-hour laboratory.

235. CONSTRUCTION TECHNOLOGY (4). Construction problems and orderly solutions of problems related to construction, including architectural representation, conventions, construction procedures, and building estimating. Prerequisite: Industrial Education and Technology 113.

JOURNALISM

103. INTRODUCTION TO MASS COMMUNICATIONS (4). Survey of modern journalism, including the newer mass communications media. Role and influence of the press, radio, television, and related fields of advertising and public relations.

104. INTRODUCTION TO NEWS WRITING (3). Practice in basic types of news stories with emphasis on mechanics, style, summary leads, and organization of material.

LIBRARY SCIENCE

203. INTRODUCTION TO LIBRARIANSHIP (4). The history of books and libraries, the growth of the profession, types of libraries in the modern world, and varieties of library organization.

MATHEMATICS

The student should enter the mathematics program at the point most appropriate to his preparation, interests, and course of study. Brief descriptions of the various options are given below to facilitate the choice of courses by the student and his adviser.

Mathematics 131-231-232 is the traditional calculus sequence for the well qualified student and is a prerequisite for all upper division mathematics courses. Mathematics 130 is intended for the student who has an adequate mathematics background for this sequence.

Mathematics 124-125 is a concept-oriented calculus and linear algebra sequence for students in the social and managerial sciences designed to prepare them for math-oriented courses in their areas.

Mathematics 121 and 122 are terminal courses designed to expose the student to selected topics in modern mathematics which lend themselves to treatment at a relatively unsophisticated level.

Where a course is listed as a prerequisite to another course, a grade of C or better is required. This requirement is in the best interest of the student and exceptions are made only with the consent of the instructor and the Chairman of the Mathematics Department.

121. TOPICS IN MODERN MATHEMATICS (5). The language of sets, introductory logic, and a study of the integers and rational numbers. Not open to the student who presents three or more years of high school mathematics or who has credit for any other college mathematics course. Prerequisite: one year of high school algebra.

122. TOPICS IN MODERN MATHEMATICS (4). A survey of calculus, algebra, probability, and other topics. For a student not expecting to continue mathematics. Not applicable to major or minor requirements. Prerequisite: three years of high school mathematics or Mathematics 121.

124. ELEMENTARY ANALYSIS I (5). Sets, functions, differential and integral calculus for functions of one variable with applications to the management and social sciences. Prerequisite: three years of high school mathematics or two years of high school algebra or consent of chairman.

125. ELEMENTARY ANALYSIS II (5). Continuation of Mathematics 124 including topics in matrix algebra, differential and integral calculus for functions of more than one variable with applications to the management and social sciences. Prerequisite: Mathematics 124 or Mathematics 131.

130. PRECALCULUS MATHEMATICS (5). Real and complex number systems, functions, coordinate geometry, and trigonometry. Not open to the student who presents four years of high school mathematics and has an ACT score of 26 or higher.

131. ANALYTIC GEOMETRY AND CALCULUS (5). Plane analytic geometry and calculus of functions of one variable. Prerequisite: four years of high school mathematics and an ACT mathematics score of 23 or higher, or a grade of C or better in Mathematics 130 or consent of the department chairman.

231. ANALYTIC GEOMETRY AND CALCULUS (5). Continuation of Mathematics 131. Prerequisite: Mathematics 131.

232. ANALYTIC GEOMETRY AND CALCULUS (5). Continuation of Mathematics 231. Prerequisite: Mathematics 231.

241. ELEMENTARY MATHEMATICS (5). Set theory; set theoretic development of the natural numbers; numeration systems; rational numbers. For an elementary education major only. Not for Arts and Sciences credit.

242. ELEMENTARY MATHEMATICS (4). Percentage and its applications, an introduction to algebra and geometry, and mensuration. For an elementary education major only. Prerequisite: Mathematics 241.

MUSIC

238. FIRELANDS CONCERT BAND (1). Open to any student possessing necessary musical ability who is interested in playing in concert band. The band makes appearances at school programs and other public affairs.

279. UNIVERSITY CHORUS (1). Open to any student possessing necessary musical ability who is interested in singing with large ensembles. Chorus makes appearances at school programs and at other public affairs.
PHILOSOPHY

101. INTRODUCTION TO PHILOSOPHY (4). A discussion of the principal problems of philosophy: the existence of God, mind-body, origin and validity of knowledge, and freedom and determinism. Restricted to a freshman or sophomore student.

202. ETHICS (4). Inquiry into the meaning of good and evil and right and wrong and consideration of the views of outstanding ancient and modern thinkers. Primarily intended for a sophomore or junior. A freshman or senior may take this course only with permission of the instructor.

