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Firelands Campus 1978-79

Bowling Green State University

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FIRELANDS CAMPUS OF BOWLING GREEN STATE UNIVERSITY

THE CAMPUS

Firelands Campus is a state assisted regional branch campus and college of Bowling Green State University. The campus is located at the Rye Beach Road intersection of Ohio State Route 2 and U.S. Route 6 in Huron, Ohio.

THE MISSION OF FIRELANDS CAMPUS

Firelands Campus strives to increase students' understanding of the world in which they live so that they may participate rationally in society's decisions. The campus is primarily student-oriented and endeavors to provide the academic atmosphere, the human association, and the discipline vital to a student's total development.

Firelands Campus interprets its mission through activities related to its students, to the community it serves, and to the faculty and staff. It recognizes, through its activities, the necessity for open interaction among students, faculty, and the community.

A major emphasis at Firelands Campus has been and continues to be the offering of university caliber instruction by a qualified resident university faculty. Firelands is in a unique position to combine this university caliber instruction with an academic climate and size conducive to close contact and interaction among students, faculty, and the community. This interaction is manifest in a variety of pre-baccalaureate and two-year associate degree programs, extension, and lifelong learning offerings.

ACCREDITATION

Firelands Campus of Bowling Green State University is fully accredited by the North Central Association of Colleges and Secondary Schools. Accreditation is also accorded to Firelands Campus as a college of Bowling Green State University by appropriate regional and national agencies. The University is fully accredited through the doctoral level by The North Central Association of Schools and Colleges. Several colleges and departments of the University are accredited in their respective fields. These specific accreditations are: American Assembly of Collegiate Schools of Business (AACSB), College of Business; National Council for Accreditation of Teacher Education (NCATE), Teacher Education, State Department of Education, Teacher Education; National Association of Schools of Music (NASM), College of Musical Arts; American Chemical Society, Chemistry; American Psychological Association, Psychology; and the National League for Nursing, Nursing.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT AND AFFIRMATIVE ACTION PROGRAM

Bowling Green State University affirms, through this statement, its commitment to provide equal educational and employment opportunity regardless of religion, color; national origin, sex, age, or handicap; and it will not knowingly cooperate with, support, or employ the services of other organizations that discriminate against persons on such grounds. This policy statement requires the trustees, the academic and administrative officers, and the faculty of the University to provide equal educational and employment opportunities to all qualified persons and to take affirmative action in instances where such opportunities may be restricted.

Bowling Green State University pledges to continue its responsiveness to the current requirements of our society and to endeavor to lead in the definition and understanding of future societal needs.

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 U.S. service veterans. Karl Whinnery, then Superintendent of Sandusky Schools, was instrumental in organizing the program. The first classes met at Sandusky High School during the evening.

Classes were discontinued in 1948 but were resumed in 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. During its first year it had an enrollment of 30. Two years later, several 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 July 1966. His title was changed to dean in 1971. Dr. M. Douglas Reed succeeded Dr. McBride as dean in 1974. Dr. Algalee P. Adams was named dean in August 1977.

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), 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 $1.1 million for the project. 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 distributed to Connecticut families as compensation for damages suffered from the burning of homes and property at the hands of the British in the Revolutionary War.

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. In the meantime, classes, with an expanded curriculum, continued to meet in the facilities of Sandusky High School.

The first two air-conditioned buildings of brick and concrete design contain 93,000 square feet of floor space. The three-story West Building has 28 classrooms and laboratories, a faculty lounge, 30 faculty offices, three conference rooms, an instructional media center, a language laboratory for disc and tape recordings, the 90-seat auditorium-like Firelands Room, student lockers, and commuters' lounge.

The East Building is two-stories high, with the entire second floor utilized by the library. The first floor houses administrative offices, bookstore, receiving department, mail room, and mechanical equipment. The campus grounds have been landscaped with numerous deciduous trees, shrubs, and evergreens outlining the driveways, parking areas, campus lake, and court.

At the base of the flagstaff on the court circle is a plaque memorializing the Firelands area with a bronze seal marking the site of the campus.

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 in 1970 appropriated $2.5 million for the construction and equipment of the Phase II building. The new facilities opened in September 1972, thus increasing the student capacity of Firelands Campus and the variety of courses offered. Two-year career education programs have been developed which utilize special facilities in this new building.

An Energy, Power, Instrumentation, and Control (EPIC) laboratory comprises the main portion of the building with facilities for the new engineering technologies. The Instruction, Demonstration, Exhibition, and Activities (IDEA) area is a multi-purpose facility which also serves as a gymnasium with adjacent shower and dressing rooms. A 300-seat theatre, vendeteria, student recreation area, computer center, and faculty offices were also included in Phase II.

CHANGES TO INFORMATION

The University offers degree programs that have integrity and stability. Accordingly, students can expect programs to be implemented basically as described. However, because higher education is a dynamic enterprise, the University has the authority to make changes in policies, degree programs, and curricula from those described in this bulletin. Such alterations supersede the specifications appearing in the Firelands Campus Bulletin and other official publications of the University. Consequently, students already studying in undergraduate degree programs may be required to comply with terms of the revisions. Academic departments, likewise, have the authority to prescribe degree requirements in addition to the minimum specified by the respective undergraduate college councils.

The University reserves the right to discontinue any course listed in any official publication of the University. These publications represent thinking at the time of their preparation. The University changes curricula as deemed necessary; consequently, certain
courses described may not be taught or may be discontinued, and other courses may be added that are not currently listed in the Firelands Campus Bulletin and Course Descriptions.

Prospective students should consult with their departmental advisers concerning the degree programs of interest and their precise requirements. New students should familiarize themselves with the regulations of their respective college.

**STUDENTS**

Firelands Campus opened in September 1968, with 500 students. The enrollment has been marked by steady growth since that time. An increasing number of students are enrolling from other parts of Ohio, and each term some students come from out-of-state.

Enrollment for the fall term of 1977 exceeded 1,000 with more than half being full-time students. An enrollment ceiling has not been established for the campus, although facilities can accommodate 2,000.

Activities and programs have developed at the campus primarily through student initiative. Every attempt has been made to encourage students to assist in the development of co-curricular programs of relevance to their interests and attitudes.

**FACULTY**

As of Fall Quarter 1977, full-time faculty numbered 35; 21 with doctoral degrees, 1 with a Master of Fine Arts, 10 with master’s or post master’s, 2 with master’s plus Professional Engineering Licenses, and 1 with a Bachelor of Science plus Registered Record Administrator.

**LIBRARY**

The Firelands Campus Library functions as an integral part of the educational process. The collection of more than 27,000 books, 285 periodical subscriptions, and a wide variety of audio-visual materials enhances the instructional program and provides additional resources for use by members of the community.

The collection of the University Libraries in Bowling Green is also made available to Firelands Campus students through a regular shuttle service.

The Library Handbook, issued annually, contains specific information on the services of the library and audio-visual center as well as a general introduction to the use of library research tools. Instruction in library usage is offered throughout the academic year and is expanded in detail in the handbook.

**COUNSELING SERVICES**

Firelands Campus encourages the positive development of students, and their growth in self-knowledge. Counseling services provide assistance in self-understanding, career planning, helping students to cope with personal concerns related to emotional conflict, interpersonal relationships, human sexuality, drug use, adjustment, and effective study habits. These services are available to registered students and other members of the Firelands Campus community without charge. The Counseling Office also provides appropriate psychological, aptitude, and career interest diagnostic testing services. The Counseling Office is staffed by a licensed professional psychologist and all interactions are privileged communication and confidential.

**CAREER PLANNING AND PLACEMENT SERVICES**

Firelands Campus maintains a consolidated Career Planning and Placement Service. This office provides career information and assists students in developing resumes, letters of recommendation, and techniques for job interviewing leading to employment. In the Occupational Information Center, information on particular careers, reference materials, and area employment possibilities are available to students. The Firelands Placement Service assists students in gaining part-time and summer employment, as well as full-time employment for associate degree graduates. Students seeking baccalaureate degrees use the Bowling Green Campus Placement Office in seeking employment.

**TUTORING SERVICES**

Recognizing that students may, occasionally, experience academic difficulties in a particular area of study, Firelands Campus provides a student tutoring program at no charge. Student tutors are approved by faculty members in the area of the tutor's academic competency. Students are eligible to receive tutoring services following a conference with their individual instructor. This service is coordinated through the Counseling Office of Firelands Campus.

**PROGRAM ADVISEMENT**

An important part of developing a successful academic experience is the process of adequate program planning.

Each student who enrolls in college-level work has certain needs, expectations, skills, and goals. Realizing how these factors interrelate with the demands of college-level work is vital to the ultimate success of the student.

Academic advising at Firelands Campus provides the opportunity for students to gather information about various fields of study available at Bowling Green State University. Underclassmen who are enrolled in pre-baccalaureate or associate degree programs are assigned to advisers at Firelands Campus. Upperclassmen pursuing baccalaureate degrees are advised through the main campus
colleges from which they will receive their degrees.

Students who enroll at Firelands Campus without specifically defined goals for a two-year or four-year degree have the opportunity to discuss their interests and objectives with the Program Advisement Office at Firelands Campus. Students who are undecided about what directions to take for academic planning and students who are returning to school after an absence from the academic environment may wish to take advantage of advising opportunities.

Informational resources on academic programs, career and interest testing, library reference materials, and skill development are available throughout the Firelands Campus community. Representatives from the main campus of Bowling Green State University are available at specific times throughout the academic year to provide information on four-year baccalaureate degree programs.

DEVELOPMENTAL EDUCATION OPPORTUNITIES

Occasionally students have the need to enrich their academic skills because of inadequate preparation or lengthy absence from the academic environment. Courses, labs and seminars are available in writing, library skills, mathematics, reading, and study skills. In the fall, all new students have the opportunity to enroll in a seminar introducing them to various aspects of the college environment. Academic advisers can assist students with the information about these developmental courses or seminars.

HOUSING

A wide variety of reasonably priced housing options are available throughout the Firelands area. The Office of Admissions maintains a listing of local housing which includes rooms, apartments, and houses.

With the large increase in summer population in the area, many housing options in the local community are available at very reasonable rates during the academic year.

Students should, however, plan to provide their own transportation to and from the Campus.

For further information or a complete housing list, please contact the Office of Admissions at Firelands Campus.
Admissions

Firelands Campus offers a personalized approach to persons interested in pursuing admission and/or course work. Admissions Office representatives are eager to work with individual students or groups concerning admission requirements, academic programs, and cocurricular activities at Firelands Campus.

Interested persons are encouraged to visit the Campus. Campus tours, class observation, and opportunities to discuss academic programs with faculty coordinating those programs are all available by contacting the Admissions Office.

The Admissions Office also provides information regarding off-campus housing in the Sandusky/Huron area to potential students.

Admission to some degree programs is restricted due to the facilities or availability of field placement positions. The Office of Admissions can provide an exact statement of requirements.

For further information, tours, or an admissions interview please contact the Office of Admissions, Firelands Campus, Bowling Green State University, 901 Rye Beach Road, Huron, Ohio 44839 (419/433-5560), you may call collect.

Procedures

The form to be used when applying for admission to the University may be obtained by writing to the director of admissions and public affairs, Firelands Campus.

The Application for Admission form is to be mailed to the director of admissions at the Bowling Green Campus by the applicant. A nonrefundable $25 Application Fee must accompany the application of a student who previously has not been enrolled in the University. Upon receipt of the application by the director of admissions, a High School Transcript Form is mailed to the applicant.

The High School Transcript Form is for the applicant’s high school record. This form is to be completed by the principal or the guidance director of the high school in which the applicant is a senior or from which he/she has graduated. After filling in the applicant’s record, the principal or guidance director should mail the form directly to the director of admissions, Bowling Green State University, Bowling Green, Ohio 43403.

Each applicant receives a Health Examination form on which to record medical history, physical examination results, immunizations, and tuberculosis screening (x-ray and/or tuberculin skin test). This form must be completed by a physician and returned to the Student Health Service at the Bowling Green Campus prior to enrollment. Should a question arise concerning the health of the applicant, the chief of the medical staff of the Student Health Service, upon further investigation, determines whether the applicant may be admitted to the University.

Near the end of a student’s senior year of high school, the Office of Admissions mails each student a form for confirmation of graduation and a supplementary listing of senior subjects, senior grades, and final class rank. The director of admissions grants formal admission when this form is completed and submitted by the student’s guidance counselor or principal.

Freshman Admission

Any Ohio high school graduate who has never attended a college or university is eligible to submit an Application for Admission. 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 at the Firelands Campus or from the Admissions Office at the Bowling Green Campus. High school seniors are encouraged to submit applications early in their senior year.

Applications for admission to Firelands Campus will be accepted on the following schedule:

BY MAIL application for admission to the fall quarter 1978 must be submitted prior to September 1, 1978.

IN-PERSON application for admission to the fall quarter 1978 must be completed by September 14, 1978.

BY MAIL application for admission to the winter quarter 1979 must be submitted prior to December 1, 1978.

IN-PERSON application for admission to the winter quarter 1979 must be submitted prior to December 27, 1978.

BY MAIL application for admission to the spring quarter 1979 must be submitted prior to March 1, 1979.

IN-PERSON application for admission to the spring quarter 1979 must be completed prior to March 21, 1979.

Each application for admission is processed in the Admissions Office at the Bowling Green Campus of Bowling Green State University.
A nonrefundable $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) or Scholastic Aptitude Test (SAT) results unless he/she has been graduated from high school three or more years prior to applying. Applicants intending to enroll in baccalaureate programs should take the regular ACT or SAT battery. Those planning to enroll in two-year technical programs may take the Career Planning Program (CPP) or the ACT/SAT. The student's high school counselor should be consulted for details concerning the ACT/SAT Testing Programs, and the application for admission can be submitted in advance of taking the ACT/SAT. An applicant is encouraged to take the ACT/SAT early in his/her senior year of high school. Persons not having graduated from high school may earn high school equivalency through the General Education Development (GED) testing program issued by the State Department of Education.

Bowling Green State University is dedicated to the offering of equal educational opportunity to all potential students, in accordance with the policies of the state and federal governments. To this end, the University maintains active programs of equal opportunity recruitment, developmental instruction, and student assistance.

**Recommended High School Subjects**

The following is offered as a reasonable minimum distribution of high school credits in preparation for enrolling at the Firelands Campus: English—4 units; mathematics—3 units (at least two units of algebra should be included by the student who plans ultimately to enter the College of Business Administration. However, Mathematics 090 is available to the student who is not prepared); social sciences—2 units (one unit should be United States history and civics); sciences—2 units (one unit of a laboratory science should be included); and electives—6 units (at least two units of one foreign language should be included in the electives by the student who plans ultimately to enter the College of Arts and Sciences).

**TRANSFER STUDENTS**

Under Bowling Green State University's transfer admission requirements, a student who has attended another accredited college or university is considered for admission:

A. If he/she has earned at least 90 quarter hours with an accumulative grade point average equivalent to 2.0 in a 4.0 system; or

B. If he/she has earned less than 90 quarter hours with an accumulative grade point average equivalent to 2.5 in a 4.0 system. A student whose accumulative grade point average is between 2.0 and 2.5 may be considered for admission upon petition. After an initial evaluation of the 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 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.

A person who is awarded Probationary Admission needs to reduce his/her quality point deficiency by at least four points in order to continue the following quarter. (See section on Academic Warning.) Probationary Admission is available at Firelands Campus for all quarters of the academic year.

The transfer student who wishes to enroll at the University as an undergraduate uses the regular Application Form. The University requires a record of the applicant's high school credits from the principal or guidance director of the high school from which the student has been graduated.

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 at the Bowling Green Campus 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 director of standards and procedures at Bowling Green State University, Bowling Green, Ohio 43403. This card must be on file before formal admission can be granted.

**SPECIAL STUDENTS**

A student aged 21 or over who has not attended another college or university and who cannot meet the specified entrance requirements including the high school graduation requirements may be admitted as a special student for one year upon presenting evidence that he/she is capable of doing satisfactory work in the University. In order to continue as a student in the University, he/she must:

A. Secure credit for 15 acceptable units of high school work;

B. Remove (by examination) deficiencies in entrance units; or

C. Earn such additional college credits beyond the number required for a degree as may be determined by the dean of his/her college.

**ADVANCED PLACEMENT**

A student entering the University with a particularly thorough background may apply for advanced placement in one or more areas in
which his/her preparation is superior. Advanced placement may be achieved in five ways:
A. Appropriate achievement on Bowling Green placement tests. (Leads to exemption from courses but not credit.)
B. Passing an examination administered by an academic department of the University. (See Credit/Validation below.)
C. Completing a college-level course in high school and earning a prescribed grade in an Advanced Placement Examination administered by the College Entrance Examination Board (CEEB). This leads to college course credit.
D. Appropriate scores on the general examinations of the College Level Examination Program (CLEP), leading to college course credit.
E. Passing a higher level course in a sequence at the "C" level or above and thereby earning credit for lower-level sequence courses in prescribed departments.
Information concerning any of these options may be obtained from the Counseling Office at Firelands Campus.

CLEP Examinations/Credit
Firelands Campus is an official College Level Examination Program (CLEP) test center. CLEP provides an opportunity for students to receive college credit for knowledge acquired through correspondence courses, educational television, adult education program, on-the-job experiences, and independent study. CLEP general examinations provide an opportunity for credit in five basic areas of the liberal arts: English composition, humanities, mathematics, natural sciences, and social sciences-history. Depending upon his/her scores on each general examination, a student may earn from 3 to 9 credits in each of the five general examination areas. The CLEP program is administered through the Firelands Campus Counseling Office and students may receive registration forms and CLEP information from the Firelands Campus counselor.

Credit/Validation by Exam
An undergraduate student currently registered for a minimum of three quarter hours may obtain permission from the dean of his/her college to apply for credit or validation by examination. Approval is generally given when it is clearly evident that previous study or experience warrants such an option. Once approved, the exam must be completed within 10 weeks of the date of approval.
Credit by exam may be taken to receive credit:
A. For competency obtained or developed informally or independently through an appropriate experience;
B. For prior transfer course work in which the final grade was "D" or "F" as certified by the registrar;
C. For prior course work at Bowling Green State University in which the final grade was "F" (a student's grade point average is not affected by this action);
D. Or for other reasons approved by the student's dean and the chair of the department involved. The student must pay a credit by exam fee of $15 per course.

APPLICATION FEE
A nonrefundable application fee of $25 must accompany an Application for Admission.

SPECIAL ENROLLMENT METHODS
Regular freshman and transfer students are fully matriculated and eligible to pursue degrees from Bowling Green State University. Other students may be approved to enroll for classes without formal admission to the University.

College Credit Program
The program is designed to offer to high school students possessing general or specific academic talent the opportunity to take course work unavailable at their own institution.
Students living within commuting distance of Firelands Campus may enroll in courses at the University during the academic year while taking the remainder of their work at their high school. During the summer, students may take either one or two courses each session, or utilize the facilities of the full quarter.
A student with exceptional academic background may wish to register for a full load at the University. This can be arranged on the express condition that his/her high school will accept appropriate course work taken at Firelands Campus for completion of diploma requirements. The student would then spend the senior year in residence on campus instead of attending high school classes.
Either a student whose academic record is of "A" and "B" caliber or one whose accumulative grade point average is low but whose talents or strengths in a particular area are worthy of pursuit at the college level, may apply by submitting a letter of application to the director of admissions and public affairs explaining specifically his/her aims and how the University course work is to be coordinated with his/her high school program. In addition, a transcript from the high school and a letter from the principal supporting the application must be submitted.

Transient Student Enrollment
A transient student is one from another college or university seeking credits to be transferred to that institution. An official statement is required from the parent institution prior to admission to show that the student is in good standing. If a transient student is not in
continuous enrollment, another statement of good standing from the parent institution must be obtained. Transient students are limited to 24 hours of credit without formal admission to the University.

Unclassified Undergraduate Student

A student who has not attended another college or university and who does not want to be a candidate for a degree may be considered for enrollment as an unclassified undergraduate student. Such a student is not required to submit a high school transcript or American College Test results. Unclassified undergraduate students are limited to 24 hours of credit without formal admission to the University. An enrollment form may be obtained from and submitted to the Office of the Registrar, Firelands Campus.

Unclassified Degree-Holder

A student who has an earned degree in higher education and who wishes to enroll in undergraduate courses without pursuing another degree is classified as an unclassified degree-holder. There is no limitation on the number of courses in which students in this classification may enroll. The only admission requirements for this type of student is official confirmation from the appropriate institution of the highest degree received.

READMISSION OF FORMER STUDENTS

A student who has not been in continuous attendance during the regular academic year (excluding summer quarter) must complete the Application for Readmission form. A copy of this form may be obtained from the registrar of Firelands Campus. A former student who has transferred to another college or university since the last enrollment at Bowling Green State University may be considered for readmission and must submit the Application for Readmission form and a complete transcript of his/her scholastic record and evidence of good standing, both personal and academic, at the institution last attended. A 2.0 accumulative grade point average (on a 4.0 system) is required.

TRANSFER OF CREDIT

Credit earned at regionally accredited institutions or at publicly sponsored Ohio two-year institutions of higher education will be considered for transfer providing a grade equivalent to "C" or better was earned and a parallel course is offered by Bowling Green State University.

An associate degree holder is accorded junior standing but the applicability of the transferred credit is dependent upon its relevance to the baccalaureate program pursued.

A maximum of 96 quarter hours of credit may be transferred from a two-year institution.

Entering students should have an official transcript of all credits earned at each institution previously attended sent directly to the Office of Admission, Bowling Green Campus. Continuing students should have the same sent to the Office of the Registrar, Bowling Green Campus. A course-by-course evaluation is made by the Office of the Registrar, and copies are mailed to the student and college advising office.

CONCURRENT ENROLLMENT

Concurrent enrollment at Bowling Green State University and the University of Toledo allows a student to take courses at both universities and receive credit toward a degree.

Under this policy, the university that has most recently granted formal admission to the student is designated as the "home" university. The other university is the "host" institution.

A student registering for 12 hours or more of course work, at least eight of which are at the home university, shall pay all fees to the home university. If a student registers for less than 12 hours, instructional, general, and nonresident fees are to be paid at the separate universities. (Special course fees are payable to the "teaching" institution.)

All course work taken under concurrent registration will be registered at the home university and will be considered by that university as resident credit. It will be included in the calculation of a student's accumulative grade point average.
Firelands Campus is organized as a college of Bowling Green State University. The campus has three academic departments: Natural and Social Sciences, Humanities, and Applied Sciences. The departments are structured by academic discipline:

**Natural and Social Sciences**
- Biology
- Chemistry
- Geography
- History
- Mathematics
- Political Science
- Psychology
- Sociology

**Humanities**
- Art
- English
- Languages
- Library
- Music
- Philosophy

**Physical Education**
- Speech and Theatre

**Applied Sciences**
- Business Management
- Computer Science
- Electro-Mechanical Technology
- Electronics Engineering Technology
- Engineering Design Technology
- Environmental Health
- Industrial Education and Technology
- Information Systems
- Medical Record Technology

**BACCALAUREATE DEGREE PROGRAMS**

Firelands Campus offers a diversity of academic program options. The first two years of some 120 baccalaureate programs available at the Bowling Green Campus are also offered at Firelands Campus. Courses in many disciplines are available including: accounting, art, biology, broadcasting, business, chemistry, computer science, economics, education, English, finance and insurance, French, geography, geology, health and physical education, history, home economics, industrial education and technology, information systems, journalism, legal studies, management, mathematics, philosophy, physics, popular culture, political science, psychology, sociology, Spanish, speech, statistics, and theatre.

The Campus is strongly committed to career exploration and feels that through its program diversity it can provide students with the option of exploring various career areas along with the ability to shift career choices with minimal inconvenience or loss of credit.

The undergraduate schools and colleges on the Bowling Green Campus, together with the degrees they offer, are:

**College of Education**
- Bachelor of Science in Education
- Bachelor of Science in Technology

**College of Arts and Sciences**
- Bachelor of Science
- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Liberal Studies

**School of Art**
- Bachelor of Fine Arts
- School of Speech Communication
- Bachelor of Arts in Communication

**College of Business Administration**
- Bachelor of Science in Business Administration
- Bachelor of Science in Economics
- School of Journalism
- Bachelor of Science in Journalism

**College of Health and Community Services**
- Bachelor of Science

**College of Musical Arts**
- Bachelor of Music

**ASSOCIATE OF ARTS**

Firelands Campus also offers two years of general studies courses leading to the Associate of Arts degree. Conferring of the Associate of Arts degree signifies students have reached the half-way point in the progression toward a baccalaureate degree when prescribed courses, insuring a liberal and general education, have been completed.

The Associate of Arts degree program is designed to provide pre-baccalaureate students with sound academic backgrounds in a breadth of academic disciplines. Credits earned are transferrable to four-year programs. The program offers students flexibility sufficient to meet general studies requirements of college or university programs they may enter. The intent is to provide a liberal background within a two-year program. In addition, a concentration is available in one or two disciplines in the areas of the student's primary interests. Seven general
studies programs have been developed in the following areas:

**Arts and Sciences**
- Humanities-Presents the foundation of a Bachelor of Arts program with concentrations in approved humanities areas within the frame work of Firelands Campus course offerings.
- Liberal Studies-Offers undecided students an opportunity to sample a variety of disciplines while insuring a well-rounded background in preparation for continuing study.
- Science-Presents the foundation of a Bachelor of Science program with concentrations in mathematics and appropriate science courses of students' interests to provide a foundation for continuing study.
- Social Science-Offers the foundations of a Bachelor of Arts program with concentrations in approved social science areas within the frame work of Firelands Campus course offerings.

**Pre-Business Administration**
- Includes the general education requirements and business foundations in mathematics, accounting, economics, and statistics.

**Education**
- Elementary Education-Offers students seeking certification in elementary education courses prescribed by colleges of education during the first two years in a framework that insures a broad background of study.
- Secondary Education-Offers the general education requirements of colleges of education and sufficient opportunity for students to meet major and minor requirements in courses offered at Firelands Campus.

**ASSOCIATE OF APPLIED BUSINESS AND ASSOCIATE OF APPLIED SCIENCE**
- Also offered are two-year, career-oriented curricula leading to the Associate of Applied Science and Associate of Applied Business degrees. Such programs prepare students for immediate employment in area communities and elsewhere, and also may be transferred to similarly oriented baccalaureate degree programs with little or no loss of credit.
- Associate degree programs in applied areas are designed to prepare students to enter employment upon graduation. General studies or group requirements usually are not part of the curriculum. Courses are taken in some related general studies fields (e.g., English, speech, psychology), in appropriately related disciplines (e.g., applied mathematics and science, physical science), and in specific major areas (e.g., environmental health, industrial education, and technology).

**Associate of Applied Business**
- Business Management Technology
- Computer Science Technology
- Executive Secretarial Technology

**Associate of Applied Science**
- Electro-Mechanical Technology
- Electronics Engineering Technology
- Engineering Design Technology
- Environmental Health
- Medical Record Technology

**UPPER DIVISION COURSES**
- Firelands Campus is primarily intended to serve the higher educational needs of a student in the freshman and sophomore years of college. However, an important function of the campus, as part of Bowling Green State University, is to provide opportunities for some study at the junior, senior, and (occasionally) graduate levels. The administration of these courses is the responsibility of both the Office of the Assistant Dean and the Office of Extension Services in Bowling Green.
- Every reasonable consideration is given to requests for the addition of upper-level courses and for lower-level courses not scheduled to-be offered at Firelands during a given quarter.

**LIFELONG LEARNING (NON-CREDIT) COURSES**
- The Office for Community Services provides a wide variety of lifelong learning (non-credit) courses, workshops, and seminars at the Firelands Campus.
- The chief purpose of the continuing education offerings is to provide area residents with opportunities to develop new skills and/or to stimulate new interests.
- Special workshops and seminars are also offered in many topical areas including management, education, computers, industrial education and technology, and environmental quality control.
- Lifelong learning courses, workshops, seminars, and in-service training programs may be organized for a particular firm, school, organization, or interest group. Inquiries relative to the offering of such specific programs should be directed to Dr. James H. McBride, coordinator for community services.

**ACADEMIC STRUCTURE AND CALENDAR**
- Bowling Green State University, including Firelands Campus, is on the quarter system. Three 10-week terms and a four-day examination period following each term comprise the academic year. A full summer session schedule is also provided.
- The campus operates on a daytime/evening schedule: 8 a.m. until 10 p.m. Registration by an individual student is permitted in daytime
classes, evening classes, or a combination of both. Instruction is supervised by members of the regular academic staff of Firelands Campus and/or Bowling Green State University.

Upper division courses (junior, senior, and graduate level) are offered in addition to the courses listed in this Bulletin. Those courses are administered by the Office of Extension Services in the College of Education at Bowling Green and the Office of the Assistant Dean at Firelands Campus. A variety of non-credit continuing education courses are also offered.

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.

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 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 Dean of Firelands Campus. Material contained in supplemental publications supersedes all statements in this bulletin.

For additional information, write or call: Director of Admissions and Public Affairs, Firelands Campus, 901 Rye Beach Road, Huron, Ohio 44839, Phone: 419/433-5560 or Director of Admissions, Bowling Green State University, Bowling Green, Ohio 43403, Phone: 419/372-2086.
STUDENT LIFE AND ACTIVITIES

Firelands Campus provides cocurricular opportunities for students’ personal growth and development. Social, cultural, and athletic programs are sponsored by the Student Activities Office, various student organizations, and academic departments of the University. An opportunity for self-government is afforded each student through elected representatives or by his/her own election to office. Many academic departments and student groups provide additional opportunities for learning through lectures, seminars, and activity programs. A committee composed of students and faculty advisers to organizations develops a calendar of activities and events each year.

STUDENT ADVISORY BOARD (SAB)

The Student Advisory Board is the student government body on Campus. It encourages students to voice opinions and participate actively in the Firelands Campus community.

Included in the duties and powers of the SAB are the regulation and supervision of all student elections; membership in campus-wide academic, planning and budgeting committees; and recognition of student organizations as bona fide. SAB provides leadership for campus functions and is responsible for the legislation - with administrative approval - of student regulations not specifically covered by University regulations and policy. Officers for the following year are elected spring quarter.

BLACK STUDENT UNION

The Black Student Union of Firelands Campus was formed to reflect the culture and values of blacks in the Firelands area, and how Firelands Campus can become aware of, and meet their needs.

The Union is open to all students, faculty, and staff who are black-minded.

FIRELANDS ENVIRONMENTAL CLUB

The Firelands Environmental Club provides its members with a chance to become more aware of the environment around them. The club sponsors field trips, seminars, and social functions to increase environmental awareness.

Membership in the Firelands Environmental Club is open to any student, faculty member, or interested person from the community.

THE HAVEN

The Haven was established to provide auxiliary services of a personal nature for students. It provides a variety of services in conjunction with the Student Activities Office.

INTRAMURALS

Firelands Campus offers a variety of men’s, women’s, and coed intramural sports. In 1977-78, nearly 650 students participated in team sports including touch football, volleyball, basketball, softball, and bowling. Individual play is offered in badminton, table tennis, golf, tennis and other sports.

THE LAMP

The Firelands Campus Lamp, the student newspaper, provides the student body with news of campus events and activities and presents topical news and feature articles on a variety of subjects.

The staff of the newspaper is composed of student volunteers, including the editor, assistant editor, copy editor, layout editor, art editor, sports editor, business manager, staff reporters, and photographers.

Persons interested in joining the Lamp staff should contact the editor.

SOCIETY OF MANUFACTURING ENGINEERS

The Society of Manufacturing Engineers is an organization for students interested in technology and engineering.

The group sponsors speakers, tours, and various social activities and service projects which enable its members to add valuable experience to their academic studies as they prepare for careers in technology.

PHI BETA LAMBDA

Phi Beta Lambda is an organization for business and secretarial majors and is affiliated with Future Business Leaders of America.

The chief objective is to develop strong, assertive leadership among its members so that future businessmen and women may participate more effectively in business and community life of which they will be a part.

The group sponsors tours, seminars, and a secretarial enrichment seminar. Membership is open to all business and secretarial majors in good academic standing.
SKICLUB

The Ski Club is open to all student, faculty, and staff members of Firelands Campus who have an interest in skiing. Its purpose is to promote skiing as a lifetime avocation. Beginners are welcome.

The club goes skiing every Friday night during winter quarter, weather permitting, at Boston Mills Ski Area. Membership drives begin during the fall quarter. Officers for the following year are elected during the spring quarter.

SPEECH ACTIVITIES ORGANIZATION(SAO)

The Speech Activities Organization is a student speech and communication activities organization dedicated to increasing interest, fostering achievement, and recognizing the accomplishments in all of the allied cultural arts and crafts of the speech activities program with particular emphasis on theatre. This organization directly supports programs including Firelands Campus Theatre, SPCH 102, and the Firelands Showcase. These programs offer a wide variety of communication activities in which to participate including acting parts, extemporaneous speaking, speakers bureau, oral interpretation, original oratory, and two major theatrical offerings. Any student with a 2.0 ("C") average or a 2.5 for the preceding quarter is eligible to participate.

FIRELANDS CAMPUS THEATRE

The Firelands Campus Theatre program entered its tenth season this academic year. Firelands Campus Theatre presents two major productions a year: one in the winter quarter, and one in the spring. The most recent major productions have been The Miser; John Brown's Body; U.S.A; After the Rain; Sing Out, Sweet Land; Bus Stop; Down in the Valley; Story Theatre; and Spoon River Anthology.

In addition to the major productions, Firelands Showcase programs may be sponsored by the Speech Activities Organization. Such programs are student conceived, directed, designed, and acted. Most recent Showcase programs included student productions of Hello Out There; The Beer Can Tree; Santa Dean; The American Struggle; The World of Mine; and Visitor From Forest Hills.

Course credit may be obtained for participation either as a performer, technician, or theatre management crew worker. The Firelands Campus Theatre is a functioning part of the speech program at Firelands Campus. The speech program offers courses for speech and theatre majors or minors at the freshman and sophomore levels. Participation in all areas of theatre production is open to any interested student for course credit or as an activity.
FEES AND CHARGES

The student who attends Firelands Campus of Bowling Green State University pays lower fees than one who attends classes on the Bowling Green Campus.

An undergraduate student who is an Ohio resident enrolled for 11 or more credit hours pays an Instructional Fee of $273 per quarter and a General Fee of $29 per quarter for a total of $302. A student registering or 10 hours or less pays $30.50 per credit hour.

A student classified as a non-resident who is enrolled for 10 or more credit hours pays a Non-resident Fee of $429 per quarter in addition to the Instructional and General Fees for a total of $731.

A non-resident pays a fee of $43 per credit hour in addition to the $30.50 mentioned previously if the student is enrolled for 9 hours or less.

Graduate students pay both an Instructional Fee and a General Fee. Instructional Fee for Ohio residents registering for 11 or more quarter hours is $373 per quarter with a General Fee of $29 per quarter for a total of $402. Ohio residents registering for less than 11 quarter hours pay an Instructional Fee of $34 per credit hour and a General Fee of $3.50 per credit hour for a total of $37.50 per credit hour.

Non-resident graduate students are assessed a Non-resident Fee of $43 per credit hour up to a maximum of $429 in addition to the Instructional and General Fees.

Both undergraduate and graduate students registering for more than 18 credit hours pay an Excess Credit Fee of $15 per credit hour. Fees are subject to change with approval by the Board of Trustees.

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 fees after the first day of classes in a given quarter is assessed a Late Payment Fee of $5 a day, including Saturdays and Sundays.

Fee payments must be in the form of a check, money order, or Master Charge.

REFUND OF FEES

In case of a student's formal withdrawal from the University in any quarter, fees, except for the Application Fees, are refunded on the following basis: during the calendar week (Sunday through Saturday) in which classes begin, 90 percent; during the second calendar week, 80 percent; during the third calendar week, 60 percent; during the fourth calendar week, 40 percent; after the fourth week, no refund. A student withdrawing under discipline forfeits all rights to the return of any portion of the fees. A student who stops attending classes and does not complete a formal withdrawal notice is not entitled to any refund. Refunds normally require approximately four weeks to be processed.
Each student should have a sound plan for financing his/her college education, taking into account contributions from work, family, and other sources. When a financial problem can be identified early, appropriate arrangements often can be made to help solve the problem.

Students are encouraged to contact the Financial Aid Office if they need assistance with financial planning. The Business Office coordinates all Basic Educational Opportunity Grants (BEOG), Ohio Instructional Grants (OIG), National Direct Student Loans, and Emergency Loans. The Office for Community Services coordinates all scholarship programs. Students should direct questions to the appropriate office.

SCHOLARSHIPS

Numerous annual scholarships are administered by Firelands Campus. Applications for these scholarships are available from the Financial Aid, Admissions, or Community Service's Offices and must be filed by May 1st be considered for the next academic year. Special need analysis forms are NOT required for scholarships administered directly by the Firelands Campus. Students applying for scholarships are also required to apply for federal (BEOG) and state (OIG) grants prior to being eligible for Firelands Campus scholarship funds.

BGSU Alumni Association Scholarships

The Alumni Association of Bowling Green State University annually funds six $100 scholarships to Firelands Campus students each year. Special consideration is given to sons and daughters of Bowling Green State University alumni.

Central Soya Scholarships

The Central Soya Company of Bellevue, Ohio, sponsors two $240 scholarships. Applicants must reside in the Bellevue School District including Lyme, York, and Thompson. Special consideration is given to sons or daughters of employees of Central Soya.

Erie County Bank

Any Erie County resident formally admitted to Firelands Campus is eligible to apply for this $250 scholarship. The 1978-79 school year marks the first time this scholarship is available.

Erie County Board of Realtors Scholarship

A $200 scholarship is awarded by the Erie County Realtors. Preference is given to an applicant planning to major in an area of study associated with business, industry, or real estate-oriented fields.

Firelands Community Bank Scholarship

Firelands Community Bank of Huron, Berlin Heights, and Vermilion annually sponsors a $250 scholarship to a Firelands Campus student who resides in Erie County.

Huron Junior Women's League Scholarship

The Huron Junior Women's League awards a $250 scholarship. Applicants must be graduates of Huron High School and in their sophomore year at Firelands Campus.

Huron Police Association

One $250 scholarship will be awarded at the awards banquet to a June graduate of Huron High School. Financial need is a primary criterion, but academic achievement and participation in school activities will be given consideration.

Huron Rotary Club—Owen Felton Memorial

In recognition of the late Mr. Felton's profession, a $200 award will be made to a student in the field of art. The scholarship is available for the 1978-79 school year.

Huron Welcome Wagon Club

One $200 scholarship is funded by the Huron Welcome Wagon Club. Applicants must be graduates or candidates for graduation from Huron High School.

Knights of Columbus, Sandusky Firelands Shrine Club, and Singara Grotto Scholarships

The Knights of Columbus-Third and Fourth Degrees, the Sandusky Firelands Shrine Club, and the Singara Grotto provide funds for 12 annual scholarships of $200 each. Applicants must be graduates or candidates for graduation from Sandusky, St. Mary's Central Catholic, Perkins, Huron, Margaretta, Norwalk, or Norwalk St. Paul High Schools. These organizations also provide funds for campus emergency loans and term loan programs described later in this bulletin.

Milan Chamber of Commerce Scholarship

The Milan Chamber of Commerce annually awards a $350 scholarship. This award is presented to a student who is a graduate or candidate for graduation from Edison High School.
Milan Mothers Club Scholarship
A current or incoming freshman Firelands Campus student, who is a resident of the former Milan local school district and has at least a "C" grade average overall is eligible for this $250 award.

Plastics Engineers Scholarship
The Ohio Firelands Section of the Society of Plastics Engineers awards two $300 scholarships annually. Preference is given to students interested in science or technology fields related to chemistry or chemical engineering. (Subject to confirmation by Society’s Directors)

William Parker Scholarship
The William Parker Family awards a $906 scholarship to a Firelands Campus student for 1978-79. Basis for award is financial need.

Sandusky Exchange Club Scholarship
Open to entering or continuing Firelands Campus students. Application may be made directly to the Exchange Club on forms available at the Office for Community Services at Firelands. Initial scholarship for the 1977-78 academic year is to approximate $375.

Sandusky Register Scholarships
The Sandusky Register Scholarship Program for the Firelands Campus offers six $450 scholarships each year to Firelands Campus students. Three freshmen and three continuing students receive the awards. Applicants must reside in Erie or Huron Counties, the City of Port Clinton, or Danbury Township of Ottawa County.

The Savings Building and Loan Company Scholarship
The Savings Building and Loan Company of Sandusky funds a $200 scholarship annually to a Firelands Campus Student. Preference is given to students within the Savings Building and Loan Company’s service area.

Lyle L. Speer Memorial Scholarship
A $125 scholarship is awarded to a student from Erie, Huron, or Ottawa counties who is enrolled in the engineering design, electromechanical engineering, or electronics engineering technology programs. It is funded by Judge Richard L. Speer in memory of his father.

Robert W. Traver Memorial Scholarship
Established in the memory of Robert W. Traver, former chief of police for the City of Sandusky, the Scholarship is awarded annually, and approximates the cost of fees for one quarter. It is awarded to a student who is a resident of the City of Sandusky. Children of police officers are given preference.

Women’s Civic Club of Sandusky
Offered initially for the 1978-79 school year, two $250 scholarships may be applied for by students majoring in the creative arts. Applicants may be freshmen or sophomores and must be residents of the Sandusky/Perkins area.

Bowling Green State University Scholarships
The Financial Aid Office in Bowling Green awards scholarships based on a student’s high scholastic achievement and his/her financial needs. The deadline for a new student to file an application is February 1; for a continuing student the deadline is April 1.

Further information concerning these scholarships, including application information, is available from the Firelands Campus Financial Aid Office.

Zonta Club Award
The Zonta Club of Sandusky presents its Annual Recognition Award of $100 to a Firelands student near the close of the school year. Basis for the award is service to the community and/or Firelands Campus.

Awards are applied to accounts of recipients at the rate of one-third the value of the scholarship at the beginning of each academic quarter during which the students are registered for full-time attendance. Exceptions are noted by limiting statements in descriptions.

OTHER SCHOLARSHIP PROGRAMS
This list of organizations has been reported by students as directly providing scholarships. Interested persons should contact the organization directly:
BGSU Freshman Art Talent Award
BGSU Book Scholarship
Bellevue High School Alumni Scholarship
Lois Zimmer Craig Art Scholarship
Huron Lions Club Scholarship
Kiwanis Club of Sandusky Bay Scholarship
Alfred Losher Memorial Scholarship (Lorain)
Milan Rotary Club Scholarship
National Secretaries Association (Lake Erie Firelands Chapter)
Norwalk Junior Achievement Scholarship
Ohio Bureau of Vocational Rehabilitation
Ohio Federation of Women’s Club Scholarships
Ohio National Guard Scholarship
Perkins Booster Club Scholarship
Progressive Gents of Sandusky
Sandusky Bay Chapter of the American Business Women’s Association Scholarship
Sandusky Business and Professional Women’s Club Scholarship
Sandusky High School Scholarship
Sandusky Police Department Scholarship
Sandusky Rotary Club Scholarship
XI  Eta Mu Chapter of Beta Sigma Phi Scholarship (Milan)
XI  Theta Theta Chapter of Beta Sigma Phi Scholarship (Huron)

GRANTS
Ohio Instructional Grant (OIG)

The Ohio Instructional Grant Program has been established to provide funds to enable students with financial need to attend two-year or four-year public or private schools. The grants are not awarded upon the basis of scholarship, as such, but on the basis of relative financial need.

Eligibility requirements include: Ohio residency, admission or enrollment as a full-time undergraduate student at an eligible Ohio institution of higher education, and standards of achievement considered by the University to indicate satisfactory progress toward an associate’s or bachelor’s degree.

Ohio Instructional Grants are administered by the Ohio Board of Regents, Student Assistance Office, 30 East Broad Street, 36th floor, Columbus, Ohio 43215.

High school seniors may obtain an application for this grant from their high school guidance counselors. Continuing students may obtain an application from the Firelands Campus Financial Aid Office.

Basic Education Opportunity Grant Program (BEOG)

The Basic Educational Opportunity Grant Program makes funds available to eligible students attending approved post-high school institutions. Any student may apply if he/she is enrolled as at least a half-time student (6 hours).

To apply for a Basic Grant students may obtain an Application for Determination of Basic Grant Eligibility from their high school guidance office or Financial Aid Office at Firelands Campus.