204. AESTHETICS (4). Nature and meaning of "beauty," approached historically and applied to present-day experience. Courses in art, music appreciation, and history are beneficial. Primarily intended for a sophomore or junior. A freshman or senior may take the course only with the permission of the instructor.

205. INTRODUCTION TO LOGIC (4). Analysis of language, informal fallacies, and deductive arguments. Primarily intended for a sophomore or junior. A freshman or senior may take this course only with the permission of the instructor. A student who has credit for 303 may not register for 205.

PHYSICS

100. INTRODUCTION TO PHYSICS (4). Designed primarily for the non-science student; major principles and concepts of physics with emphasis on the scientific approach to problems. This course cannot be used as part of a major or minor.

110. INTRODUCTION TO VECTOR PHYSICS (3). Units, significant figures, use of slide rules, dimensional analysis, application of vectors and vector principles to forces and fields, work-energy-power, and conservation laws. Prerequisite: working knowledge of trigonometry. This course is a prerequisite for Physics 211—College Physics.


212. COLLEGE PHYSICS (4). Simple harmonic motion, wave motion, electricity and magnetism. Three lecture-recitations and one 3-hour laboratory. Prerequisite: Physics 211.

213. COLLEGE PHYSICS (4). Sound, light, atomic and nuclear physics. Three lecture-recitations and one 3-hour laboratory. Prerequisite: Physics 212.


POLITICAL SCIENCE

101. INTRODUCTION TO POLITICS (4). Study of fundamental concepts and problems of politics. The enduring questions of politics are examined by analyzing contemporary political problems and by comparing a wide variety of modern political institutions in many different cultures. Restricted to freshmen and sophomores. Required of majors.

201. AMERICAN GOVERNMENT: PROCESSES AND STRUCTURE (4). Introductory study of constitutional basis and development, political processes (parties, nominations and elections, interest groups, public opinion), and organization of the American governmental system.

202. AMERICAN GOVERNMENT: FUNCTIONS AND POLICIES (4). An examination of legislation, programs, and issues in these areas of public policy: regulation and promotion of business and labor; economic policies; education; transportation; civil rights; welfare; poverty; urban renewal and housing; foreign affairs and national defense.

PSYCHOLOGY

201. GENERAL PSYCHOLOGY (5). A broad introductory course which is a prerequisite to all courses in the Department. Considerations of the scientific approach to the study of behavior, with applications to personal and social behavior. A student is expected to participate in Departmental research. Open to a freshman psychology major.

QUANTITATIVE ANALYSIS AND CONTROL

ACCOUNTING

221. PRINCIPLES OF ACCOUNTING (4). The accounting methodology for accumulation of business data and reporting of financial activities with emphasis on the accounting system as a control over data validity and business operations. Prerequisite: completion of Mathematics 124 or 131, or consent of instructor.

222. PRINCIPLES OF ACCOUNTING (4). The continuation of accounting 221 with emphasis on special problems of accounting valuation. Interpretation and use of accounting reports in making business decisions. Prerequisite: Accounting 221.

STATISTICS

111. ELEMENTARY STATISTICAL METHODS I (4). Analysis of basic data, frequency distributions, index numbers, time series, probability, and probability distributions. Prerequisite: completion of Mathematics 124 or 131, or consent of instructor.
201. INTERMEDIATE FRENCH (4). For a student who wishes to compete in intercollegiate debate, discussion, oratory, extemporaneous speaking, and other individual events. May be repeated to 4 hours.


231. CULTURAL ANTHROPOLOGY (3). Basic concepts and objectives in the study of culture. A survey of the range of cultural phenomena and approaches to their study. Prerequisite: Sociology 101.

SPEECH

102. PRINCIPLES OF SPEECH (4). Basic principles of oral communication and the field of speech, with attention to individual needs.

103. ARGUMENTATION (4). Basic principles of argumentation with emphasis on analysis, evidence, reasoning, refutation. Attention to the application of these principles to various forms of public address.

110. INTERCOLLEGIATE FORENSIC ACTIVITIES (1). For a student who wishes to compete in intercollegiate debate, discussion, oratory, extemporaneous speaking, and other individual events. May be repeated to 4 hours.

141. INTRODUCTION TO DRAMATIC ART (4). Theatre as an art form, presented from the historical, literary, and production points of view.

146. DRAMATIC PRODUCTION (1 or 2). A laboratory course for the student who acts in or stages a play.

202. ORAL INTERPRETATION (4). Logical and emotional meaning in prose, poetry, and drama for oral reading; selection of materials for programs; techniques of expression.

203. PRINCIPLES OF DISCUSSION (4). Principles and methods of group discussion.

223. SPEECH AND HEARING PROBLEMS (4). Language and speech development and various types of speech and hearing abnormalities.