Supplemental Educational Opportunity Grant Program (SEOG)

The Supplemental Educational Opportunity Grant Program is for students of exceptional financial need who without the grant would be unable to continue their education. Eligibility requires that the student be enrolled at least half-time (6 hours) as an undergraduate student in an educational institution participating in the program.

If selected for a SEOG, the educational institution must provide the student with additional financial assistance at least equal to the amount of the grant. An application and procedural information are available from the Financial Aid Office, Firelands Campus.

LOANS
National Direct Student Loan (NDSL)

The National Direct Student Loan Program is for students who are enrolled at least half-time (6 hours) in a participating post-secondary institution and who need a loan to meet their educational expenses.

Repayment of the loan begins 9 months after the student graduates or leaves school for other reasons. During the repayment period (up to 10 years) the student will be charged 3 percent interest on the unpaid balance of the loan principal.

Further information and applications may be obtained from the Firelands Campus Financial Aid Office.

Ohio Guaranty Loan Program

The Ohio Student Loan Commission, established by the Ohio Legislature, guarantees loans granted by approved commercial banks, savings and loan associations, state chartered credit unions, and some national organizations such as the Knights of Columbus. Any Ohio resident enrolled at or admitted to an approved college or university who is in good academic standing is eligible for this program. An application must be obtained directly from the lending institution, preferably in the student’s hometown. Many banks in the Firelands Campus area participate in the program, but they deal primarily with established bank customers. A listing of these banks is available from the Firelands Campus Financial Aid Office.

Harry G. Beare Memorial Loan Fund

This loan is available to Firelands Campus students who are graduates, or candidates for graduation, from Edison High School in Milan. The loan is based on proven financial need and is interest free. However, it is suggested that upon repayment of the loan that the student make a gift to the loan fund so that it may gradually increase in size and usefulness.

Kiwanis Club of Sandusky Loan Program

The Kiwanis Club of Sandusky has a loan program available to any student in the Firelands Campus area. The student may negotiate a maximum loan of $250 per year which is non-interest bearing while he/she is in school. An interest rate of six percent per annum is charged once the student is no longer enrolled at the University. Early repayment of the loan is encouraged after the student’s graduation or termination of enrollment in order to allow financial assistance to other students.

V.F.W. Post No. 2743 Loan Fund

The Norwalk Post No. 2743 of the Veterans of Foreign Wars has established a loan fund for Firelands Campus students. Loans are individually negotiated and no interest is charged when terms of the loan are met. The loan is
administered by an agent of the veteran's organization, however, information is available at the Firelands Campus Financial Aid Office.

**EMERGENCY LOAN FUNDS**

**Objective**

The objective of the Firelands Campus Emergency Loan Program is to assist students, who for one reason or another, find it extremely difficult or impossible to make payment for University Instructional and General Fees by the payment date.

**Amount of Loan**

The maximum loan that may be granted is $250. The amount of the loan is contingent upon the time of application and is determined by the person administering the loan fund. All loans of $250 need the approval of the loan committee, and require a co-signature.

**Student Qualifications**

The emergency loan program is available to continuing Firelands Campus students who have 2.0 ("C") accumulative grade point averages. Students in their first quarter on campus or those below a 2.0 average will be considered on an individual basis as funds are available. Transient students are not eligible for a loan under any circumstances.

**Repayment Deadline**

All loans during any quarter become due as specified in the loan agreement. Students may request an extension from the loan committee.

**Finance Charge**

A finance charge will be assessed for all loans as follows:

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>Finance Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1-$50</td>
<td>$1</td>
</tr>
<tr>
<td>$51-$99</td>
<td>$5</td>
</tr>
<tr>
<td>$100-$250</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

**Late Payment**

Students are charged a $.25 per day late payment fee, including Saturday and Sunday, not to exceed $15. A 3-day grace period is extended; however, on the fourth day after the due date, the late fee will be $1.

**Non-payment**

Students not repaying loans by the end of the grace period (3 days after the due date) will have their class registration for that quarter cancelled and all records in the Office of the Registrar frozen. Also, they will be denied registration for any future quarters until the loan and penalty are repaid.

**VETERANS BENEFITS**

Bowling Green State University is approved by the U.S. Veterans Administration for the education and training of veterans and war orphans under Public Laws 634 and 89-358.

The programs of study in the University are open to men and women eligible for benefits under these laws. Further information may be obtained from a local office of the U.S. Veterans Administration or from the Firelands Campus Veterans Office.

**APPLICATION PROCEDURE**

Assistance will be provided by the Financial Aid Office to direct students toward their most likely sources of financial assistance based upon their indicated need. Some financial aid programs will require special applications to be completed. Only students who apply for University Scholarships, National Direct Student Loans, or Supplemental Educational Opportunity Grants, must file an American College Testing Family Financial Statement or College Board Financial Aid form. These forms are available from high school guidance counselors or the Firelands Campus Financial Aid Office. For further information contact: Financial Aid Office, Firelands Campus, BGSU, 901 Rye Beach Road, Huron, Ohio 44839. 419/433-5560.
REGISTRATION AND RECORDS

The Office of the Registrar is responsible for each student's registration for classes and for the academic records of each student. Services provided include issuing transcripts of credit upon request of the student and processing applications for obtaining benefits under the Social Security Act.

This office also processes an Application for Readmission from a former student, evaluates credentials from other colleges and universities, and determines the eligibility of a student for participation in athletics and membership in honor societies.

A student's identification card also is obtained through the Office of the Registrar, Firelands Campus.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 became effective November 19, 1974. This act provides access for students to information about themselves, permits students to challenge such information about themselves, and limits the release of such information about students without the student's explicit consent.

Bowling Green State University has developed a policy governing the inspection, review, and release of information contained in a student's educational record. This policy is based upon guidelines issued by the Department of Health, Education, and Welfare.

Students may inspect this policy upon request at the Registration Office at Firelands Campus. Students have the right to file a complaint with the Department of Health, Education, and Welfare regarding possible violations of the statute.

USE OF SOCIAL SECURITY NUMBER

The social security account number (SSAN) verifies the identity of the student and is used as an identifying account number throughout his/her attendance at the University in order to record necessary data accurately. As an identifier, the SSAN is used to facilitate record keeping of the student's academic standing, housing contracts, payment of fees, and financial aid.

The student is required to disclose his/her social security account number as a condition for enrollment in the University. Practical administrative difficulties in maintaining adequate records without the continued use of the student's social security number would be encountered by the University.

STUDENT IDENTIFICATION CARD

Identification cards are provided to all fully admitted undergraduate students. Unclassified and transient students are not issued student I.D.'s except on request. Lost I.D.'s may be replaced when a $2 service charge is paid. Spouse I.D.'s for husbands and wives of students are available for a $10 service charge.

If the information on the I.D. is not correct, the student should contact the Office of the Registrar, since the card is used for various identification purposes.

(The I.D. card is bona fide only when accompanied by a validation card provided by the University bursar—see payment of fees.)

CLASSIFICATION OF STUDENTS

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.

Regular students admitted as new freshmen or transfers are classified on the basis of degree program and credit hours completed. Transient, unclassified, and degree-holding students do not receive classification (i.e. freshman, sophomore, etc.) since they are not following regular degree programs.

TIME OF REGISTRATION

Since late entrance is a handicap to academic achievement, every student is expected to register for classes during the time announced for registration.

No student entering after the close of the first week of a quarter is permitted to carry a full program of courses without the permission of the dean of the college in which he/she is enrolled.

Registration for Firelands Campus courses will be accepted only at Firelands Campus at the times specified and will not be accepted at the Bowling Green Campus.

CHANGE OF REGISTRATION

After the registration period has been completed, 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. Schedule changes must be approved by a student's academic adviser. No undergraduate may enroll in a course after seven calendar days from the beginning of classes in any quarter without the consent of the academic dean.

WITHDRAWAL FROM A COURSE

An undergraduate may drop a course during the first 14 calendar days in a quarter with a grade of "W". A student who drops a course during the third through the sixth week of a quarter receives a grade of "WF" or "WF" according to his/her standing in the course. A grade of "WF" is assigned to courses dropped after the sixth week of a quarter. The "WF" grade is interpreted as an "F" grade when calculating the accumulative grade point average. A student should not terminate class attendance without completing the official withdrawal notice or change of schedule form. Students who register and later decide not to attend, prior to the beginning of classes, should notify the Registrar's Office at Firelands Campus.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University in good standing must obtain the permission of the dean of the Firelands Campus and must complete the official withdrawal notice available for that purpose.

If a student withdraws from the University with permission, he/she has a mark of "W" recorded in all courses unless he/she has previously withdrawn from a course with a "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 the academic dean.

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

TRANSCRIPTS OF CREDIT

An official transcript of a student's record is issued only for transferring credits to other colleges and universities and for the information of certifying agencies and employers. An official transcript is issued only at the written request of the student at a charge of $1 for each transcript. A transcript is not released for a student who is delinquent on any financial obligation to the University.

GRADUATION

To become a candidate for an associate or baccalaureate degree, the student must file an Application for Graduation according to the following schedule:

A. For graduation in December, an application must be filed by the preceding October 10;
B. For graduation in March or June, the deadline for filing an application is the preceding January 15;
C. For graduation in August, the filing deadline is the preceding June 25.

An application form and information may be obtained at the Office of the Registrar, Firelands Campus. A student not accepted as a candidate under the above procedure but who qualifies for a degree at the end of a quarter is graduated at the next commencement.

GRADING SYSTEM

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

In the honors seminars, internship courses, developmental courses, and the required course in health and physical education, HPE 100, the marks used are "S"-satisfactory and "U"-unsatisfactory.

A student may request the "S/U" grading option in as many as 12 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 Registrar's Office no later than 21 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 or her 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 the college, the course is marked "W"-withdrawn; "WP"-withdrawn passing; or "WF"-withdrawn failing.

REPEATING A COURSE

If a student has received an "F" (failing grade) or a low grade, he/she may repeat a course with the approval of the dean of the college in which he/she is enrolled. When a student repeats a course in which he/she has received a failing
grade, or has received a "D" grade in a course in which a grade of at least a "C" is prerequisite for another course, the credit hours and quality points for the repeat registration only are used in computing the accumulative grade point average. If the student repeats a course in which he/she previously earned a passing grade, only the credit hours earned in the latest registration are applicable toward a degree.

If a course was originally taken for a letter grade ("A", "B", "C", "D", "F") it must be repeated for a letter grade if the student desires to eliminate the first grade from the accumulative grade point average computation.

Students must report the repetition of any courses which they are taking to improve their average.

If a student fails to take the final examination or to meet some other requirement for a course in which the marks ("S", "U", "W", or "WP") are recorded. The hours for which a mark of "I" is recorded are excluded from grade point average computation until the deadline for removal.

Students must report the repetition of any courses which they are taking to improve their accumulative grade point average to the Office of the Registrar, Firelands Campus.

INCOMPLETE MARKS

The mark of "I"—incomplete—is given when, for some acceptable reason, a student fails to take the final examination or to meet some other definite requirement in a course.

The mark of "I" may be removed and a grade may be substituted for it if a student makes up the deficiencies to the satisfaction of the instructor and may be substituted for it if a student makes up the deficiencies to the satisfaction of the instructor.

Unless an extension of time is granted by the dean of the college, a mark of "I" must be removed by February 15, May 15, August 15, and November 15 of the same year for the fall, winter, spring, and summer quarters respectively.

POINTS AND POINT AVERAGES

To facilitate the averaging of grades, the following quality points are assigned to each mark:

- For each hour of "A"—4 points;
- For each hour of "B"—3 points;
- For each hour of "C"—2 points;
- For each hour of "D"—1 point;
- For each hour of "F" or "WF"—0 points;
- For each hour of "I"—0 points after the deadline for removal.

A student's grade point average is obtained by dividing the total number of points earned by the total number of hours undertaken excluding courses in which the marks "S", "U", "W", or "WP" are recorded. The hours for which a mark of "I" is recorded are excluded from grade point average computation until the deadline for removal.

UNIVERSITY HONORS

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

ACADEMIC WARNING

A freshman or sophomore is warned of unsatisfactory progress when the accumulative grade point hours and quality points indicate that he/she is deficient from a "C" (2.0) average by more than five quality points. (Quality points are determined by multiplying the credit offered by a course times the value assigned the grade received in that course.)

ACADEMIC PROBATION

The academic standing of a freshman or sophomore is considered unsatisfactory and he/she is placed on academic probation when the accumulative grade point hours and quality points indicate that he/she 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 the student is placed on academic probation when his/her accumulative point hours and quality points indicate he/she is deficient from a 2.0 average by more than five quality points.

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

A. The course load must not exceed 16 hours and may be less if so determined by the academic review board and college dean;
B. The student 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

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

A junior or senior is academically dismissed when he/she is deficient from a 2.0 accumulative grade point 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 the 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 quarter of the same year without regard to academic standing at the close of the preceding quarter. Students in associate degree programs at Firelands Campus may petition the Firelands Academic Affairs Committee for reinstatement. Any courses for which a student has pre-registered are deleted upon academic dismissal.

REINSTATEMENT

A student who is dismissed because of unsatisfactory academic standing may
automatically re-enroll at this University in the third quarter following dismissal or for any summer quarter, unless otherwise restricted. The student needs to have a total quality point deficiency of not more than 15 points as a freshman or sophomore or not more than 10 points as a junior or senior at the end of the quarter of re-enrollment to qualify for continued enrollment (reinstatement).

If the enrollment capacity of the University for the next quarter, as determined by University officials, has already been reached when the student becomes eligible for reinstatement, he/she may apply for readmission for a later quarter.

A student who does not qualify for reinstatement at the end of the quarter but who has reduced the quality point deficiency by as many as four points may enroll for the next quarter providing appropriate space is available.

The student who is academically dismissed may not qualify for reinstatement through attendance at another college or university. Advanced Standing credit is granted for courses completed at another institution during a student's period of suspension from Bowling Green, only upon acquisition of a 2.0 accumulative grade point average at Bowling Green.

Students not qualifying for reinstatement or desiring to re-enter before the third quarter following dismissal, may apply to do so through the assistant dean's office. The appeal will be heard by the Academic Review Board which makes a recommendation to the dean.

CLASS ATTENDANCE
A student is expected to attend regularly all classes for which he/she is enrolled. Instructors announce individual attendance policies during the first week of classes.

ACADEMIC HONESTY/GRADE APPEALS
Students should consult the Firelands Student Survival Handbook for information regarding the definition of and penalties for academic dishonesty and grade/absence appeals.

TRANSFER OF CREDIT
Transfer of credit tends to be a somewhat confusing process. Credits are usually more readily transferred if they are granted by a university and/or are part of a degree program.

Firelands Campus offers these options by providing university credits from Bowling Green State University as a part of its Associate of Arts program.

Students planning to transfer to an institution other than the Bowling Green Campus should make contact with that institution as soon as they have made their decision. The new institution can provide the student with information concerning transfer of credits and approve course work taken at Firelands Campus in advance, so that students need not arrive at the point of transfer and find that course credits will not be acceptable for their particular major at that specific institution.

Since program, course, and degree requirements vary significantly between institutions, this advance checkout process is vital to insure credit transferability.

UNIVERSITY REGULATIONS
All regulations published in the University General Bulletin apply to 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 General Bulletin, Student Code, and Firelands Student Handbook 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/she may be dismissed.

The student is held responsible for apparatus he/she loses or damages and for materials wasted in class and/or laboratories. This does not apply to wear resulting from normal usage.
BACCALAUREATE DEGREE PROGRAMS

Bowling Green State University offers a wide variety of courses and first two years of some 120 baccalaureate majors (in five colleges) available at the University. Firelands Campus does not offer the baccalaureate degree, a student who plans to obtain the degree from Bowling Green State University must complete a minimum of 30 hours of credit in courses taught on the Bowling Green campus. Work is available from the Colleges of Business Administration, Arts and Sciences, Health and Community Services, and School of Speech Communication on the Firelands Campus. Courses are offered in fields including accounting, art, biology, business, chemistry, computer science, economics, education, English, foreign languages, French, geography, history, physics, popular culture, speech, and theatre.

Firelands Campus is a college of Bowling Green State University, course work can generally be transferred to other colleges and universities without difficulty, not only in Ohio, nationally as well.

AREAS OF STUDY

Following major fields of study are offered at Bowling Green State University. In most cases, the first two years of preparation for majors are available at the Firelands Campus. Within each grouping is the address of the Advisement Office for the college.

Art History
Asian Studies
Biological Sciences
Microbiology
Business Administration
Chemistry
Classical Studies
Computer Science
Creative Writing
Economics
English
Environmental Studies
Film Studies
French
Geography
Geology
Geochemistry
Geophysics
Paleobiology
German
History
Home Economics
Fashion Merchandising
Food Science and Nutrition
Interior Design
Textiles and Clothing
International Studies
Latin
Latin American Studies
Mathematics
Music
Philosophy
Physics
Political Science
Popular Culture
Pre-Professional Programs
- Pre-Dental
- Pre-Engineering
- Pre-Law
- Pre-Medical
- Pre-Mortuary Science
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary Medicine
Psychology
Russian
Russian Studies
Sociology
Spanish

Advisement Office
Administration Building

American Studies
English Studies

32
Speech Communication
Communication Disorders
Radio-TV-Film
Theatre
Interpersonal and Public Communication
Women’s Studies

COLLEGE OF BUSINESS ADMINISTRATION
Program Advisement Office
371B Business Administration Building
372-2747

Accounting
Administrative Management
Advertising
Business Pre-Law
Economics
Environmental Administration
Executive Secretarial
Finance
General Business
Health Care Administration
Human Resource Management
Industrial Labor Relations
Information Systems
Insurance
International Business
Journalism
Broadcast Journalism
Magazine Journalism
News Editorial
Photojournalism
Public Relations
Marketing Research
Operations Research

Organization Development
Procurement and Materials Management
Production and Operations Management
Public and Institutional Administration
Retailing
Secretarial Administration
Selling and Sales Management
Statistics

COLLEGE OF EDUCATION
Program Advisement Office
365 Education Building
372-0151

Teaching Majors
American Studies
Art
Asian Studies
Biological Sciences
Business Education
Plan I, with Shorthand
Plan II, without Shorthand
Chemistry
Communications
Computer Sciences
Distributive Education
Early Childhood Education
Earth Science
Economics
Elementary Education

English
Environmental Science
French
Geography
German
Health
History
Home Economics
Foods and Nutrition
Vocational Homemaking and Consumer Education
Vocational Job Training
Industrial Education and Technology
Industrial Arts Education
Vocational-Industrial Education
Industrial Arts-Special Education
International Studies
Journalism
Latin
Latin American Studies
Library and Educational Media
Mathematics
Physical Education
Physics
Political Science
Psychology
Russian
Science Comprehensive
Social Studies
Spanish
Speech
Speech and Hearing Therapy
Teachers of Deaf and Hard of Hearing
Children
Teachers of Educable/Trainable Mentally Retarded Children
Teachers of Children with Learning Disability and/or Behavioral Disorders

Non-Teaching Majors
Child and Family Development
Dietetics
Restaurant Management-Institutional Food Service
Industrial Technology Programs
Construction Technology
Design Technology
Environmental Technology
Electronic Technology
Manufacturing Technology
Visual Communications Technology
Recreation
Recreation Administration
Recreation Leadership
Outdoor Recreation
Recreation-Theatre
GROUP REQUIREMENTS

A university education implies more than the learning of specific skills that can be applied in a career or job. Rapid societal changes and new technological advances create a potential for careers that have yet to be defined. The acquisition of knowledge from broad areas of human learning contribute to the foundation of the well educated person. Through the task of internalizing this knowledge, a process for learning can be developed. This process will contribute significantly to the continuing growth and development of the individual, and, in turn, society in general.

The academic resources of Bowling Green State University and the Firelands Campus are designed to help students discover themselves, their values, their needs, and, through the courses of the group requirements, to gain insight into the challenges of becoming aware human beings.

Designed to contribute to the foundation of the baccalaureate degree programs, the group requirements add breadth to the specialization, or major field, selected by the student. These group requirements are distributed broadly in the areas of language, humanities, social science, and mathematics-physical sciences. Each student must complete a certain number of courses in the various group requirement areas. It is recommended that students endeavor to complete baccalaureate group requirements as nearly as possible during the freshman and sophomore years.

A. GROUP REQUIREMENTS: BACHELOR OF ARTS DEGREE

The following Bachelor of Arts degree Group Requirements are offered at Firelands Campus:

Group I. English Composition
ENG 112 Varieties of Writing (4)
SPCH 102 Principles of Speech (4) recommended

Group II. Foreign Languages
Twenty credit hours are required from Group II. (See the Bowling Green State University General Bulletin for options of proficiency examinations and alternatives for students with four years of a foreign language high school program.)

FREN 101 Elementary French (4)
FREN 102 Elementary French (4)
FREN 103 Elementary French (4)
FREN 201 Intermediate French (4)
FREN 202 Intermediate French (4)
SPAN 101 Elementary Spanish (4)
SPAN 102 Elementary Spanish (4)
SPAN 103 Elementary Spanish (4)
SPAN 201 Intermediate Spanish (4)
SPAN 202 Intermediate Spanish (4)

Group III. Mathematics and Science
Twelve credit hours are the minimum requirements from Group III, including at least two laboratory courses.

BIOL 101 Man and His Environment (5) (lab)
BIOL 104 Basic Biological Principles (5) (lab)
BIOL 201 Concepts in Biology (5) (lab)
BIOL 202 Concepts in Biology (5) (lab)
BIOL 203 Concepts in Biology (5) (lab)
CHEM 100** Introduction to Chemistry (4)
CHEM 111 Elementary Chemistry (4) (lab)
CHEM 112 Elementary Chemistry (4) (lab)
CHEM 121 General Chemistry (5) (lab)
CHEM 122  
General Chemistry (5) (lab)
CHEM 123  
General Chemistry (5) (lab)
CHEM 213  
Bio-Organic Chemistry for Non-Science Majors (4) (lab)
 GEOG 125#  
Weather and Climate (4) (lab)
 GEOG 126#  
Vegetation and Soils (4) (lab)
 GEOG 127#  
Landform Development Distribution (4) (lab)
 GEOL 100**  
Introduction to Geology (4)
 GEOG 103  
Earth Materials (4) (lab)
 GEOG 104  
Our Changing Landscape (4) (lab)
 GEOL 105  
Our Prehistoric Earth (4) (lab)
 GEOL 210  
Introduction to Astronomy (4)

One of the following:
1. Three-and-one half years of high school mathematics or equivalent.
2. Three years of high school mathematics and either CS 100 or CS 101.
3. MATH 115  
   Introduction to Statistics (5) or
   MATH 122  
   Finite Mathematics (5) or
   MATH 124  
   Basic Calculus (5) or
   MATH 130  
   Precalculus Mathematics (5)
4. MATH 121  
   Topics in Modern Mathematics (5) or
   MATH 110  
   College Algebra (5) and
   PHIL 205  
   Logic (4) or
   CS 100  
   Computer Basics (4) or
   CS 101  
   Introduction to Computing (5)

NOTE: High school mathematics means college-preparatory mathematics.

#GEOG 125, 126, and 127 will meet a science requirement, but can not be used to meet the laboratory science requirement.

**Science courses numbered "100" do not apply to a student's total hours for graduation if credit for the introductory lab course in the same science has been granted.

Group IV. Social Sciences
Each student is required to complete six courses selected from at least three of these areas, with at least three courses in one area. Course requirements applying to the major field can not be used.

ECON 200  
Introduction to Economics (4)
ECON 201  
Principles of Economics (4)
ECON 202  
Principles of Economics (4)
GEOG 121  
World Geography I (3)
GEOG 122  
World Geography II (3)
GEOG 225  
Economic Geography (4)
GEOG 230  
Cultural Geography (5)
HIST 151  
Emergence of Human Society (4)
HIST 152  
The Rise of the West (4)
HIST 153  
Europe in the Modern World (4)
HIST 205  
The United States to 1877 (4)
HIST 206  
The United States since 1877 (4)
HIST 280  
Asian Civilization (4)
POLS 101  
Introduction to Political Science (4)
POLS 201  
American Government: Processes (4)
POLS 202  
American Government: Functions (4)
PSYC 201  
General Psychology (5)
SOC 101  
Principles of Sociology (4)
SOC 202  
Social Problems (4)
SOC 231  
Cultural Anthropology (4)

Group V. Art, Literature, Music, Popular Culture, Philosophy, Speech
Each student in the Bachelor of Arts degree program is required to complete one course in literature and four additional courses from at least two of the following areas. Course requirements applying to the major field can not be used.*

ART 101  
Introduction to Art (3)
Art 102  
Art Fundamentals (5)

* Requirements in the Group V area are subject to change for 1978-79 academic year.
ART 145
  History of Western Art I (3)
ART 146
  History of Western Art II (3)
ART 147
  History of Western Art III (3)
ENG 150
  Response to Literature (4)
ENG 151-162-163
  World Literature (4 each)
ENG 200
  Literature (sub-title) (4)
ENG 202
  Introduction to Poetry (4)
ENG 203
  Introduction to Drama (4)
ENG 204
  Introduction to Fiction (4)
MUCH 105
  Preview to Music I (3)
MUCH 106
  Preview to Music II (3)
PHIL 100
  Experiments in Philosophy (4)
PHIL 101
  Introduction to Philosophy (4)
PHIL 202
  Ethics (4)
PHIL 204
  Aesthetics (4)
PHIL 205
  Introduction to Logic (4)
PHIL 207
  Man and Society (4)
PHIL 230
  The Logic of Science (4)
POPC 160
  Introduction to Popular Culture (4)
THEA 141
  The Theatre Experience (4)
THEA 202
  Oral Interpretation (4)

**B. GROUP REQUIREMENTS: BACHELOR OF ARTS IN COMMUNICATION**

**Group I. Communication**

ENG 112
  Varieties of Writing (4)
SPCH 102
  Principles of Speech Communication (4)
THEA 202
  Oral Interpretation (4)

**Group II. Language**

Same as foreign language group requirements listed under Bachelor of Arts degree group requirements.

**Group III. Mathematics and Science**

Two courses including one laboratory from biological sciences, chemistry, geology, mathematics, or physics. See listing under Group III, Bachelor of Arts degree, for available courses.

**Group IV. Social Sciences**

Three courses in two of the following areas must be completed: economics, geography, history, political science, psychology, sociology. See listing under Group IV, Bachelor of Arts degree, for available courses.

**Group V. Humanities**

Three courses in at least two of the following areas must be completed: art, literature (American, English, or foreign), film, music, philosophy, popular culture, theatre. See listing under Group V, Bachelor of Arts degree, for available courses.

**C. GROUP REQUIREMENTS: BACHELOR OF FINE ARTS**

Each student in the fine arts baccalaureate program (art history, ceramics, crafts, design drawing, jewelry, metalsmithing, painting and sculpture) must complete the group requirements listed below as nearly as possible in the freshman and sophomore years.

**Group I. English Composition**

ENG 112
  Varieties of Writing (4)

**Group II. Foreign Languages**

Same as foreign language group requirements listed under Bachelor of Arts degree group requirements.

**Group III. Biological Sciences, Chemistry, Geology, Mathematics, Physics**

Each student must complete two courses in one or more of the subjects listed under Group III, Mathematics and Science, Bachelor of Arts degree. At least one of the science courses must include laboratory experience.

**Group IV. Social Sciences**

Students must complete at least three courses in one or more of the subjects listed under Group IV, Social Science, Bachelor of Arts degree.

**Group V. Art, Music, Philosophy, Speech**

Each student must complete five courses in this area, at least one from each of the four disciplines. See listing of acceptable art, philosophy, and speech courses in Group V, requirements for Bachelor of Arts degree.

**D. GROUP REQUIREMENTS: BACHELOR OF LIBERAL STUDIES**

Due to the nature of the liberal studies program, no specific group requirements must be completed for the degree. Basic requirements are:

ENG 112
  Varieties of Writing (4)

Admission to the degree program upon completion of at least 45 hours of credit with a 2.0 ("C") accumulative grade point average. No more than 40 credit hours in any one
department within the College of Arts and Sciences may be used toward the degree.

No more than 30 credit hours of non-arts and sciences courses may be applied to the program.

Further information may be secured from the College of Arts and Sciences Program Advisement Office.

E. GROUP REQUIREMENTS: BACHELOR OF SCIENCE

Each student in the science baccalaureate programs should complete the group requirements as nearly as possible in the freshman and sophomore years.

The following Bachelor of Science degree group requirements are offered at Firelands Campus:

Group I. English Composition
ENG 112
Varieties of Writing (4)
SPCH 102
Principles of Speech (4) (recommended)

Group II. Foreign Languages
Same requirements as described in Group II, Bachelor of Arts degree.

Group III. Biological Sciences, Chemistry, Computer Science, Geology, Mathematics, Physics
A student is required to complete a minimum of 65 hours of credit in two or more of these fields including:
1. A major in biological sciences, chemistry, computer science, geology, mathematics, physics, or psychology.
2. A minimum proficiency in mathematics equivalent to MATH 131.
3. A laboratory sequence in one of the sciences (check with the College of Arts and Sciences for approved courses).

Group IV. Social Sciences
Each student is required to complete four courses in one or more of the areas indicated in Group Requirements, Bachelor of Arts degree.

Group V. Art, Literature, Music, Philosophy, Popular Culture, Speech
Each student for the Bachelor of Science degree is required to complete one course in literature and three additional courses from at least two of the areas listed under Group V, Bachelor of Arts group requirements. It is recommended that philosophy be taken to meet one of the course areas.

F. GROUP REQUIREMENTS: BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
The following Bachelor of Science in Business Administration Group Requirements are offered at Firelands Campus:

Group I. Communication Arts
ENG 112
Varieties of writing (4)
A minimum of one of the following communication courses is required:
SPCH 102
Principles of Speech (4)
THEA 202
Oral Interpretation (4)
IPCO 203
Small Group Communication (4)
IPCO 204
Argumentation: Inquiry (4)
IPCO 205
Advanced Public Speaking (4)

Group II. Mathematics, Science, and Quantitative Measurements
Students are required to complete each of the four sections indicated:
1. MATH 124
   Basic Calculus I (5) and
   MATH 125
   Basic Calculus II (5) or
   MATH 131
   Analytic Geometry and Calculus (5) and
   MATH 231
   Analytic Geometry and Calculus (5)
2. STAT 111
   Elementary Statistical Methods I (5)
3. INFO 160
   Intro. to Computers (4)
4. Eight credits from any of the following:
   Science (lab or non-lab). See science listings in Bachelor of Arts Group Requirements III.
   or
   MATH at 232 level or above (excluding MATH 210, 226, 231, 241, 242)
   or
   CS 103, 104, 201, 203.

Group III. Social and Behavioral Sciences
Each student is required to complete 12 credit hours from any of the following areas:
- economics, geography, history, political science, psychology, and sociology.
See Bachelor of Arts, Group IV specific courses for these areas.

Group IV. Humanities
Each student is required to complete eight credit hours from areas of art, foreign language, literature, music, philosophy, popular culture, and theatre.

Group V. Non-Business Electives
Each student is required to complete 15 to 19 additional hours (depending upon English composition placement) in non-business fields. It is recommended that students discuss selection for Group V requirements with their academic adviser. Students, for example, may wish to broaden their educations in psychology or foreign languages or computer science to fulfill Group V non-business electives.
Group VI. Pre-Professional Core
By the end of the sophomore year, each student in the baccalaureate program in business administration is required to complete the following courses (20 credits):
ACCT 221
Principles of Accounting (4)
ACCT 222
Principles of Accounting (4)
ECON 201
Principles of Economics (4)
ECON 202
Principles of Economics (4)
STAT 212
Elementary Statistical Methods II (4)

G. GROUP REQUIREMENTS: BACHELOR OF SCIENCE IN EDUCATION
The following Bachelor of Science in Education Group Requirements are offered at Firelands Campus:

Group I. Composition, Literature, and Speech
ENG 112
Varieties of writing (4)
SPCH 102
Principles of Speech (4)
In addition, student is required to complete a course in English literature from the list of Group V requirements, Bachelor of Arts degree.

Group II. Science and Mathematics
Most secondary education majors are required to take 14 credit hours from Group II, including at least two different sciences or a science and a mathematics. (See listing in Group III, Bachelor of Arts degree). Elementary education majors must complete course work in the physical sciences plus the following:
MATH 241
Mathematics for Elementary Teachers (5) and
MATH 242
Mathematics for Elementary Teachers (4) or
MATH 243
Mathematics for Elementary Teachers (5)
BIOL 101
Man and His Environment (5) or
BIOL 104
Basic Biological Principles (5)

Group III. Social and Behavioral Sciences
Most secondary education majors must complete 14 hours of course work in the social sciences from the following areas: economics, geography, history, legal studies, political science, psychology, and sociology.
Elementary and special education majors should check program outlines for specific requirements.
See Bachelor of Arts, Group IV, for specific courses for these areas. The course work must be in at least two social science areas and be in addition to PSYC 201 (5), which is required for the professional education sequence.

Group IV. Fine and Applied Arts
Most secondary education majors are required to complete nine hours of credit in one or more of the following fields: art, business education, crafts, drama (including radio and television), foreign language, home economics, industrial education and technology, library science, literature, modern dance, music, and philosophy. Elementary and special education majors are required to complete ART 101.
See the Bachelor of Arts degree, Group V, for specific course offerings for these areas at Firelands Campus.

Group V. Other Requirements
In addition to the above requirements, two full weeks of field experience are required before the end of the junior year. These experiences should be done at one year intervals. Check with the Program Advisement Office for additional information.

H. GROUP REQUIREMENTS: BACHELOR OF SCIENCE, COLLEGE OF HEALTH AND COMMUNITY SERVICES
Group I: Communications
ENG 112
Varieties of Writing (4)
Courses in English composition (beyond ENG 112), speech, rhetoric-communications, or a foreign language. A minimum of two courses totaling eight credit hours must be completed.

Group II. Natural Sciences and Mathematics
A minimum of two courses totaling eight hours must be completed. Areas available include: biology, chemistry, geology, mathematics, PHIL 303, physics.

Group III. Behavioral/Social Sciences
A minimum of two courses totaling eight credit hours must be completed. Areas available include: economics, geography, history, political science, psychology, sociology.

Group IV. Humanities
A minimum of two courses totaling eight credit hours must be completed. Areas available include: ART 101, art history, English literature, music theory and appreciation, philosophy, popular culture, speech, theatre.

Group V. Applied Arts and Sciences
A minimum of two courses totaling eight credit hours must be completed. Integrative courses in health and community services, business administration, education, industrial technology, home economics, military science, computer science, statistics, health and physical education/physical education and recreation, and other non-major technical and applied programs. Consult the College of Health and Community Services for approved courses.
Three associate degrees are offered by Firelands Campus. Pre-baccalaureate students may enroll in the Associate of Arts program. This degree may also serve as a terminal program for those who do not plan to complete a baccalaureate degree at a four-year campus. The Associate of Applied Business and Associate of Applied Science degrees are primarily intended to prepare students for employment directly upon graduation. Although termed career education, they are articulated with similarly oriented four-year programs, and a student may expect to continue toward a baccalaureate degree with little or no loss of credit.

Students who seek an associate degree must complete both general requirements and specific requirements for the degree sought.

**GENERAL REQUIREMENTS**

A candidate for an associate degree at Firelands Campus must satisfy the following general requirements:

A. Earn a minimum of 93 hours of credit with at least a 2.0 ("C") accumulative grade point average.

B. Earn at Firelands Campus a minimum of 30 credit hours of the final 36 hours counting toward the degree.

C. Fulfill the stated requirements of one of the degree programs.

D. Apply for graduation under the schedule listed earlier in this Bulletin.

**ASSOCIATE OF ARTS REQUIREMENTS**

This degree is awarded to a student who completes one of the prescribed curricula, including group requirements listed below and complies with general degree requirements cited above.

**Communications**

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required.

**Mathematics/Science**

Each student must complete a minimum of 15 credit hours in mathematics and science.

**Social Science**

Each student must complete a minimum of 15 credit hours in courses designated social science.

**Fine and Applied Arts**

Each student must complete a minimum of 15 credit hours in courses designated fine and applied arts including one course in English literature.

**Physical Education**

Three academic quarters of physical education (HPE 100) are required of each student for a minimum of three credits. This requirement may be waived for a student who has attained the age of 21 at the time of initial registration, by written statement from a personal physician, or if a veteran of the military service. Exemption from physical education does not excuse a student from meeting the 93 quarter hours minimum graduation requirement.

A. **HUMANITIES**

This degree program provides the foundation of a Bachelor of Arts program with concentrations in approved humanities areas within the framework of Firelands Campus course offerings.

**Communications**

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.
Mathematics/Science
Each student must complete both (A) and (B) below. Fifteen hours minimum.
A. One of the following:
Three and one-half years of high school mathematics or equivalent proficiency as demonstrated on a placement test; MATH 122, or 124 or 130;
MATH 121 and PHIL 205, or CS 100 or CS 101;
Three years of high school mathematics and CS 100 or 101.
B. At least eight hours of laboratory courses in the same science elected from:
biological sciences, computer science, chemistry, geology, and physics.

Social and Behavioral Science
Each student must complete a minimum of 15 hours from at least two departments including a minimum of eight hours in one department. Eligible departments include: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts
Each student must complete a minimum of 28 hours from at least three of the following departments: art, English, philosophy (except PHIL 205 used to apply to mathematics/science requirements), and speech. One course in English literature must be included.

Other Requirements
Each student must complete three hours in HPE 100.

Electives
Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule
First Year
ENG 111 Introductory Writing (4) and/or
ENG 112 Varieties of Writing (4)
Mathematics elective (5)
Science (8-10)
Social Science (8)
Fine and applied arts (8)
HPE 100 General Physical Education (3)
SPCH 102 Principles of Speech Communication (4)
Electives (8-10)
Total number of hours (48-56)
Second year
English literature (4)
Social science (7)

Fine and applied arts (16)
Electives (18)
Total number of hours (45).

B. LIBERAL STUDIES
This curriculum permits the undecided student to sample a variety of disciplines while insuring a well-rounded background in preparation for continuing study. A student can obtain a degree in liberal studies and a foundation in journalism or another profession or a two-year terminal degree.

Communications
Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science
Each student must complete a minimum of 15 hours in at least two sciences or a science and a mathematics combination.

Social and Behavioral Sciences
Each student must complete a minimum of 15 hours chosen from the following departments: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts
Each student must complete a minimum of 15 hours from the following departments: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. One course in English literature must be completed.

Other Requirements
Each student must complete three hours in HPE 100. In addition, each student must complete 24 hours at the 200 level.

Electives
Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule
First Year
ENG 111 Introductory Writing (4) and/or
ENG 112 Varieties of Writing (4)
Mathematics/science (10)
Social science (8)
Fine and applied arts (7)
HPE 100
   General Physical Education (3)
SPCH 102
   Principles of Speech Communication (4)
Electives (6-8)
Total number of hours (42-48)

Second Year
English literature (4)
Mathematics/science (5)
Social Science (7)
Fine and applied arts (4)
Electives (25)
Total number of hours (45)

C. SCIENCE
The program provides the foundation for a Bachelor of Science degree in such areas as biological sciences, computer science, chemistry, geology, physical geography, mathematics, and physics.

Communications
Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science
Each student must complete a minimum of 30 hours including a concentration of four courses in a major field and two courses in a cognate field. Eligible departments include: biological sciences, computer science, chemistry, geology, physical geography, mathematics, and physics. MATH 130 or 131, depending on a student's preparation, is required.

Social and Behavioral Science
Each student must complete a minimum of 21 hours including PSYC 201 and courses from at least two other departments. Eligible departments include: economics, geography, history, political science, and sociology.

Fine and Applied Arts
Each student must complete a minimum of 15 hours from at least two of the following departments: art, English, philosophy, and speech. One course in English literature must be included.

Other Requirements
Each student must complete three hours in HPE 100.

Electives
Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule
First Year
ENG 111
   Introductory Writing (4) and/or
ENG 112
   Varieties of Writing (4)
MATH 130
   Precalculus Mathematics (5) or
MATH 131
   Calculus and Analytic Geometry (5)
Science (15)
Social science (8)
Fine and applied arts (7)
HPE 100
   General Physical Education (3)
SPCH 102
   Principles of Speech Communication (4)
Electives (4-8)
Total number of hours (50-58)

Second Year
English literature (4)
Science (15)
PSYC 201
   General Psychology (5)
Social science (7)
Fine and applied arts (4)
Electives (10)
Total number of hours (45)

D. SOCIAL SCIENCE
This curriculum offers the foundation of a Bachelor of Arts degree program with concentrations in approved social science areas chosen from Firelands courses.

Communications
Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.
Mathematics/Science
Each student must complete both (A) and (B) below. Fifteen hours minimum.

A. One of the following:
   Three and one-half years of high school mathematics or equivalent proficiency as demonstrated on a placement test;
   MATH 122, or 124, or 130;
   MATH 121 and PHIL 205, or CS 100 or CS 101;
   Three years of high school mathematics and CS 100 or 101.

B. At least eight hours of laboratory courses in the same science elected from:
   biological science, computer science, chemistry, geology, and physics.

Social and Behavioral Science
Each student must complete a minimum of 28 hours from at least three departments including an approved concentration. Eligible departments include: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts
Each student must complete a minimum of 15 hours from at least two of the following departments: art, English, philosophy (except PHIL 205 used to apply to mathematics/science requirements), and speech. One course in English literature must be included.

Other Requirements
Each student must complete three hours in HPE 100.

Electives
Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule
First Year
ENG 111 Introductory Writing (4) and/or ENG 112 Varieties of Writing (4)
Mathematics elective (5)
Science (8-10)
Social science (12)
Fine and applied arts (8)
SPCH 102 Principles of Speech Communication (4)
HPE 100
total number of hours (48-58)

Second Year
English literature (4)
Social science (16)
Fine and applied arts (3)
Electives (22)
total number of hours (45)

E. PRE-BUSINESS
This program of study includes the general studies requirements and offers business foundations in mathematics, accounting, economics, and statistics.

Communications
Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test Score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 and one additional course in speech communication are required. Twelve hours minimum.

Mathematics/Science
Each student must complete a minimum of 26 hours including STAT 111 and 212, INFO 160 and one of the following:
A. MATH 124 and 125 and a science (15 hours);
B. MATH 131, 231, and 232 (15 hours).

Social and Behavioral Sciences
Each student must complete a minimum of 23 hours including PSYC 201 or SOC 101 and ECON 201 and ECON 202. The remainder may be chosen from the following: geography, history, political science, psychology, and sociology.

Fine and Applied Arts
Each student must complete a minimum of 15 hours from at least two of the following departments: art, foreign language, English, philosophy, and speech. One course in English literature must be included.

Other Requirements
Each student must complete ACCT 221, ACCT 222, and HPE 100 (three hours).

Electives
Each student must select a sufficient number of electives to earn a minimum of 93 hours.

Typical Schedule
First Year
ENG 111 Introductory Writing (4) and/or ENG 112 Varieties of Writing (4)
MATH 124 Basic Calculus I (5) and MATH 125 Basic Calculus II (5) or
MATH 131  
- Calculus and Analytic Geometry I (5) and  
MATH 231  
- Calculus and Analytic Geometry II (5)  
Science/Mathematics (5)  
Social science (8)  
Fine and applied arts (8)  
SPCH 102  
- Principles of Speech Communication (4)  
STAT 111  
- Elementary Statistical Methods (4)  
HPE 100  
- General Physical Education (3)  
Total number of hours (46-50)  

Second Year  
English literature  
PSYC 201  
- General Psychology (5) or  
SOC 101  
- Principles of Sociology (4)  
INFO 160  
- Introduction to Computers (4)  
ECON 201  
- Principles of Economics I (4)  
ECON 202  
- Principles of Economics II (4)  
ACCT 221  
- Introduction to Accounting I (4)  
ACCT 222  
- Introduction to Accounting II (4)  
Fine and applied arts (3)  
Speech communication (4)  
Social science (4)  
Electives (6-8)  
Total number of hours (45-48)  

F. ELEMENTARY EDUCATION  
This curriculum provides courses prescribed by colleges of education to students seeking certification in elementary education. These courses are those designated for the first two years and insure a broad background of study.  

Communications  
Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.  