241. PRINCIPLES OF ACTING (3). Basic acting techniques with emphasis on stage movement and voice; principles and theories of sensory, imaginative, emotional, pantomimic responsiveness. Laboratory hours to be arranged.
The yearly schedules outlined below are meant to serve as general guidelines for new students. Most of the University's four-year programs would follow one of the five patterns listed below. By following this outline, students would fulfill the general studies requirements of each college program.

All students are encouraged to refer to the regular University Bulletin for complete curricula requirements and for designations of courses of study which do not follow these outlines.

**TYPICAL ELEMENTARY EDUCATION SCHEDULE**

First Year: Art 101 (3); Biology 104 (5); English 111/112 (4-8); Geography 121, 122 (6); physical science—geology, chemistry, physics (4); H.P.E. 100 (3); H.P.E. 109, 110 (5); History 151, 152, or 153 (4); Speech 102 (4); electives or minor (4-8). Total: 47 hours.

Second Year: History 205, 206 (8); English literature (4); Mathematics 241, 242 (9); physical science—geology, chemistry, physics (4); Psychology 201 (5); Sociology 101 (3); electives or minor (12-15). Total: 45 hours.

**TYPICAL SECONDARY EDUCATION SCHEDULE**

First Year: English 111/112 (4-8); H.P.E. 100 (3); science or mathematics (8-10); social science (8-10); Speech 102 (4); fine or applied arts (3-6); major and/or minor (12-18); electives (0-8). Total: 45-48 hours.

Second Year: English literature (4); Psychology 201 (5); science or mathematics (4-10); social science (3-8); Sociology 101 (3); fine or applied arts (3-6); major and/or minor (12-24); electives (0-8). Total: 45-46 hours.

**TYPICAL ARTS AND SCIENCES SCHEDULE (SCIENCE EMPHASIS)**

First Year: English 111/112 (4-8); H.P.E. 100 (3); Speech 102 (4); mathematics (proficiency equivalent to 130) (5-10); science (9-12); foreign language (proficiency equivalent to 202) (4-12); social science (4-8); fine arts (4-8). Total: 45-48 hours.

Second Year: English literature (4); foreign language (0-8); science (15-20); social science (8-12); fine arts (4-8); electives (8-12). Total: 45-46 hours.

**TYPICAL ARTS AND SCIENCES SCHEDULE (NON-SCIENCE EMPHASIS)**

First Year: English 111/112 (4-8); H.P.E. 100 (3); Speech 102 (4); Mathematics 121, 122, 124, or 130 (5); science (5-10); foreign language (proficiency equivalent to 202) (4-12); social science (8-12); fine arts (8-12); electives (4-12). Total: 45-48 hours.

Second Year: English literature (4); science (5-10); foreign language (0-8); social science (12-15); fine arts (8-12); electives (12-15). Total: 45-46 hours.

**TYPICAL BUSINESS ADMINISTRATION SCHEDULE**

First Year: English 111/112 (4-8); H.P.E. 100 (3); Speech 102 (4); Statistics 111 (4); Quantitative Analysis and Control 160 (3); science (4-5); Mathematics 124 and 125, or 131 and 231 (10); social science (3-6); humanities (3-6); non-business electives (6-8). Total: 45-48 hours.

Second Year: Accounting 221, 222 (8); Economics 201, 202 (8); Statistics 212 (4); science (4-5); social science (3-6); humanities (3-6); non-business electives (6-8). Total: 45-46 hours.
The two-year Executive Secretarial and Office Administration Curriculum is designed to prepare students for secretarial and administrative assistant positions in business and industrial establishments, professional offices, and government agencies.

This two-year program is specifically designed for those students who do not wish to enroll in a four-year curriculum. This program will give students specific office skills necessary to attain the positions for which they are aspiring. The associate degree is granted upon completion of the two-year Executive Secretarial Program.

If a student should decide to continue his education after completion of one or two years of this program, he receives full credit in all courses satisfactorily completed. Some modifications may be made in this suggested program, depending on the educational background and experience of the student.

**CURRICULUM**

**FIRST YEAR**
- Fall Quarter: Business Education 101 (4), 111 (3), 213 (3), 220 (3); HPE 100 (1).
  Total: 14 hours.
- Winter Quarter: Business Education 112 (3), 214 (3), 240 (4); English 111 (4); HPE 100 (1).
  Total: 15 hours.
- Spring Quarter: Business Education 210 (3), 211 (3), 215 (3); Elective (3); HPE 100 (1); English 112 (4).
  Total: 17 hours.

**SECOND YEAR**
- Fall Quarter: Accounting 221 (4); Business Administration 102 (4); Business Education E311 (3); Business Law E301 (4).
  Total: 15 hours.
- Winter Quarter: Accounting 222 (4); Business Administration 102 (4); Business Education E312 (3); E321 (3); Elective (2).
  Total: 16 hours.
- Spring Quarter: Business Education 230 (3); E314 (1); E401 (5); Economics 201 (4); Electives (3).
  Total: 16 hours.
  Total Minimum Hours: 93.
In compliance with directives of the Ohio Board of Regents, Firelands Campus is developing new associate degree programs.