Mathematics/Science  
Each student must complete both (A) and (B) below. Twenty-two hours minimum.  
A. MATH 241 (5) and MATH 242 (4);  
B. BIOL 101 or 104 (5).  
In addition one course from two different physical science departments with a minimum of eight hours chosen from the following: chemistry, geology, physics, and physical geography.  

Social and Behavioral Science  
Each student must complete all courses listed below plus one additional social science course, except from geography or history. Twenty-nine hours minimum.  
GEOG 121, 122 (8)  
HIST 205, 206 (8)  
HIST 151, 152, or 153 (4)  
PSYC 201 (5)  
Social science elective (4)  

Fine and Applied Arts  
Each student must complete ART 101 and an English literature course. Two additional courses must be selected from the following areas: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. Fifteen hours minimum. IPCO 202 and PHIL 205 are recommended.  

Other Requirements  
Each student must complete the following:  
HPE 109, 110 (5)  
HPE 100 (3)  

Electives  
Each student must select a sufficient number of electives to earn a minimum of 93 hours.  

Typical Schedule  
First Year  
ENG 111  
- Introductory Writing (4) and/or  
ENG 112  
- Varieties of Writing (4)  
Biol 101  
- General Biology (5) or  
Biol 104  
- Basic Biological Principles (5)  
Physical science (4)  
GEOG 121  
- World Geography: Eurasia and Africa (4)  
GEOG 122  
- World Geography: The Americas and the Pacific (4)  
HIST 151  
- The Emergence of Human Society: Continuity and Change (4) or  
HIST 152  
- The Rise of the West: Renaissance to Revolution (4) or  
HIST 153  
- Europe in the Modern World: Dominance and Decline (4)  
HPE 109  
- Personal Health (3)
HPE 110
  Community Health (2)
HPE 100
  General Physical Education (3)
ART 101
  Introduction to Art (3)
SPCH 102
  Principles of Speech Communication (4)
Electives (8-10)
Total number of hours (48-54)

Second Year
English literature (4)
MATH 241 and 242
Mathematics for Elementary Teachers (9)
Physical science (4)
HIST 205
  The U.S. to 1877 (4)
HIST 206
  The U.S. since 1877 (4)
Social science elective (4)
Fine and applied arts (8)
Electives (8)
Total number of hours (45)

G. SECONDARY EDUCATION

Students in this program have the opportunity to complete the general education requirements of colleges of education and to meet major and minor requirements in courses offered at Firelands Campus.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. Those with an American College Test Score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete a minimum of 15 hours in at least two sciences or a science and a mathematics combination.

Social and Behavioral Sciences

Each student must complete a minimum of 20 hours, including PSYC 201, chosen from the following departments: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 15 hours from at least two of the following departments: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. One course in English literature must be included.

Other Requirements

Each student must complete three hours in HPE 100. Each student should consult an adviser for information concerning courses required in various secondary teaching fields.

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours.

Typical Schedule

First Year
ENG 111
  Introductory Writing (4) and/or
ENG 112
  Varieties of Writing (4)
Mathematics/science (10)
Social Science (8)
Fine and applied arts (7)
HPE 100
  General Physical Education (3)
Electives (major/minor) (16-20)
Total number of hours (48-56)

Second Year
English literature (4)
Mathematics/science (5)
Social science (7)
Fine and applied arts (4)
Electives (major/minor) (25)
Total number of hours (45)

ASSOCIATE OF APPLIED BUSINESS

This degree is awarded to a student who successfully completes the career-oriented programs listed below and the general requirements cited previously. Please note that students with American College Test scores of 21 or above may be excused from the ENG 111 requirement. Students with ACT scores of 11 or below will be required to complete ENG 110 before taking ENG 111. Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight hours of basic writing from ENG 110, 111, and 112 may be applied toward graduation.

A. BUSINESS MANAGEMENT TECHNOLOGY

The two-year business management technology program prepares students for introductory management positions in business and industrial establishments, professional and governmental agencies. The program is designed to give students the necessary general business knowledge and skills to attain positions as management trainees and as assistants in business departments such as production,
traffic, personnel, general office, production control, office services and inventory. Courses in communication, business theory, psychology, sociology, and economics enhance the students' opportunities for career flexibility and advancement. Many college credits received in the two-year program are applicable for transfer should the student decide to continue study toward a four-year degree.

First Year

General Studies
ENG 111
   Introductory Writing (4)
ENG 112
   Varieties of Writing (4)
Total number of hours (8)

Pre-Business
MATH 110 or MATH 124
   College Algebra or Basic Calculus I (5)
MATH 130 or MATH 125
   Pre-Calculus or Basic Calculus II (5)
INFO 160
   Introduction to Computers (4)
STAT 111
   Elementary Statistical Methods I (4)
Total number of hours (18)

Business Management
BAT 102
   Introduction to Business (4)
BAT 200
   Principles of Management (4)
BAT 201
   Personnel Management (4)
BAT 204
   Marketing (4)
LEGS 301
   Business Law (4)
Total number of hours (20)

Second Year

General Studies
SPCH 102
   Principles of Speech (4)
ECON 201
   Principles of Economics (4)
ECON 202
   Principles of Economics (4)
SOC 111 or PSYC 201
   Principles of Sociology or General Psychology (4 or 5)
Total number of hours (16-17)

Pre-Business
STAT 212
   Elementary Statistical Methods or (other quantitative elective) (4)
Total number of hours (4)

Business Management
BAT 203
   Production Management (4)
BAT 205
   Human Relations in Business (4)
BAT 206
   Systems, Standards and Work Design (4)
BAT 207
   Business Finance (4)
BE 335
   Office Systems and Procedures (4)
BA 303
   Business Communications (4)
ACCT 221
   Introduction to Accounting I (4)
ACCT 222
   Introduction to Accounting II (4)
Total number of hours (32)

B. COMPUTER SCIENCE TECHNOLOGY

The two-year associate degree program in computer science is designed to prepare the graduate for a position as a programmer/analyst in business, industry, education, government, or public service. The program will provide a solid foundation in basic mathematics, accounting principles, and both oral and written communication skills. The major characteristics of the program are the development of proficiency in computer programming and systems analysis.

The program begins with the presentation of the principles of computer logic and decision-making and progresses into computer languages.

The computer science and computer science technology courses are supported by data processing laboratories where the student applies the techniques learned in the classroom. Each student may elect to conclude his/her program with a field project that will allow application of his/her data processing skills to a practical problem in business, industry, or some other appropriate situation.

The curriculum is designed to decrease emphasis on unit record equipment courses and emphasize electronic data processing.

First Year

Fall Quarter
CS 101
   Introduction to Programming I (5)
MATH 110
   College Algebra (5) or
BAT 102
   Introduction to Business (4)
ENG 111
   Introductory Writing (4)
Elective (3-5)
Total number of hours (16-19)
### Winter Quarter
- **CS 104**: Advanced Programming Techniques (5)
- **MATH 130**: Precalculus Mathematics (5)
- **ENG 112**: Varieties of Writing: Business Emphasis (4)
- **SPCH 102**: Principles of Speech (4)
- **Total number of hours (18)**

### Spring Quarter
- **CS 210**: Logical Foundations of Computing (4)
- **CS 360**: Techniques of COBOL Programming (4)
- **STAT 111**: Elementary Statistical Methods (4)
- **Elective (3-5)**
- **Total number of hours (15-17)**

### Second Year

#### Fall Quarter
- **CS 201**: Assembler Language Programming (4)
- **CST 221**: Systems and Procedures I (3)
- **ACCT 221**: Introduction to Accounting I (4)
- **STAT 212**: Elementary Statistical Methods II (4)
- **CST 231**: Techniques of RPG Programming (2)
- **Total number of hours (17)**

#### Winter Quarter
- **CS 202**: Systems Programming (4)
- **CST 232**: Systems and Procedures II (4)
- **ACCT 222**: Introduction to Accounting II (4)
- **PSYC 201**: General Psychology (5) or
- **SOC 101**: Principles of Sociology (4)
- **Total number of hours (16-17)**

#### Spring Quarter
- **CS 390**: Practicum in Computer Science (1-4)
- **PSYC 352**: Work Effort and Satisfaction (3)
- **MGMT 300**: Introduction to Production and Operations Management (4)
- **Electives (6-8)**
- **Total number of hours (14-19)**

The work of this program is easily transferrable to the baccalaureate degree in computer science.

### C. EXECUTIVE SECRETARIAL TECHNOLOGY

The two-year executive secretarial technology program at Firelands Campus prepares students for secretarial and administrative assistant positions in business and industrial establishments, professional offices, and governmental agencies. Upon the successful completion of the two-year program, students receive an associate degree in applied business.

The program is designed to give students specific office skills necessary to attain positions as secretaries and/or administrative assistants. In addition, courses in communication and advanced business theory enhance students' opportunities for career flexibility and advancement. The program is flexible to meet the needs of both beginning and advanced secretarial students, and credits received may be applied toward a four-year baccalaureate degree in a related field.

This course of study is intended as a general guide subject to the availability of courses and individual needs of the student. Courses without prerequisites, as identified from the University General Bulletin, may be taken at any time during the student's program with approval from the program adviser.

#### First Year

#### Fall Quarter
- **BUSE 101**: Business Mathematics (4)
- **BUSE 111**: Beginning Typewriting (3)
- **BUSE 213**: Beginning Shorthand (3)
- **BUSE 211**: Office Reproduction (3)
- **BUSE 220**: Data Processing I (3)
- **BUSE 210**: Advanced Typewriting (3)
- **BUSE 215**: Advanced Shorthand (3)
- **BUSE 220**: Data Processing I (3)
- **ENG 111**: Introductory Writing: Secretarial Emphasis (4)
- **Total number of hours (14)**

#### Winter Quarter
- **BUSE 112**: Intermediate Typewriting (3)
- **BUSE 214**: Intermediate Shorthand (3)
- **ENG 112**: Intermediate Shorthand (3)
- **ENG 111**: Introductory Writing: Secretarial Emphasis (4)
- **Total number of hours (13)**

#### Spring Quarter
- **BUSE 210**: Advanced Typewriting (3)
- **BUSE 215**: Advanced Shorthand (3)
- **BUSE 220**: Data Processing I (3)
- **ENG 112**: Varieties of Writing (4)
- **SPCH 102**: Principles of Speech (4)
- **Total number of hours (17)**
Fall Quarter
BUSE 230  Records Management (3)
BUSE 311  Dictation and Transcription (3)
BUSE 321  Data Processing II (3)
ACCT 221  Introduction to Accounting I (4)
Elective (3-5)
Total number of hours (16-18)
Winter Quarter
BUSE 312  Advanced Dictation and Transcription (3)
BUSE 240  Business Problems of the Consumer (4)
ECON 200  Introduction to Economics (4)
BA 303  Business Communications (4)
Total number of hours (15)
Spring Quarter
BUSE 314  Internship (1-3)
BUSE 401  Secretarial Administration (5)
LEGS 301  Business Law (4)
Elective (3-5)
Total number of hours (13-17)

The work of this program is easily transferrable to the baccalaureate program in business education. ACCT 222 and three credit hours of HPE 100 are recommended for students who anticipate pursuing the baccalaureate degree.

D. CLERICAL PROGRAM

The one-year clerical program at Firelands Campus prepares students for clerk/typist positions in business and industrial establishments, professional offices, and governmental agencies.

The program places emphasis on typing and machine transcription. In addition, courses in business mathematics, records management, business communications, and office machines provide the students with the knowledge and skills related to general office duties.

Programs may be arranged so that credits received in the one-year program are transferrable if a student later decides to continue working toward a two- or four-year degree in a related field.

To receive the clerical certificate, the student must successfully complete a comprehensive examination at the conclusion of the course work and have at least a 2.0 average for all work attempted.

The objective of the curriculum in environmental health is to prepare technicians capable of assisting sanitary engineers, sanitarians, water and sewage treatment plant operators, pollution law enforcement personnel and others directly associated with air, water, solid waste, and environmental sanitation control. Other aspects of public health, land use,
and environmental decision-making are included.

The course content is designed to improve communication skills, identify current health and pollution problems, and develop the technical expertise to deal with the control functions of these problems. It is assumed that knowledge and skills learned on the job will further develop specific abilities and result in growth and advancement.

Employment opportunities exist with local, state, and federal health, pollution control, and enforcement agencies. The possibility of employment by private industrial concerns as a pollution abatement or environmental health technician also exists. Finally, opportunities lie in both public and private research and development activities, including design and refinement of pollution equipment and control processes.

First Year

**Fall Quarter**
- ENVT 160 Environmental Sanitation (3)
- CHEM 111 Elementary Chemistry (4) or CHEM 121 General Chemistry (5)
- ENVT 141 Contemporary Problems in Ecology (5)
- ENG 111 Introduction to Writing: Technical Emphasis (4)

**Winter Quarter**
- CHEM 112 Elementary Chemistry (4) or CHEM 122 General Chemistry (5)
- AMS 111 Mathematics-Physics I (6)
- ENVT 121 Environmental Law (3)

**Spring Quarter**
- AMS 122 Mathematics-Physics II (6)
- ENVT 225 Environmental Health and Protection (3)
- ENG 112 Varieties of Writing: Technical Writing (4)
- POLS 101 Introduction to Politics (4)

Second Year

**Fall Quarter**
- ENVT 110 Microbiology for Water and Food (5)
- ENVT 260 Air Pollution Surveillance and Control (5)
- SPCH 102 Principles of Speech (4)

**Winter Quarter**
- ENVT 222 Water and Wastewater Treatment (6)
- ECON 200 Introduction to Economics (4)
- *ENVT 226 Institutional Health and Sanitation (3)
- SOC 101 Principles of Sociology (4)

**Spring Quarter**
- ENVT 270 Health Care Sanitation and Safety Inspection (4)
- ENVT 211 Biological Examination of Water and Wastewater (5)
- PSYC 201 General Psychology (5)
- Elective (1-4)

The work of this program is easily transferrable to the baccalaureate degree in environmental health.

**B. ELECTRICAL/MECHANICAL ENGINEERING TECHNOLOGY**

**Option — ELECTRONICS ENGINEERING TECHNOLOGY**

The development of reliable semiconductor and microelectronic devices has led to an explosive growth of applications in the home, business, and industry. An associated growth in demand has resulted for engineering technicians to design, apply, and service these electronic devices and systems.

The associate degree program in electronics engineering technology provides the student with a solid background in mathematics and science upon which to build engineering technology competencies. The technology courses include the basics of electricity and electronics, electrical power systems, communication circuits and systems, electrical instrumentation and measurements, industrial control systems, microwaves, and computer logic and circuitry.

Graduates of this program are qualified to pursue a career in many areas of business and industry such as radio and television, mobile communications, industrial instrumentation, process control, manufacturing of electrical and electronic devices, computer applications and servicing, and the electrical power industry.

*ENVT 121 and ENVT 226 will be taught in alternate years.
Typical occupational titles would be engineering technician, research and development technician, sales representative, customer service representative, electronics instrumentation technician, and junior engineer.

First Year

Fall Quarter
IE&T 104  
Design and Engineering Graphics I (4)
IE&T 113  
Materials Processing I (4)
AMS 111  
Mathematics—Physics I (6)
ENG 111  
Introductory Writing: Technical Emphasis (4)
Total number of hours (18)

Winter Quarter
IE&T 114  
Materials Processing II (4)
IE&T 147  
Electricity (5)
AMS 122  
Mathematics—Physics II (6)
ENG 112  
Varieties of Writing: Technical Emphasis (4)
Total number of hours (19)

Spring Quarter
IE&T 191  
EPIC—Mechanization (4)
IE&T 148  
Electronics (5)
AMS 133  
Mathematics—Physics III (6)
Total number of hours (15)

Second Year

Fall Quarter
IE&T 245  
Communication Systems (3)
IE&T 247  
Electrical Measurements and Instrumentation (5)
CS 101  
Introduction to Computing (5)
SPCH 102  
Principles of Speech (4)
Total number of hours (17)

Winter Quarter
IE&T 244  
Communication Circuits (3)
IE&T 246  
Electrical Amplifiers (5)
Electives (8-10)
Total number of hours (16-18)

Spring Quarter
IE&T 248  
Industrial Equipment and Controls (5)
IE&T 249  
Special Electronic Design Problems (4)
Elective (4)
Total number of hours (13)

The work of this program is easily transferrable to the baccalaureate degree in industrial education and technology.

Option — ELECTRO-MECHANICAL TECHNOLOGY

This program of study includes subjects from electrical, electronics, and mechanical fields with supporting courses in applied sciences, materials and material processes, mathematics, technical report writing, mechanical measurements, communications, and industrial management and supervision. Emphasis is placed on the practical application of electro-mechanical devices. Instruction provides preparation for the design, development, and testing of electro-mechanical devices and systems such as automatic control systems and servo-mechanisms.

Graduates from this area of study will find employment as technicians in a variety of manufacturing, service, and research organizations, and government agencies. Some may be employed as laboratory technicians in support of scientific research and others may become engineering aides in the electro-mechanical field. Typical occupational titles include development engineering technician, manufacturing process technician, process control systems technician, customer service representative, and sales representative.

First Year

Fall Quarter
IE&T 104  
Design and Engineering Graphics I (4)
IE&T 113  
Materials Processing I (4)
AMS 111  
Mathematics—Physics I (6)
ENG 111  
Introductory Writing: Technical Emphasis (4)
Total number of hours (18)

Winter Quarter
IE&T 114  
Materials Processing II (4)
IE&T 147  
Electricity (5)
AMS 122  
Mathematics—Physics II (6)
ENG 112  
Varieties of Writing: Technical Emphasis (4)
Total number of hours (19)

Spring Quarter
IE&T 191  
EPIC—Mechanization (4)
IE&T 148  
Electronics (5)
AMS 133  
Mathematics—Physics III (6)
SPCH 102  
Principles of Speech (4)
Total number of hours (19)
The work of this program is easily transferrable to the baccalaureate program in industrial education and technology.

C. ENGINEERING DESIGN TECHNOLOGY

Because of the nature of the consumer market and the rapid advancement of technology, there exists a great need for industrial and mechanical design personnel within industry. The design of the product which ultimately appears on the market demands only a portion of the designer's time in preparation. Equally important is the design of the jigs, fixtures, dies, tools, mechanisms, and machines necessary to economically produce the product.

Within the engineering design technology curriculum, emphasis is placed on drafting only as a tool of communication. The student receives in-depth experiences in operation, selection, and modification of existing mechanical devices and their applications to new products and machines necessary to produce them.

The student completes the general core of mathematics, physics, communication, humanities, social sciences, and related technical sciences to establish a base for specialization and for future development. Beyond that core, the student takes courses in manufacturing processes, mechanisms, mechanical design, design for production, and computer graphics.

The two-year program in engineering design technology prepares the graduate to enter industry in such positions as design draftsman, developmental laboratory technician, research or engineering assistant, and designer.
The work of this program is easily transferrable to the baccalaureate program in industrial education and technology.

**D. MEDICAL RECORD TECHNOLOGY**

The Firelands Campus of Bowling Green State University offers the student of medical record technology preparation for an exciting and challenging allied health career.

This two-year program is designed to prepare individuals in all technical aspects of medical record keeping: filing; analyzing; coding; researching; preparing statistics; answering subpoenas and correspondence; indexing; auditing; transcribing; and collecting and presenting medical data. Both manual and computerized systems and procedures are utilized.

In addition to the formal classroom instruction, the student participates in directed practices in three area health facilities to gain practical experience in a medical record department. Bowling Green State University and the medical record technology program are affiliated and work closely with these health institutions and medical record practitioners:

- **Elyria Memorial Hospital**, Elyria, Ohio
  - Joan Daly, RRA
- **Fisher-Titus Memorial Hospital**, Norwalk, Ohio
  - Betty Pickrell, ART
- **Good Samaritan Hospital**, Sandusky, Ohio
  - Rose Greenawalt, RRA
- **Lorain Community Hospital**, Lorain, Ohio
  - Susan Fox, RRA
- **Mansfield General Hospital**, Mansfield, Ohio
  - Edythe Waite, RRA
- **Memorial Hospital**, Sandusky, Ohio
  - Ann Schultz, ART
- **Parkview Hospital**, Toledo, Ohio
  - Rosemary Braunschweiger, ART
- **Providence Hospital**, Sandusky, Ohio
  - Sister M. Laura Poplaw, RRA
- **Riverside Hospital**, Toledo, Ohio
  - Lillian Petree, ART
- **St. Charles Hospital**, Oregon, Ohio
  - Loma Cole, RRA
- **St. Joseph Hospital**, Lorain, Ohio
  - Freddie Jones, RRA
- **St. Vincent Hospital**, Toledo, Ohio
  - Barbara Bruce, RRA
- **Samaritan Hospital**, Ashland, Ohio
  - Elizabeth Wise, ART
- **Toledo Hospital**, Toledo, Ohio
  - Virginia Hostetter, ART
- **Wood County Hospital**, Bowling Green, Ohio
  - Linda Cox, ART
  - Carla Meyers, ART

At the time of graduation, the student receives an Associate of Applied Science degree and is qualified to sit for the national accreditation examination sponsored by the American Medical Record Association (AMRA) and become an Accredited Record Technician (ART). After passage of this examination the student may apply for active membership in this national professional organization, which has over 20,000 members.

The flexibility of the medical record technology program is its own greatest asset. Upon graduation, students may pursue employment in hospitals, clinics, doctors offices, nursing homes, neighborhood health center, health maintenance organizations, and insurance companies. In addition, they may choose to further their education by obtaining a baccalaureate degree in medical record administration.

**First Year**

**Fall Quarter**

- ENG 112  
  Varieties of Writing: Technical Emphasis (4)
- MATH 110  
  College Algebra (5)
- MRT 100  
  Introduction to Medical Record Science I (2)
- BIOL 104  
  Basic Biological Principles (5)  
  Total number of hours (16)

**Winter Quarter**

- BIOL 331  
  Human Anatomy and Physiology (5)
- MRT 101  
  Medical Terminology (5)
- MRT 111  
  Medical Record Science I (3)
  Elective (4)
  Total number of hours (17)

**Spring Quarter**

- BIOL 332  
  Human Anatomy and Physiology (5)
- MRT 211  
  Medical Record Science III (4)
- MRT 201  
  Directed Practice I (4)
- MRT 204  
  Pathophysiology (5)
- SPCH 102  
  Principles of Speech (4)
  Total number of hours (17)

**Second Year**

**Fall Quarter**

- MRT 211  
  Medical Record Science III (4)
  *MRT 201  
  Directed Practice I (4)
- MRT 204  
  Pathophysiology (5)
- SPCH 102  
  Principles of Speech (4)
  Total number of hours (17)

*Admission to this program is limited. Interested persons should contact the Admissions Office to arrange an interview with the program director.
Winter Quarter
*MRT 202
  Directed Practice II (4)
SOC 101
  Principles of Sociology (4)
INFO 160
  Introduction to Computers (4)
PSYC 201
  General Psychology (5)
Total number of hours (17)

Spring Quarter
*MRT 203
  Directed Practice III (4)
LEGS 301
  General Business Law (4)
MRT 212
  Medical Record Science IV (4)
Total number of hours (12)

The work of this program is easily transferrable to a baccalaureate degree in medical record administration.

*Medical record technology students must provide their own transportation to and from directed practice experience. A white uniform and/or lab coat must be worn while working in the health facilities. No remuneration for these courses will be provided by either the directed practice sites or Bowling Green State University.
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 the Extension Programs Office in Bowling Green. Requests for scheduling of these courses and/or information concerning them is available from the Program Advisement Office at Firelands Campus or from the Extension Programs Office at Bowling Green Campus.

Courses numbered 300 arid 400, but not carrying an E designation, may be scheduled, on demand, by the Assistant Dean's Office at Firelands Campus. For further information concerning these courses please contact the Assistant Dean's Office at Firelands.

ACCOUNTING (ACCT)

ACCT 221. INTRODUCTION TO ACCOUNTING I (4). The accounting methodology for accumulation of business data and reporting of economic activities with emphasis on the financial accounting system. Prerequisite: completion of mathematics requirements, or concurrent registration in MATH 125 or 231, or consent of instructor.

ACCT 222. INTRODUCTION TO ACCOUNTING II (4). The continuation of ACCT 221 with emphasis on special problems of accounting valuation. Interpretation and use of accounting reports in making economic decisions. Prerequisite: ACCT 221.

APPLIED MATHEMATICS AND SCIENCE (AMS)

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 consent of the instructor and the student's adviser.

AMS 100. DEVELOPMENTAL MATHEMATICS (5). A review of basic mathematics including whole numbers, fractions, decimals, square roots, ratio and proportion, the metric system, basic algebra, and plane geometry. Graded on an S/U basis only. Credit for this course does not apply toward graduation if credit for any other AMS or MATH course has been taken.

AMS 111. MATHEMATICS-PHYSICS I (6). Applications of algebra, graphical analysis, logarithms, geometry, and trigonometry; scientific notation, measurement units, computation aids and techniques. Laboratory emphasizes techniques of measurement and application of mathematical ideas. Two 2-hour lectures, two 2-hour laboratories. Prerequisite: AMS 100 or passing score on the mathematics placement exam, section I.

AMS 122. MATHEMATICS-PHYSICS II (6). Vectors, kinematics, dynamics, rotational dynamics, statics, conservation laws; application of calculus to maxima and minima, areas, and approximation. Laboratory emphasis on mechanical measurements and devices. Two 2-hour lectures, two 2-hour laboratories. Prerequisite: AMS 111 or equivalent.

AMS 133. MATHEMATICS-PHYSICS III (6). Thermal phenomena, wave motion and sound, light and optics, and continued applications from previous mathematics; laboratory emphasizes thermal, sound, and optical measurements and devices. Two 2-hour lectures, two 2-hour laboratories. Prerequisite: AMS 122 or equivalent.

ART

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 non-major. Two lectures, one 2-hour studio.

ART 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 or minor. Two lectures, three 2-hour studios.

ART 103. DRAWING (3). Observation of natural objects as an aid to expressive draftsmanship. Six studio hours. Prerequisite or parallel: ART 101 or 102.
ART 104. DRAWING (3). Principles of pictorial structure. Six studio hours. Prerequisite: ART 103.

ART 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 instructor.

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

ART 146. WESTERN ART II (3). History of Medieval, Renaissance, Baroque, and Rococo art.

ART 147. WESTERN ART III (3). History of art from the mid 18th century to the present.

ART 205. BEGINNING DRAWING FROM LIFE (3). Principles and practice in creative and structural drawing; development of the concepts and techniques required to accomplish competent graphic expression. Six studio hours. Prerequisite: ART 104.

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 instructor. Offered upon demand.

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

ART 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 instructor. Offered upon demand.

ART 320. ENAMELING ON COPPER (3). The fundamentals of vitreous enameling techniques on metal, with emphasis on aesthetics and design for plaques, plates, and bowls. Students must pre-register with instructor to order supplies. May be repeated to 8 hours. Six studio hours. Prerequisite: ART 104 or consent of instructor. Offered upon demand.

ART 322. JEWELRY DESIGN (3). Emphasis on centrifugal casting of silver, gold, brass, and bronze jewelry and related objects, using wax, plastic, and organic models. Six studio hours. Prerequisite: ART 321. Offered upon demand.

ART 325. CREATIVE PHOTOGRAPHY (3). The use of photography for the development of personal creative expression. Individual perception, articulation, and interpretation is emphasized. Six studio hours. Prerequisite: ART 101, or 102, or consent of instructor. Offered upon demand.

ART 343. ART FOR ELEMENTARY TEACHERS (3). Experience with art materials and problems based primarily on the needs of children. Not open to art majors. Offered upon demand.

ART 371. BEGINNING WATERCOLOR PAINTING (3). Exploration of technical possibilities of watercolor as a medium. Six studio hours. Prerequisites: ART 104 and 112. Offered upon demand.

ART 372. ADVANCED WATERCOLOR PAINTING (3). ART 371 continued, stressing the aesthetic and technical approach. Six studio hours. May be repeated to 9 hours. Prerequisite: ART 371. Offered upon demand.

ART 373. BEGINNING OIL PAINTING (3). Individual problems chosen or assigned to acquaint the student with the possibilities and limitations of the oil medium as a means of achieving expressive art form. Six studio hours. Prerequisite: ART 104 and 112. Offered upon demand.

ART 374. OIL PAINTING (3). ART 373 continued with attention to individual approach. Six studio hours. May be repeated to 9 hours. Prerequisite: ART 373. Offered upon demand.

ART 441. AMERICAN ART I (3). History of American art from Colonial through the Hudson River School, emphasizing architecture, painting, and sculpture. Offered upon demand.

ARTS AND SCIENCES (A&S) (See Enrichment Studies, page 62)

BIOLOGICAL SCIENCES (BIOL)

BIOL 101. GENERAL BIOLOGY: MAN AND HIS ENVIRONMENT (5). Fundamental principles of biology and their relation to man and his environment. Emphasis on present environmental problems of air, water and land pollution, human reproduction, population dynamics and modern health problems. Four 1-hour lectures, one 2-hour laboratory. Not accepted toward a biology major or minor.
BIOL 104. BASIC BIOLOGICAL PRINCIPLES (5). A course in fundamental principles and concepts of biology. Four 1-hour lectures, one 2-hour laboratory. Not accepted toward a biology major or minor.

BIOL 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, one 2-hour laboratory. May be taken concurrently with BIOL 107.

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

BIOL 201. CONCEPTS IN BIOLOGY (5). A discussion of fundamental principles and concepts of cell biology, genetics and development. Three 1-hour lectures, two 2-hour laboratories.

BIOL 202. CONCEPTS IN BIOLOGY (5). A discussion of fundamental physiologic systems and the taxonomy and phylogeny of living organism. Three 1-hour lectures, two 2-hour laboratories. Prerequisite: BIOL 201.

BIOL 203. CONCEPTS IN BIOLOGY (5). A discussion of fundamental principles of evolution and ecology. Three 1-hour lectures, one 3-hour, and one 2-hour laboratory. Prerequisite: BIOL 202.

BIOL 331. HUMAN ANATOMY AND PHYSIOLOGY (5). Basic anatomy and physiology of skeletal, muscular, and nervous systems. Three 1-hour lectures, two 2-hour laboratories. Prerequisite: BIOL 104 or 202.

BIOL 332. HUMAN ANATOMY AND PHYSIOLOGY (5). Basic anatomy and physiology of circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems. Three lectures, two 2-hour laboratories. Prerequisite: BIOL 104.

BUSINESS ADMINISTRATION (BA)

BA 102. INTRODUCTION TO BUSINESS (4). A background for American business—the market, competition and change, the nature and central role of management, our business environment. Open only to freshmen or sophomores.

BA 303. BUSINESS COMMUNICATIONS (4). Principles of effective communication in writing business messages such as letters, data sheets, and reports. Emphasis is placed upon building oral and written communication skills for use in business and public organizations.

BUSINESS EDUCATION (BUSE)


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

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

BUSE 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 BUSE 112.

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

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

BUSE 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 BUSE 213.

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

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

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

**BUSE 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.

**BUSE 311. DICTATION AND TRANSCRIPTION (3).** Dictation at high speed rates with emphasis on rapid and accurate transcription. Prerequisite: BUSE 112, 215 or equivalent.

**BUSE 312. ADVANCED DICTATION AND TRANSCRIPTION (3).** Development of a technical vocabulary, short cuts to speed dictation, and office-style dictation. Prerequisite: BUSE 311.

**BUSE 313. SPECIALIZED DICTATION AND TRANSCRIPTION (3).** Development of shorthand and transcription competency in working with specialized areas—medical, legal, scientific. Prerequisite: BUSE 312.

**BUSE 314. 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 granted for work in any one office or business firm.

**BUSE 321. DATA PROCESSING II (3).** Introduction to punch card and other input-output media in automated data processing. Introduction to computers and computer programming. Three class periods plus assigned laboratories.

**BUSE 322. DATA PROCESSING III (3).** Principles of electronic data processing and programming. Use of the computer to process business and educational data. Three class periods plus assigned projects. Prerequisites: BUSE 321 or equivalent.

**BUSE 335. OFFICE SYSTEMS AND PROCEDURES (3).** Analysis of information flow in the office and the role of the worker in the office function. Emphasis is given to considering current problems involving office employees.

**BUSE 401. SECRETARIAL ADMINISTRATION (5).** An intensive study of the procedures, skills, and knowledge which are the basis for administrative level positions. Prerequisites: BUSE 210 and 311.

**BUSINESS MANAGEMENT TECHNOLOGY (BAT)**

Courses in business management technology are not applicable to baccalaureate programs in the College of Business Administration, with the exception of BAT 102. Where appropriate, students with credit in business management technology courses may attempt to earn credit-by-examination in similar College of Business Administration courses.

**BAT 102. INTRODUCTION TO BUSINESS TECHNOLOGY (4).** An introduction to business technical processes including the structure of business and the functions of marketing, production, finance, personnel, and technical processes of control as well as the responsibilities of business.

**BAT 200. PRINCIPLES OF MANAGEMENT (4).** Introduction to basic concepts, principles, processes, and functions of management and administration. Current practices and problems are used for illustration. Topics grouped for instructional purposes under planning, organizing, leading and controlling. Objectives and decisions receive emphasis throughout.

**BAT 201. PERSONNEL MANAGEMENT (4).** A study of how management obtains, develops, utilizes and maintains an effective work force. The course includes a survey of recruitment and selection of employees, testing, interviewing, counseling, developing and compensating employees with emphasis on complex human problems that arise in work situations and alternative ways of coping with them.

**BAT 203. PRODUCTION MANAGEMENT (4).** Analyze operations of the firm. Fundamentals of production, design of production systems, operations, coordination and control of production activity, and major analytical tools for management. Prerequisite or concurrent registration: STAT 111.

**BAT 204. MARKETING (4).** Introduction to organization, management, and practice of marketing by business firms.

**BAT 205. HUMAN RELATIONS IN BUSINESS (4).** Analysis of reactions, interactions, attitudes and activities of individuals and groups within a goal-seeking organization. Includes leadership, morale and goal-oriented behavior. Course includes consideration of business relationships among supervisors and subordinates, informal groups, business and its clients, with emphasis on development of effective human relations.

**BAT 206. SYSTEMS, STANDARDS AND WORK DESIGN (4).** Effective utilization and
measurement of human effort through a study of systems, planning theory, process analysis, methods analysis and job design. Prerequisite: BAT 203.

BAT 207. BUSINESS FINANCE (4). Funds allocation and acquisition process of the firm. Introduction to financial planning, capital budgeting, capital structure, long-term and short-term financing. Prerequisite: ECON 201, ACCT 221.

COMMUNICATION DISORDERS (CDIS)

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

CHEMISTRY

Students enrolling in chemistry courses should do so at a level appropriate to their previous experience and interest. All courses except CHEM 100 must be taken in sequence, beginning only in the fall quarter. The CHEM 121-122-123 sequence is the traditional college level chemistry and assumes that the student has had high school chemistry and algebra. The CHEM 111-112-213 sequence is a less demanding program for nursing, home economics, and some technology majors. It assumes no previous chemistry courses and requires less background in mathematics. Students who do well in CHEM 111 are permitted to continue in the regular program by enrolling in CHEM 122. CHEM 100 is a terminal course designed for students in business, education and other non-science related programs.

CHEM 100. INTRODUCTION TO CHEMISTRY (4). Principles of chemistry are presented in relationship to show how man used them for his betterment. Designed for the non-science student to help him understand the application of chemistry in the changing world. Four hours of lecture, no laboratory. Not open to a major or minor in chemistry.

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

CHEM 112. ELEMENTARY CHEMISTRY (4). CHEM 111 continued. For continuation see CHEM 213. Three lectures, one 3-hour laboratory. Prerequisite: CHEM 111 or CHEM 121.

CHEM 121. GENERAL CHEMISTRY (5). Three lectures, one recitation, three hours of laboratory. Prerequisite: high school algebra and geometry or equivalent plus high school chemistry, or consent of instructor.

CHEM 122. GENERAL CHEMISTRY (5). CHEM 121 continued. Three lectures, one recitation, three hours of laboratory. Prerequisite: a grade of "C" or better in CHEM 121 or CHEM 111 with consent of instructor.

CHEM 123. GENERAL CHEMISTRY (5). CHEM 122 continued, including qualitative analysis. Three lectures, one recitation, three hours of laboratory. Prerequisite: CHEM 122.

CHEM 201. QUANTITATIVE CHEMICAL ANALYSIS (5). Gravimetric and volumetric analysis. Three lectures, six hours of laboratory. Prerequisite: CHEM 123.

CHEM 213. BIO-ORGANIC CHEMISTRY FOR NON-MAJORS (4). CHEM 112 continued. A brief introduction to organic chemistry and biochemistry. Prerequisite: CHEM 112 or, with consent of instructor, CHEM 123. Not recommended for science majors. Three lectures, one 4-hour laboratory per week.

CHEM 306. ORGANIC CHEMISTRY (5). Survey of organic chemistry: not open to a chemistry major for credit. Four lectures, three hours of laboratory. Prerequisite: CHEM 123 or 133.

CHEM 307. BIOCHEMISTRY (5). An introduction to the structure, chemical and physical properties, and metabolism of bioorganic molecules in living cells. Four lectures, one 3-hour laboratory a week.

NOTE: A student may not receive credit for more than one course in any of the following groups: CHEM 100, 111, 121; CHEM 112, 122.

COMPUTER SCIENCE (CS)

CS 100. COMPUTER BASICS (4). An introduction to computer technology and the related social issues. Students will do some programming using on-line terminals and the BASIC language. Hardware, software, applications in diverse areas. Problems concerning computerized services, data banks, governmental controls. No prerequisite. Not open to students with credit in CS 101 or INFO 160. Credit not applicable toward major or minor in computer science.
CS 101. INTRODUCTION TO PROGRAMMING (5). A beginning course for students who want to learn about computer programming. Uses the FORTRAN language. Designed for students with no prior computer experience. Not open for students with credit for another course in computer science or management information systems.

CS 104. ADVANCED PROGRAMMING TECHNIQUES (5). Advanced topics in FORTRAN. Introduction to interactive computing using the BASIC language. Open to students with a good knowledge of FORTRAN, including students who have completed CS 101 or CS 103.

CS 180. INTRODUCTION TO PROGRAMMING (1-4). An introduction to programming techniques in a particular language. Credit usually not applicable toward major, minor, or group requirements. May be repeated with consent of department, up to a total of 4 hours credit.

CS 201. ASSEMBLER LANGUAGE PROGRAMMING (4). Basic computer organization; data representations; addressing techniques. System software; bootstrap loaders, assemblers, relocatable loaders. Introduction to the assembler language of a typical large computer. Prerequisite: CS 101 or INFO 160.


CS 360. TECHNIQUES OF COBOL PROGRAMMING (4). Detailed study of the COBOL programming language and techniques for its use; execution-time program structures; segmentation; overlays; report generation; table handling; sorting; file handling techniques; comparison with other languages; COBOL standards. Prerequisites: CS 102 or INFO 160.

CS 390. PRACTICUM IN COMPUTER SCIENCE (1-4). Intended primarily for students working in an industrial internship program. A written report is required. In some cases, an oral presentation will also be requested. Available for S/U only. May be repeated up to a total of four hours credit. Prerequisite: consent of department.

COMPUTER SCIENCE TECHNOLOGY (CST)

CST 221. SYSTEMS AND PROCEDURES I (3). Analysis of business information systems with consideration given to designing a business system, file design, and audit controls. Techniques for implementing basic systems such as principles of flowcharting, systems documentation, and business forms control. Two hours of lecture, two hours of laboratory. Prerequisite: knowledge of a programming language.

CST 231. TECHNIQUES OF RPG PROGRAMMING (2). Basic elements in programming techniques using the RPG II language. Further work on file organization, table look-up, JCL, chaining, records, and error analysis. A problem-oriented language to maximize time spent on solutions rather than machine characteristics.

CST 232. SYSTEMS AND PROCEDURES II (4). Continued study of principles in the design and applications of data processing systems in business. Analysis of cost controls, operations research, and the integrated management information system. Two hours of lecture, four hours of laboratory. Prerequisite: CST 221 and CS 360, or consent of instructor.

ECONOMICS (ECON)

ECON 200. INTRODUCTION TO ECONOMICS (4). Alternative economic goals: economic growth, full employment, price stability, fair income distribution, economic security, economic freedom, consumer sovereignty, efficiency. Not open to the student who is required to complete ECON 201.

ECON 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.

ECON 202. PRINCIPLES OF ECONOMICS (4). ECON 201 continued. Theory of price and product market analysis; factor markets and distribution of income; international economics; current economic problems and public policy. Prerequisite: sophomore standing.
EDUCATION CURRICULUM AND INSTRUCTION (EDCI)

(See Enrichment Studies, page 62)

ENGLISH (ENG)

ENG 110. DEVELOPMENTAL WRITING (4).
Writing with emphasis upon mechanics, sentence structure, and paragraph construction; skill in developing paragraphs or short compositions of about 200 words. Placement on the basis of ACT scores and essay.

ENG 111. INTRODUCTORY WRITING (4).
Spontaneous and structured essay writing with emphasis upon mechanics, skill the basis of ACT scores and essay. Spontaneous and structured essay writing with compositions of about 200 words. Placement by ACT scores and essay or successful completion of ENG 110.

ENG 112. VARIETIES OF WRITING (4).
Development of writing skills, including documentation, with specific subject sub-titles (Creative Writing, American Values in Transition, for example). Placement by ACT scores and essay or successful completion of ENG 110.

ENG 150. RESPONSE TO LITERATURE (4).
An introductory course designed for all students; response to themes in poetry, drama, fiction, non-fiction, and other literary types. Accepted toward English major or minor as an elective. No prerequisite.

ENG 161. WORLD LITERATURE (4).
Masterpieces of world literature of ancient Greece and Rome including such authors as Homer, the Greek tragedians, Plato, Virgil, Petronius, and St. Augustine. No prerequisite.

ENG 162. WORLD LITERATURE (4).
Masterpieces of world literature of Medieval and Renaissance periods including such authors as Dante, Boccaccio, Erasmus, Cellini, and Cervantes along with anonymous romances and epics. No prerequisite.

ENG 163. WORLD LITERATURE (4).
Masterpieces of world literature of Neo-Classical, Romantic, and Modern periods including such authors as Voltaire, Moliere, Goethe, Balzac, Flaubert, Chekhov, Dostoevski, Kafka, and Sartre. No prerequisite.

ENG 200. LITERATURE: (sub-title) (4). A course organized on a single topic, such as Black Literature, Women in Literature, Science Fiction, Literature and Film, Poetry and Music. Can be repeated once for credit if topic is different. Accepted toward the English major or minor as an elective. Prerequisite: ENG 112.

ENG 202. INTRODUCTION TO POETRY (4).
Study of poetry as a type of literature through a selection of great poems, past and present. Prerequisite: ENG 112. Designed for English majors and minors.

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

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

ENG 205. THE CRAFT OF POETRY (4). An introductory literature course in which traditional and contemporary poetry is studied with emphasis on the way the poetry is made. Though required for majors and minors in the B.F.A. creative writing program, course fulfills the same requirements as ENG 202. Prerequisite: ENG 112.

ENG 206. THE CRAFT OF FICTION (4). A look at the way fiction works, the impulses creating it, how it turns out. Emphasis on style and form in traditional and contemporary fiction as a way of understanding meaning. Though required for English majors and students in the B.F.A. creative writing program, course fulfills the same requirements as ENG 204. Prerequisite: ENG 112.

ENG 207. INTERMEDIATE WRITING (4).
Primarily advanced exposition. Prerequisite: ENG 112.

ENG 208. CREATIVE WRITING (4). Principles of poetic composition and fiction writing. Analysis of contemporary models and practice in original composition. Prerequisite: ENG 112, or permission of instructor.

ENG 209. CREATIVE WRITING WORKSHOP (4). Supervised writing in both poetry and fiction, with group discussions and concentration on the shorter forms. May be repeated once. Prerequisite: ENG 208, or permission of instructor.

ENG 251. WRITING ABOUT FILMS (4). A writing course in which the same amount of writing is included as in ENG 207, but it deals entirely with film theory, films, film scripts, novels on which films are based, and film reviews. Equivalent of ENG 207. Prerequisite: ENG 112.

ENG 301. SHAKESPEARE (4). Representative comedies, history plays, tragedies and
tragicomedies, and the sonnets. Prerequisite: any 200-level literature course.