Presently, Firelands Campus offers one two-year associate degree program. Executive Secretarial and Office Administration was initiated in September, 1969, and the first Associate of Applied Arts degree was awarded in June, 1971. This program is outlined on page 22, and is offered within the Department of Business Education.

The Department of Industrial Education and Technology has proposed a number of two-year programs. An associate of Applied Science degree in Engineering Technology would be granted to students completing any of the seven proposed programs:

1. Mechanical Design
2. Manufacturing
3. Mechanical
4. Electronic
5. Electro-Mechanical
6. Industrial Design
7. Industrial Illustration

Additional programs under the aegis of the Department of Industrial Education and Technology include the following:

- Associate of Arts in Industrial Arts
- Associate of Science in Architectural Technology
- Associate of Science in Industrial Education

The Associate of Science in Industrial Education is planned to include two options, as follows:

1. Technical Laboratory Aide
2. Instructional Aide

Electronic Data Processing Specialist is another new program. Its curriculum is being developed cooperatively by the Computer Science Department and Firelands area industrial consultants.

Environmental Control and Business Middle Management also are being considered. These programs are being planned by the departments of Biology and Business Education, respectively.

Finally, Firelands Campus has been asked to consider several health-related two-year associate degree programs. Currently under study are a two-year nursing education program, physical therapy, pharmaceutical, laboratory, and X-Ray technologies.

The development of all Firelands Campus associate degree programs involves a high degree of integration with regular Bowling Green State University four-year programs.
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<th>DEPARTMENT</th>
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NOTE: A student is advised to keep in mind the fact that the Bowling Green State University General Bulletin contains the official course description and should be consulted for verification of all information.
BOWLING GREEN STATE UNIVERSITY
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Charles C. Stocker, B.A., Business Manager of Firelands Campus
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Frank Glann, M.A., Instructor in Speech
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Edward Hyland, M.A., Instructor in Health and Physical Education
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Julius T. Kosan, M.A.F.A., Instructor in Art
Jospeh F. Krauter, Ph.D., Assistant Professor of Political Science
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Dale Schnetter, M.A., Instructor in Philosophy
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David G. Shumway, M.S., Instructor in Mathematics
Larry Smith, M.A., Instructor in English
Stephen A. Van Dyke, M.A., Instructor in Speech
Syed M. Zainuddin, Ph.D., Instructor in Geology

Additional adjunct faculty members, most of whom teach at the main campus, are engaged to afford increased academic offerings at Firelands Campus.
FALL QUARTER, 1971

August 24, Tuesday

Advance Registration at Firelands Campus

Registration instructions will be mailed in advance of registration to all students enrolled at Firelands during the school year 1970-71, including Summer School. New students officially admitted for 1971-72 also will receive special instructions in the advance mailing. All others are urged to communicate with the Firelands office to obtain registration details. Phone: 433-5560.

September 27, Monday
November 24, Wednesday
November 29, Monday
December 8, Wednesday
December 10, Friday
December 15, Wednesday
December 16, Thursday

Classes begin 8 a.m.
Beginning of Thanksgiving recess 8 a.m.
Resumption of classes 8 a.m.
Classes end
Fall quarter examinations begin
Fall quarter examinations end
Fall Commencement

WINTER QUARTER, 1972

November 16, Tuesday

Advance Registration at Firelands Campus

Registration instructions will be mailed in advance of registration to all students enrolled at Firelands during the fall quarter of the school year. New students admitted for the winter quarter also will receive special instructions in the advance mailing. All others are urged to communicate with the Firelands office to obtain registration details. Phone: 433-5560.

January 3, Monday
February 21, Monday
March 13, Monday
March 16, Thursday
March 18, Saturday

Classes begin 8 a.m.
Washington-Lincoln Day: classes begin 5 p.m.
Winter quarter examinations begin
Winter quarter examinations end
Winter Commencement

SPRING QUARTER, 1972

February 15, Tuesday

Advance Registration at Firelands Campus

Registration instructions will be mailed in advance of registration to all students enrolled at Firelands during the fall and winter quarters 1971-72. New students admitted for the spring quarter also will receive special instructions in the advance mailing. All others are urged to communicate with the Firelands office to obtain registration details. Phone: 433-5560.

March 27, Monday
May 29, Monday
June 5, Monday
June 8, Thursday
June 10, Saturday

Classes begin 8 a.m.
Memorial Day: classes begin 5 p.m.
Spring quarter examinations begin
Spring quarter examinations end
Spring Commencement