ENG 303. AMERICAN LITERATURE TO 1850 (5). Roots of American literary traditions and growth of national independence of expression; religious, political, and philosophical sources of American imagination, based on texts of representative writers including Edwards, Paine, Irving, Cooper, Poe, Bryant, Emerson, Thoreau, and Hawthorne. Prerequisite: any 200-level literature course.

ENG 304. AMERICAN LITERATURE: 1850-1900 (5). Literary patterns of idealism, skepticism, and emergent materialism in American literature from approximately 1850 to 1900. Based on texts of representative writers such as Melville, Whitman, Dickinson, Twain, James, and Howells, plus such literary movements as local-colorism and realism. Prerequisite: any 200-level literature course.

ENG 305. AMERICAN LITERATURE: 1900 TO PRESENT (5). Rise of naturalism and new directions in American writing from 1900 to the present. Concentration on representative authors of the period, with attention to Imagism, Harlem Renaissance, 1930’s Social Protest, and Post World War II writing. Prerequisite: any 200-level literature course.

ENG 307. GREAT BOOKS (4). Masterpieces selected from such authors as Confucius, Lucretius, Plutarch, Aurelius, Erasmus, Voltaire, Hugo, Gogol, and Nietzsche, read in translation, with concern for uses of literature and its influence on English and American cultural traditions. Prerequisite: any 200-level literature course.

ENG 308. CREATIVE WRITING (5). Imaginative writing with attention to fiction and poetry. Class discussion and individual conferences. Prerequisite: a grade of “B” or better in ENG 208 or with approval of instructor. May be repeated once.

ENG 309. ENGLISH LITERATURE SURVEY TO 1660 (5). Major authors in the context of the major literary traditions from Anglo-Saxon times through the age of Milton. Emphasis on the developing ideas made memorable by their expression in literature. Prerequisite: any 200-level literature course.

ENG 310. ENGLISH LITERATURE: 1660-1824 (5). Major authors in the context of the major literary traditions from the Restoration through the Romantic age. Though a continuation of ENG 309, this course need not be taken in sequence. Prerequisite: any 200-level literature course.

ENG 311. ENGLISH LITERATURE SURVEY: 1824 TO PRESENT (5). Major authors in the context of the major literary traditions from the Victorian age to the present. Though a continuation of ENG 309 and 310, this course need not be taken in sequence. Prerequisite: any 200-level literature course.

ENG 320. MODERN POETRY (4). A study of English and American poetry and European poetry in translation, from 1900 to 1945 with emphasis on those writers and works most significantly influencing the development of poetic forms. Prerequisite: any 200-level literature course.

ENG 323. MODERN FICTION (4). A study of fiction, with emphasis on the novel, including American and English works as well as works in translation, from 1900 to 1945, with particular attention to those works which represent the development of the forms of fiction. Prerequisite: any 200-level literature course.

ENG 325. MODERN DRAMA (4). Drama as a literary form through critical consideration of representative modern continental, English, and American plays to 1945. Prerequisite: any 200-level literature course.

ENG 333. CONTEMPORARY FICTION (4). The study of a cross section of works of fiction, including American and English fiction as well as European fiction in translation, most of which have been written since 1945, with emphasis on works which represent major trends in the development of the forms of fiction. Prerequisite: any 200-level literature course.

ENG 342. CHILDREN’S LITERATURE (5). Wide reading and evaluation of books for children from nursery school through junior high school with emphasis on novels, folklore, informational literature, poetry, and bibliographical sources. Not open to a student with credit for L&E 342. Prerequisite: junior standing in one’s college

ENG 372. LITERATURE OF MINORITIES (5). Survey of minority literary expression-its aims, methods and accomplishments. Prerequisite: any 200-level literature course or permission of instructor.

ENRICHMENT STUDIES

ARTS AND SCIENCES (A&S)

A&S 150. INTRODUCTION TO THE LIBRARY (1). Introduction to basic research techniques for freshman and sophomore students including information retrieval, use of basic reference
sources and materials. Available for S/U credit only. Credit not applicable to library science majors and minors. All the research will be done for a term paper although a completed paper will not be required. A field trip to the Bowling Green Campus library is included.

**EDUCATION CURRICULUM AND INSTRUCTION (EDCI)**

**EDCI 091. READING IMPROVEMENT (3).**
Principles underlying efficient reading applied in daily practice; designed to improve skills involved in comprehension, vocabulary, study techniques, and rate of purposeful reading on the college level. Credit earned in this course is recorded on the student's permanent record but is not applied to meeting the total hours of credit required for graduation. Laboratory fee of $35.

**EXPERIMENTAL STUDIES (EXPR)**
The experimental studies program provides the student with an opportunity to earn college credit for unique experiences not otherwise provided by campus programming. Consult the Assistant Deans Office at Firelands for program and registration details.

**EXPR 101,301. SEMINAR (4).** Offered on various topics. May be repeated to 16 hours.

**EXPR 201,401. INDEPENDENT STUDIES (1-16).** Research or a project designed by the student under the general supervision of a faculty member. Open to any sophomore, junior, or senior.

**FIRELANDS (FIRE)**

**FIRE 100. GROW SEMINAR (1).** A developmental experience course for entering freshman. As the title indicates, the seminar focuses on growth in many dimensions; self-awareness, academic skills, social skills, leadership and decision-making. Graded on an S/U basis only.

**ENVIRONMENTAL HEALTH (ENVT)**

**ENVT 110. MICROBIOLOGY FOR WATER AND FOOD (5).** An introduction to the fundamentals of microbiology. Special emphasis on drinking water and dairy foods. Three hours of lecture, four hours of laboratory. Prerequisite: CHEM 112 or 122, and one course in biology.

**ENVT 121. ENVIRONMENTAL LAW (3).** Discussion of basic foundations of environmental law. Deals with historic precedents, current legislation, environmental impact statements and how to testify in a court of law.

**ENVT 141. CONTEMPORARY PROBLEMS IN ECOLOGY (5).** Biological implications of man's effect on the environment. Introduction to environmental problems of air, water, and land pollution as they relate to the environmental technologist.

**ENVT 160. ENVIRONMENTAL SANITATION (3).** Introduction to epidemiology, communicable disease control, individual sewage treatment, food and milk sanitation, insect and rodent control, and public health planning and administration. Three hours of lecture and field study.

**ENVT 211. BIOLOGICAL EXAMINATION OF WATER AND WASTEWATER (5).** Quantitative and qualitative analysis of bacteria, algae, and common aquatic organisms in water, wastewater, and bottom materials. Three hours of lecture and four hours of laboratory. Prerequisite: ENVT 110.

**ENVT 222. WATER AND WASTEWATER TREATMENT (6).** Introduction to water and supply and treatment, wastewater treatment and disposal. Five hours of lecture, three hours of laboratory and field study. Prerequisite: ENVT 110, and CHEM 112 or CHEM 122.

**ENVT 225. ENVIRONMENTAL HEALTH AND PROTECTION (3).** Basic concepts in solid and liquid waste disposal; sources, forms, effects, meteorology, and standards of air pollution; radiation uses and protection. Three-hour lecture, laboratory, and field study.

**ENVT 226. INSTITUTIONAL HEALTH AND SANITATION (3).** Elementary inspection techniques of recreation areas, marinas, housing, schools, temporary residences, trailer parks, and migrant labor facilities.

**ENVT 227. AIR POLLUTION SURVEILLANCE AND CONTROL (5).** Introduction to the fundamentals of air pollution surveillance, monitoring, analysis, and control. Three hours of lecture, four hours of laboratory or field study. Prerequisites: ENVT 225, CHEM 111 and 112 or CHEM 121 and 122, and AMS 111 and 122.

**ENVT 270. HEALTH CARE SANITATION AND SAFETY INSPECTION (4).** Introduction to environmental health and safety in health care facilities. Includes administration, environmental sources, infection control, fire safety, patient and employee safety, occupational health, and inspection techniques.
ENV 290. EXPERIMENTAL STUDIES IN THE ENVIRONMENT (1-4). Environmental study projects, workshops, seminars and computer simulation classes dealing with air, water or land resource utilization and planning.

ENV 291. STUDENT INTERN PROGRAM (6). Ten weeks of paid field work in environmental health under the supervision of a regulatory agency or a private industrial concern and the director of environmental health at Firelands Campus. Prerequisite: permission of supervisor.

EXPERIMENTAL STUDIES (EXPR)
(See Enrichment Studies, page 62)

FINANCE AND INSURANCE (FIN)

FIN 300. BUSINESS FINANCE (4). Acquisition and allocation of funds in the business enterprise. Fundamentals of financial analysis, current assets management, capital budgeting, financial structure, dividend policy, types of security contracts, and short-term financing. Prerequisites: ECON 202 and ACCT 222.

FIN 330. PRINCIPLES OF INVESTMENT (4). Survey of the investment process as related to commitment of funds in securities. Risks and rewards of different investment media. Fundamentals of investment analysis, investment timing, portfolio construction, and supervision. Prerequisite: FIN 300 or permission of instructor.

FIRELANDS (FIRE)
(See Enrichment Studies, page 62)

FRENCH (FREN)
(See Romance Languages, page 76)

GEOGRAPHY (GEOG)

GEOG 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 freshmen and sophomores.

GEOG 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 freshmen and sophomores.

GEOG 125. WEATHER AND CLIMATE (4). Fundamentals of physical geography with emphasis on earth-sun relationships, elements of weather and climate, and climatic types and their distribution. Three 1-hour lectures, one 2-hour laboratory.

GEOG 126. VEGETATION AND SOILS (4). Fundamentals of physical geography with emphasis on distribution and classification of vegetation and soil and the representation of the earth on maps. Three 1-hour lectures, one 2-hour laboratory.

GEOG 127. LAND FORM DEVELOPMENT AND DISTRIBUTION (4). Fundamentals of physical geography with emphasis on processes of land form development, world-wide distribution of land forms, and physiographic features and regions of the U.S. Three one-hour lectures and one two-hour laboratory. Prerequisite: GEOG 126.

GEOG 213. METEOROLOGY (4). Fundamental physical processes of the atmosphere and their relationship to the daily weather pattern. Prerequisite: GEOG 125 or consent of the instructor.

GEOG 225. RESOURCE DISTRIBUTION AND ECONOMIC ACTIVITY (4). 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.

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

GEOG 347. AFRICA (4). A regional study of Africa and the geographic factors influencing development of the African countries.

GEOLOGY (GEOL)

GEOL 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.

GEOL 103. EARTH MATERIALS (4). Introduction to common rocks and minerals and their mode of occurrence and origin. Three lectures, one 2-hour laboratory; one field trip is required. Credit is not given for both GEOL 100 and 103.
GEOL 104. OUR CHANGING LANDSCAPES (4). Survey of the physical processes operating on and in the earth and of the land forms and geologic structures developed. Three lectures, one 2-hour laboratory; one field trip is required. Credit is not given for both GEOL 100 and 104.

GEOL 105. OUR PREHISTORIC EARTH (4). Principles of stratigraphy, time, and evolution upon which the reconstruction of geologic history is based. Three lectures, one 2-hour laboratory; one field trip is required.

GEOL 205. GEOLOGIC HISTORY OF MAN (4). Evolution, classification, distribution, paleoecology, and geologic history of prehistoric hominids. Four lectures.

GEOL 210. 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.

GEOL 304. GEOLOGY OF THE NATIONAL PARKS (5). Survey of the regional geology of the U.S. as illustrated in the national park system. Four lectures, one 2-hour laboratory. Prerequisite: GEOL 100, or 103, and 104.

GEOL 305. LIFE OF THE GEOLOGIC PAST (5). A study of the progressive development of life as illustrated by fossils. Four lectures, one 2-hour laboratory. One field trip required. Not open to geology majors in the B.S. degree program. Credit is given for either GEOL 302 and 303, or GEOL 305, but not for both.

GEOL 418. GEOLOGY OF OHIO (4). Survey of the bedrock and surficial geology of Ohio, with consideration of the state's economic mineral resources. Three lectures, one 2-hour laboratory. Three full-day field trips are required. Credit not given for the M.S. degree in geology. Prerequisites: GEOL 100, or GEOL 103 and 104, and GEOL 105.

HEALTH AND PHYSICAL EDUCATION (HPE)

HPE 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.

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

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

HPE 200. GENERAL PHYSICAL EDUCATION (1). Elective program in advanced sports skills with emphasis on recreational and carry-over activities. This class may be taken for a grade. Prerequisite: 3 HPE or PER 100 classes and sophomore status.

HPE 313. ADVANCED FIRST AID AND SAFETY EDUCATION (4). Emphasis on accident prevention and emergency care of injuries and sudden illness. Satisfactory completion results in Red Cross Certification in Advanced First Aid and Emergency Care.

HPE 314. FIRST AID—INSTRUCTOR'S COURSE (2). Leads to American Red Cross First Aid Instructor's certificate. Prerequisite: junior standing and current Red Cross Standard and Advanced Certificates.

HISTORY (HIST)

HIST 101. THE STUDY OF HISTORY (4). Designed to be a cornerstone in a student's general education, this course stresses concepts and skills rather than chronology. The student will learn why history is important as a way of thinking and how the historian's explanation of human behavior through time links the perspectives and findings of other fields of study.


HIST 152. THE RISE OF THE WEST: RENAISSANCE TO REVOLUTION (4). Transformation of European society: institutional and ideological change, the rise of the West to world power.

HIST 153. EUROPE IN THE MODERN WORLD: DOMINANCE AND DECLINE (4). Impact of the political and industrial revolution on European society and culture; 19th century expansion and 20th century retreat from world power; the rise of totalitarianism and world conflict.

HIST 205. THE UNITED STATES TO 1877 (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.

HIST 280. ASIAN CIVILIZATION (4). A broad survey of history and civilizations of the major countries of Asia from the beginning to the present. Designed especially for beginners.

HIST 291. STUDIES IN HISTORY (2-4). Introductory approaches to the study of history. Content and theme will vary with the instructor. Primarily intended for students electing history for general education or group requirements.

HIST 306. HISTORY OF OHIO (4). Precolonial background, early exploration, and settlement; Northwest Territory; Ohio in the French and Indian War, American Revolution, and War of 1812; Ohio's place in national development.

HIST 419. THE WESTWARD MOVEMENT IN AMERICA (4). Historical development of the Trans-Mississippi west during the nineteenth century, with emphasis on the American Indian, territorial expansion, sectional conflict, and economic development.

HIST 421. AMERICAN COLONIAL HISTORY, 1492-1783 (4). European backgrounds of American history, establishment of European settlements and institutions, emergence of colonial culture, conflict between France and England for the New World.

HIST 422. THE AMERICAN REVOLUTIONARY ERA, 1763-1815 (4). Causes, course, and consequences of the War for Independence; the organization of government and the emergence of a national party system; economic, social, and diplomatic problems of the young Republic.

HIST 430. RECENT U.S. POLITICS, POLITICAL ECONOMY, AND SOCIETY (4). Voter alignment and main political issues since the New Deal. Affluence, conformity, liberation, counter-culture, New Left, Middle America.

HIST 438. U.S. FOREIGN POLICY SINCE 1917 (4). An examination of the development of U.S. foreign policy from World War I to the present, with particular emphasis on the influence of ideas, institutions, and public opinion on the shaping of America's response to world problems. Considerable attention to America's role in World War II, the development of the Cold War, and American-Asian relations.

HIST 448. NINETEENTH CENTURY EUROPEAN SOCIETY AND THOUGHT: 1815-1914 (4). Major social and intellectual trends in the nineteenth century: Romanticism, liberalism, utopian socialism, Marxism, rise of working-class organizations, the Fin de Siecle revolt.

HIST 449. RECENT EUROPEAN SOCIETY AND THOUGHT: 1914 — (4). Recent developments in European society: the development of European communism, Freudianism, fascism as an ideological and social movement, existentialism and post-war disillusionment, recent trends in Marxist thought.

HIST 470. MODERN RUSSIA, 1825-1945 (4). Traces revolutionary origins; Russia's social, economic, political position in the 19th and 20th centuries.

HIST 491. TOPICS IN HISTORY (3-5). Offered on demand. Study of selected topics or subject areas within the field of history.

HOME ECONOMICS (HOEC)

HOEC 101. CLOTHING (3). Fundamentals of clothing construction using commercial patterns. One 1-hour period, two 2-hour periods. May be waived, see advisor.

HOEC 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.

HOEC 120. SURVEY OF CHILD AND FAMILY COMMUNITY SERVICES (3). An introductory survey of the institutions serving young children and families. Consideration of the principles underlying effective services, including the qualifications and preparation essential for professional work with people. Two hours of lecture, two hours of participation. Offered on demand.

HOEC 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. Offered on demand.

HOEC 320. INFANT DEVELOPMENT (3). Growth and development from prenatal stages through the toddler stage. Prerequisite: PSYCH 201.
HOEC 406. HOUSING THE FAMILY (4). Procuring, maintaining, financing, and adapting housing for families with varying living patterns. House design and structure; site and neighborhood planning; government role in housing.

INDUSTRIAL EDUCATION AND TECHNOLOGY (IE&T)

IE&T 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 hours of lecture, five hours of laboratory.

IE&T 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 hours of lecture, five hours of laboratory.

IE&T 114. MATERIALS PROCESSING II (4). A study of material properties, fabricating equipment, and methods and procedures utilized in the production of metallic products. Two hours of lecture, five hours of laboratory.

IE&T 147. ELECTRICITY (5). Electron theory; DC and AC electrical units and concepts; circuit components; transformers, motors, and generators; RLC circuits; power circuit concepts; 3 phase electric power; introduction to the use of electrical instruments. Two hours of lecture, six hours of laboratory. Prerequisite: MATH 110 or equivalent.

IE&T 148. ELECTRONICS (5). Electronics is that branch of technology which deals with the use of electronic devices to process, store, and transmit information. IE&T 148 is an introductory study of the physical bases of electronic devices, terminal characteristics of electronic devices, and of the use of electronic devices to accomplish meaningful tasks. Analog and digital, signal and power, simple and complex applications are discussed and analyzed. Two hours of lecture, six hours of laboratory. Prerequisite: IE&T 147 or permission of instructor.

IE&T 152. INTRODUCTION TO TECHNOLOGY —THE MAN-MADE WORLD (3). Through active participation in a variety of technology problem solving activities, students are introduced to principles and developments which consider technology as shaper of the man-made world, man's career and other roles, and the future.

IE&T 191. ENERGY, POWER, INSTRUMENTATION, AND CONTROL—MECHANIZATION (4). Study of mechanization through the examination of energy conversion into useful electrical, fluid, or mechanical power and associated transmission, instrumentation, and controlling devices. Experiences in research and experimentation requiring analysis and diagnosis of automated systems. Two hours of lecture, five hours of laboratory. Prerequisite: AMS 111 or equivalent.

IE&T 201. MECHANICAL DESIGN I (4). Design and selection of mechanical elements, fasteners, power transmission devices, hydraulic systems, and tools and dies. Standard manuals, commercial catalogs, and technical publications are utilized. Two hours of lecture, five hours of laboratory. Prerequisite: AMS 133 or concurrent registration.

IE&T 202. MECHANICAL DESIGN II (4). A continuation of Mechanical Design I. Consideration of economy, loading conditions, stresses, deformation, fits and finishes in design. Two hours of lecture, five hours of laboratory. Prerequisite: IE&T 201.

IE&T 204. DESIGN AND ENGINEERING GRAPHICS II (5). The application of design analysis and engineering graphics to problems dealing with mechanical/electrical products or architectural/environmental design. Emphasis is on producing complete sets of working drawings to communicate problem solutions to those involved with the production of the product or system. Prerequisite: IE&T 104 or equivalent.

IE&T 205. TOOL AND DIE DESIGN(4). Study of the importance and economies of tool design for mass production. Major areas include the layout and design of cutting tools, gauges, simple jigs, fixtures, and dies. Two hours of lecture, five hours of laboratory. Prerequisite: IE&T 204.

IE&T 206. JIG AND FIXTURE DESIGN (2). Continued application of the principles of jig and fixture design, including drilling, milling, welding, and inspection fixtures; standard drill jigs, and economies of jigs and fixtures. One hour of lecture, three hours of laboratory. Prerequisite: IE&T 204.

IE&T 210. FLUID SYSTEMS (3). A study of the basic components of hydraulic and pneumatic systems as used for industrial power control and transmission. Two hours of lecture, three hours of laboratory. Prerequisite: AMS 122 or permission of instructor.

IE&T 211. MANUFACTURING PROCESSES FORMING (4). An introduction to both traditional
and non-traditional forming processes. Topics include spinning, casting, die-casting, forging, and extruding. Two hours of lecture, five hours of laboratory.

IE&T 212. MANUFACTURING PROCESSES II-COMBINING (4). Topics include traditional joining processes such as electric arc, inert gas, submerged arc, and oxygen-acetylene welding; and non-traditional processes such as plasma arc, explosive, laser ultrasonic, and electron beam methods of combining materials. Two hours of lecture, five hours of laboratory.

IE&T 213. NON-TRADITIONAL MANUFACTURING PROCESSES III (4). An introduction to non-traditional machining processes including numerical control, EDM, ECM, laser machining, ion machining, and ultrasonic machining. Two hours of lecture, five hours of laboratory.

IE&T 214. MANUFACTURING PROCESSES (4). Processing methods, equipment, tooling organization, and control employed in production of metallic and non-metallic products. Two hours of lecture and five hours of laboratory. Prerequisites: IE&T 113 and 114, or equivalents.

IE&T 215. METALLURGY (4). Introduction to the basic concepts of physical metallurgy and heat treatment of metals. Topics include metal structure, alloys, tempering, tool steels, and powder metallurgy. Two hours of lecture, five hours of laboratory.

IE&T 216. METROLOGY (4). Study of instruments and machines for measuring dimensions and surface finishes of machine parts to meet established standards. Discussion of the concepts and procedures involved in quality control and inspection. Two hours of lecture, five hours of laboratory. Prerequisite: AMS 111 or equivalent.

IE&T 217. PRODUCTION PLANNING AND CONTROL (4). Detailed study of various production activities and the problems associated with them through the use of case studies and personal experiences of guest speakers.

IE&T 218. MANAGEMENT AND SUPERVISION (3). Discussions of the responsibilities of management and supervision within the manufacturing industries. Topics include organization, duties and responsibilities, human relations, training, promotion, quality and quality control, and management-employee relations.

IE&T 235. CONSTRUCTION TECHNOLOGY (4). An introduction to the construction industry encompassing residential, commercial, industrial, and civil areas, emphasis on codes, plans, specifications, construction methods, materials, and equipment used and elements of project control.

IE&T 241. ELECTRICITY AND ELECTRONICS (3). Investigation of many topics in electricity and electronics of interest to students majoring in related technical areas. Content ranges from basic electricity to communication, power systems, and instrumentation. Two hours of lecture, three hours of laboratory. Prerequisite: AMS 111.

IE&T 242. MECHANICS—STATICS (4). An application of the laws of static equilibrium to various coplanar and noncoplanar force systems. Algebraic and graphical vector methods of analysis cover structures, machines, trusses, friction, centroids, and moment of inertia. Prerequisite: AMS 122.

IE&T 243. STRENGTH OF MATERIALS (4). A comprehensive study of simple and combined stresses, deformation, shear, torsion, and deflection of machine parts and structural members. Three hours of lecture, two hours of laboratory. Prerequisite: IE&T 242.

IE&T 244. COMMUNICATION CIRCUITS (3). An introduction to fundamental communication circuits. Topics include amplifiers, oscillators, communication components, and principles of receivers and transmitters. Two hours of lecture, three hours of laboratory. Prerequisite: IE&T 245.

IE&T 245. COMMUNICATIONS SYSTEMS (3). Applications of the principles of communications circuits to large and complex systems. Techniques of transmission and radiation of electromagnetic energy applied to pulse, television, and microwave systems. Two hours of lecture, three hours of laboratory. Prerequisite: AMS 111 or equivalent.

IE&T 246. ELECTRONIC AMPLIFIERS (5). A study of representative principles of electronic amplification including experience in the techniques and skills required for the use and understanding of the devices encountered in electronic amplification and amplifiers. Three hours of lecture, five hours of laboratory. Prerequisite: IE&T 148.

IE&T 247. ELECTRICAL MEASUREMENTS AND INSTRUMENTATION (5). A study of electrical measurement and instrumentation devices, transducers, and elements; the principles underlying their design, use, and relationships. Three hours of lecture, five hours of laboratory. Prerequisite: IE&T 148.
IE&T 248. INDUSTRIAL EQUIPMENT AND CONTROLS (5). Basic elements of automation and industrial control principles. Includes discussion and application of typical devices such as time control switches, motor controls, servomechanisms, and photoelectric switches. Three hours of lecture, five hours of laboratory. Prerequisite: IE&T 247 or permission of instructor.

IE&T 249. SPECIAL ELECTRONIC DESIGN PROBLEMS (4). A study of new materials, techniques, components, and devices which may have significant influence on the electronics industry. Digital and analog IC's are stressed. Individual design problems encourage students to develop practical competencies. Six hours of recitation-laboratory. Prerequisite: IE&T 246 or permission of instructor.

IE&T 288. FIELD EXPERIENCE (2). Individual observation and participation at various levels and in representative programs in career and technology education. Graded on S/U basis only.

IE&T 289. COOPERATIVE INTERNSHIP-BASIC (5). Work and study in business, industry, service, or a government agency in a department-approved 12-week full-time position related to the student’s intended area of concentration. Prerequisite: consent of department.

IE&T 290. EXPERIMENTAL STUDIES IN INDUSTRIAL EDUCATION AND TECHNOLOGY (1-4). Experimental study projects, seminars, and workshops dealing with topics in industrial education and technology.

IE&T 301. ARCHITECTURAL GRAPHICS (5). Architectural design and construction and the development and use of elevation, plan, detail, and perspective drawings in planning and designing residential, business, and industrial structures. Two 1-hour lectures and two 3-hour laboratories. Prerequisite: IE&T 104 or permission of instructor.

IE&T 305. TECHNICAL ILLUSTRATION (4). The study of technical illustration for design presentation, assembly, repair, and advertising. Experiences with a variety of equipment, materials, and techniques to accomplish various industrial purposes. Two 1-hour lectures, and one 2-hour and one 3-hour laboratory. Prerequisite: IE&T 104 or permission of instructor.

IE&T 318. SURVEYING PRACTICE (5). Methods and procedures of surveying: field and office procedures for recording and reduction of data. Surveying applications to construction. Prerequisite: competency with high school algebra and trigonometry.

IE&T 381. PHOTOGRAPHY (4). Camera principles, portraiture, pictorial, composition, lighting, developing, printing, enlarging, and photo-finishing techniques. Two 1-hour lectures, one 2-hour and one 3-hour laboratory.

INFORMATION SYSTEMS (INFO)

INFO 160. INTRODUCTION TO COMPUTERS (4). An introductory course in data processing principles, including logical analysis, computer programming, the nature of the computer, and the nature of the computer environment in business. Language used is PL/1. Prerequisite: 12 quarter hours of college credit.

INFO 260. ADVANCED ELECTRONIC DATA PROCESSING: LANGUAGES AND PROBLEMS (4). A review and extension of the PL/1 language and the introduction of a second language. Selected problems applying the computer to various functional areas of business. Prerequisite: INFO 160.

INFO 475. ROLE OF COMPUTER IN HEALTH CARE (4). A comprehensive coverage of uses of computers in health care—hospital information and cost systems, medical records, nutrient accounting, clinical and diagnostic handling. Prerequisite: introductory computer course or consent of instructor.

INTERPERSONAL AND PUBLIC COMMUNICATION (IPCO)

IPCO 203. SMALL GROUP COMMUNICATION (4). A study of social interaction in small groups with primary emphasis on problem solving processes.

IPCO 204. ARGUMENTATION: INQUIRY AND ADVOCACY (4). Basic principles of argumentation, with emphasis on analysis, evidence, reasoning, and refutation.

IPCO 205. PUBLIC SPEAKING (4). Principles of public speaking and speech composition in professional, business, and educational settings, with attention to the use of audio-visual materials. Prerequisite: SPCH 102. Alternate years with SPCH 201.

IPCO 303. PERSUASIVE COMMUNICATION (4). Theories and concepts of persuasive communication, including attitude change, audience analysis, and strategies of persuasion.
IPCO 306. INTERPERSONAL COMMUNICATION (4). The study of purposive two-party communication with emphasis on reduction of defensive climates as a means of facilitating effective communication. Included are practical experiences in information seeking, persuasion, and personal interviews.

JOURNALISM (JOUR)
JOUR 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.

JOUR 105. MASS COMMUNICATIONS THEORY AND PRINCIPLES (4). Survey of techniques of print and audio-visual journalism, including language usage, article and publication organization, photography, graphic design, film, television, and multi-media presentations.

JOUR 117. VISUAL IMPACT IN COMMUNICATIONS (3). Survey and analysis of visual communications techniques and applications, including photography, graphic design, film, television, and multi-media presentations.

JOUR 300. INTRODUCTION TO JOURNALISTIC WRITING (4). Practice in the basic forms of newspaper, magazine, broadcasting, and public relations writing. Prerequisite: grade of "C" or better in JOUR 103 or 105.

JOUR 306. INTRODUCTION TO PHOTOJOURNALISM (4). Emphasis on function of pictures in newspapers, magazines, television, advertising. Practice in picture taking and darkroom procedures. One lecture and one 3-hour laboratory. The student furnishes camera and some materials.

LEGAL STUDIES (LEGS)
LEGS 301. 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: junior standing.

LIBRARY AND EDUCATIONAL MEDIA (L&EM)
L&EM 203. INTRODUCTION TO LIBRARIANSHIP (4). Survey of profession of librarian-media specialist, types of library-media centers, jobs performed, professional literature and organizations, history of libraries and materials.

MANAGEMENT (MGMT)
MGMT 300. INTRODUCTION TO PRODUCTION AND OPERATIONS MANAGEMENT (4). Operations of the firm; fundamentals of operations research; design of production systems; operation, coordination, and control of production activity; major analytical tools for management; plant projects. Prerequisite: STAT 212 or equivalent.

MGMT 305. PRINCIPLES OF ORGANIZATION AND MANAGEMENT (4). Fundamentals of organization theory; objectives, policies, decision-making authority, executive development, leadership, communication, attitude, and effective human relations as they are related to management principles. Not open to business majors.

MARKETING (MKT)
MKT 300. MARKETING (4). An introduction to the marketing of goods and services from producer to consumer. Considers management of marketing activities and institutions.

MKT 340. PERSONAL SELLING (4). Economic and behavioral relationships among customer needs, buying motives, seller's performance affecting sales of industrial goods, consumer goods, intangibles; theory, principles, role playing in selling.

MATHEMATICS (MATH)
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 given below and the mathematics placement exam are designed to facilitate the choice of courses by the student and the adviser.

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

MATH 121-122 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.

MATH 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. These courses are not sequential.

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 Chair of the Natural and Social Sciences Department.

MATH 110. COLLEGE ALGEBRA (5). A study of algebra through the equivalent of high school advanced algebra. Includes such topics as the real number system, fractions and graphs, exponential and logarithmic functions, systems of equations and inequalities, polynomials, and sequences. Prerequisite: AMS 100 or passing score on the mathematics placement exam, section I.

MATH 115. INTRODUCTION TO STATISTICS (5). Description of data, binomial and normal distributions, estimation and testing of hypotheses for means and propositions, simple one way analysis of variance. Prerequisite: three years of high school mathematics, MATH 090, or AMS 100.

MATH 121. TOPICS IN MODERN MATHEMATICS (5). The language of sets, introductory logic, number systems, and other topics. Not open to the student who presents three or more years of high school mathematics or who has credit for any college mathematics courses. Prerequisite: AMS 100 or a passing score on the mathematics placement exam, section I.

MATH 122. FINITE MATHEMATICS (5). Logic; set theory; finite probability theory; vectors, matrices, and other applications in probability theory. Prerequisite: AMS 100 or a passing score on the mathematics placement exam, section I.

MATH 124. BASIC CALCULUS I (5). Graphs, lines, functions, and differential calculus for functions of one variable, including application. Not intended for students in physical sciences. Not open to students with a grade of "C" or better in MATH 131. Prerequisite: AMS 110 or a passing score on the mathematics placement exam, section II. Recommended prerequisite: MATH 130 or AMS 121.

MATH 125. BASIC CALCULUS II (5). Integral calculus, exponential and logarithm functions, partial derivatives, and matrix algebra. Prerequisite: either a grade of "C" or better in MATH 124, or a grade of "D" or better in MATH 131.

MATH 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. Prerequisite: MATH 110 or a passing score on the mathematics placement exam, section II.

MATH 131. CALCULUS AND ANALYTIC GEOMETRY I (5). Plane analytic geometry and differential calculus with applications, including some partial derivatives. Prerequisite: grade of "C" or better in MATH 130 or AMS 121, or a passing score on the mathematics placement exam, section II.

MATH 226. MATHEMATICS OF FINANCE (4). Simple and compound interest, ordinary annuities, amortization, sinking funds, bonds, life annuities, life insurance. Prerequisite: MATH 125, 231 or consent of department chairman.

MATH 231. CALCULUS AND ANALYTIC GEOMETRY II (5). Continuation of MATH 131. Integral calculus of functions of one variable. Prerequisite: MATH 131 or 125.

MATH 232. CALCULUS AND ANALYTIC GEOMETRY III (5). Continuation of MATH 231. Additional topics from calculus, analytic geometry, and vectors. Prerequisite: MATH 231.

MATH 233. CALCULUS AND ANALYTIC GEOMETRY IV (4). Differentiation and integration of functions of several variables; infinite series. Prerequisite: MATH 232.

MATH 241. MATHEMATICS FOR ELEMENTARY TEACHERS (5). Numeration systems; set theoretic development of the whole number system; relations; the system of integers. Prerequisite: AMS 100 or a passing score on the mathematics placement exam, section I. Open only to elementary education majors. Not for Arts and Sciences or Business Administration credit.

MATH 242. MATHEMATICS FOR ELEMENTARY TEACHERS (4). Continuation of MATH 241. The rational and real number systems; informal geometry; basic probability. Open only to elementary education majors. Prerequisite: "C" or better in MATH 241. Not for Arts and Sciences or Business Administration credit.

MATH 247. FUNDAMENTALS OF STATISTICAL INFERENCE I (4). Discrete probability models, random variables and distribution functions; sampling theory; problems in statistical inference. Preparation for MATH 347. Prerequisite: MATH 125 or 231.
MATH 291. TOPICS IN MATHEMATICS (1-4). Offered on demand. Courses offered under this number are designed to enrich and broaden the student’s view of mathematics by discussing topics not included in existing courses. The scheduling of this course may be initiated by the department or by a group of students with departmental consent. Prerequisite: consent of the instructor.

MATH 332. ELEMENTARY LINEAR ALGEBRA (4). Systems of linear equations, vectors, matrices, determinants, linear transformations, vector spaces R2, R3. Applications. Emphasizes techniques but includes some proofs. Prerequisite: MATH 231 or MATH 125, or consent of department.

MATH 337. DIFFERENTIAL EQUATIONS (4). Equations of first, second, and higher order; linear equations with constant coefficients; series solutions; Laplace transform; numerical methods; applications. Prerequisite: MATH 233 and 332.

MEDICAL RECORD TECHNOLOGY (MRT)

MRT 100. INTRODUCTION TO MEDICAL RECORD SCIENCE I (2). Introduction to the historical development of medicine, hospitals, and accrediting agencies with respect to medical record keeping; and the history of the medical record profession itself. The functions of departments within the hospital organization and medical staff relationships with the medical record department. The ethics of a medical record technologist as a professional. Two-hour lecture.

MRT 101. MEDICAL TERMINOLOGY (5). Vocabulary and terms used by medical personnel; prefixes, suffixes, word roots, and their combining forms, usage, and spelling; specialized terms and systems. Development of a vocabulary in medical and surgical specialties. Five hours lecture.

MRT 102. MEDICAL TRANSCRIPTION (3). Skill in the use of transcription equipment and expansion of medical terminology. Practice in transcribing medical reports and correspondence. One-hour lecture, four hours laboratory. Prerequisite: MRT 101 and typing proficiency as indicated with a grade of "C" or better in BUSE 112.

MRT 111. MEDICAL RECORD SCIENCE I (4). The functions and relationships of the Medical Record Department. Numbering and filing systems and methods; record storage, retrieval, and retention. Definitions of, standards for, and development of the medical record as to content, format, evaluation, and completion; including source- and problem-oriented records. Record uses, analysis, and types; forms design and control. Two hours lecture, one 2-hour laboratory. Prerequisite: MRT 100 and formal admission to the Medical Record Technology Program.

MRT 112. MEDICAL RECORD SCIENCE II (4). The basic principles of classification and indexing of diseases and operations. Current systems of indexing and coding, including the registers and indexes they generate; maintenance of indexes and registers. Accrediting, approving, licensing and certifying agencies; their requirements for medical records. Three hours lecture, two hours laboratory. Prerequisite: MRT 111.

MRT 201. MEDICAL RECORD DIRECTED PRACTICE I (6). Supervised learning experience in a medical record department under supervision of an experienced medical record administrator. Admissions procedure, preparations of index cards, charts, correlation of records, coding and indexing by ICDA-8. Sixteen hours laboratory. Prerequisite: BIOL 332, MRT 102 and MRT 112. No remuneration. See policy on transportation and uniforms.

MRT 202. MEDICAL RECORD DIRECTED PRACTICE II (6). Supervised learning experience in a medical record department under the supervision of an experienced medical record administrator. Statistical procedures, daily analysis and record completion procedures, preparing medical abstracts, insurance reports, and answering other medical correspondence. Sixteen hours laboratory. Prerequisite: MRT 201 and 211. No remuneration. See policy on transportation and uniforms.

MRT 203. MEDICAL RECORD DIRECTED PRACTICE III (4). Supervised learning experience in a medical record department under the supervision of an experienced medical record administrator. Legal aspects such as preparation of records for court, taking records to court, releasing of information. Application of state health laws, discharge procedures. Maintenance of diagnostic, operative, physicians indexes. Sixteen hours laboratory. Prerequisite: MRT 202 and 212. No remuneration. See policy on transportation and uniforms.

MRT 204. PATHOPHYSIOLOGY (5). The study of disordered human functions and systems. The language, causes and types of diseases. Cellular injury, inflammation, metabolic dysfunctions, representative diseases, endocrine imbalance, disturbances in blood and
body fluids, hypersensitivity, infectious diseases, physical and chemical injury, hereditary disorders and congenital defects. Five-hour lecture. Prerequisite: BIOL 104, 331, and 332.

MRT 211. MEDICAL RECORD SCIENCE III (4). The study of vital and public health statistics; in-depth study of hospital statistics; sources, definitions, collection; reporting and presentation of health data. Computer programs for medical record departments; techniques for medical audit and research. Medical record systems for ancillary service departments. Two hours lecture. Prerequisite: BIOL 104, 331, and 332.

MRT 212. MEDICAL RECORD SCIENCE IV (4). The medical record as a legal document; confidential communication; consents and authorizations for release of medical information. Preparation of records for court and presenting the record in court. Principles and roles of the supervisor and staff in management of a medical record department; layout, work flow, and check points; use of machine transcription. Current developments in the medical record field. Two hours lecture, four hours laboratory. Prerequisite: MRT 112.

MUSIC COMPOSITION AND HISTORY (MUCH)

MUCH 105. PREVIEW TO MUSIC I (3). A beginning course in the fundamentals of music theory, literature, and ear training. Open to non-majors, minors, and music majors with consent of the instructor.

MUCH 106. PREVIEW TO MUSIC II (3). A continuation of MUCH 105.

MUSIC EDUCATION (MUED)

MUED 156. BEGINNING PIANO FOR THE NON-MUSIC MAJOR I (2). Class piano course for beginning work in music reading, pop/jazz chords, keyboard technique, improvisation, and elementary piano literature. Not open to music majors or minors.

MUED 157. BEGINNING PIANO FOR THE NON-MUSIC MAJOR II (2). A continuation of MUED 156. Class piano course for beginning work in music reading, pop/jazz chords, keyboard technique, improvisation, and elementary piano literature. Not open to music majors or minors. Prerequisite: MUED 156 or equivalent.

MUSIC PERFORMANCE (MUSP)

MUSP 261. APPLIED PIANO (1, 2).

MUSP 279. UNIVERSITY CHORUS (1). Open to anyone possessing necessary musical ability who is interested in singing with large ensembles. The chorus makes appearances at school programs and other public affairs.

PHILOSOPHY (PHIL)

PHIL 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.

PHIL 202. ETHICS (4). Inquiry into the meaning of good and evil and right and wrong in the context of contemporary moral issues. A senior may take this course only with the permission of the instructor.

PHIL 204. AESTHETICS (4). Nature and meaning of "beauty" or aesthetic value of art and nature; approached historically and applied to present-day experience.

PHIL 205. LOGIC (4). An analysis of logical thinking in terms of exploring the relationships between logic and language, and examining different kinds of arguments and proof strategies, fallacies, and deductive relationships between statements. A student who has credit for PHIL 303 may not register for this course.

PHIL 207. PHILOSOPHY OF MAN AND SOCIETY (4). Concepts such as freedom, authority, law, the state, and so on are examined philosophically to determine the nature of "the individual" and "society" and the relationship that should exist between them. Topics include: violence, rights (legal and moral), punishment, alienation, justice, etc.

PHIL 230. THE LOGIC OF SCIENCE (4). A survey of contemporary views of the nature of science including logical positivism, Popper, and Kuhn. Topics include: the logic of theories, theory testing and nature of scientific concepts, induction, the growth of knowledge, and the relation of science and art.

PHIL 240. TOPICS IN PHILOSOPHY (4). An examination of selected topics in philosophy. Subject matter will be designated in the time schedule. No prerequisite. Primarily for students with little or no background in philosophy.
PHIL 313. CONTEMPORARY PHILOSOPHY (4). Survey of Western philosophy since 1900, with emphasis on logical positivism, analysis, phenomenology, existentialism, and major philosophers in each school.

PHIL 317. PHILOSOPHY OF RELIGION (4). An examination of the nature of religion and of such central religious concepts as those of gods and God; of faith, revelation, and religious belief; of evil and righteousness; and of the meaning of life. Readings from a variety of sources, largely contemporary. No prerequisite.

PHIL 324. HISTORY OF OCCIDENTAL RELIGIONS (4). The “Bibles” of the four major living religions of the Near East—Zoroastrianism, Hebraism, Christianity, and Islam—including inquiry into the cultural backgrounds of Egypt, Babylonia, Israel, Greece, and Rome. No prerequisite.

PHIL 334. PHILOSOPHY IN LITERATURE (4). A philosophical examination of themes such as death, the perception of self, and the conflict of values occurring in literary texts (novels, plays, and poetry) from various cultures. Content may vary. May be taken only once for credit. No prerequisite.

PHYSICAL EDUCATION AND RECREATION (PER)

PER 425. WOMEN AND SPORT (4). Examination of historical, cultural, psychological, and physiological considerations of women’s participation in sport.

PHYSICS (PHYS)

PHYS 131. UNIVERSITY PHYSICS I (5). Measurement, differential, and integral calculus applied to kinematics in one, two, and three dimensions; vector notation and vector algebra; Newtonian mechanics; gravitation; statics, conservation laws. Five lecture-recitations weekly. Prerequisite: working knowledge of trigonometry required; knowledge of calculus recommended.

PHYS 214. COLLEGE PHYSICS (5). Forces, energy and wave motion. Sound and geometrical optics. Four lecture-recitations, one 2-hour laboratory. Prerequisites: Knowledge of algebra and trigonometry.


PHYS 216. COLLEGE PHYSICS (5). Electrical and basic electronics theory. Transistors and vacuum tubes, amplifiers and oscillators with selected applications. Four lecture-recitations, one 3-hour laboratory. Prerequisite: PHYS 215.


PHYS 233. UNIVERSITY PHYSICS III (5). Four lecture-recitations, one laboratory. Electricity and magnetism. Prerequisite: PHYS 232. Corequisite: MATH 231.

POLITICAL SCIENCE (POLS)

POLS 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.

POLS 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.

POLS 290. INTRODUCTION TO POLITICAL INQUIRY (4). Concepts and theories used by political scientists in studying politics. Both traditional and behavioral political science are considered, and the focus of the course is on the way political scientists establish and evaluate concepts and theories used in studying politics. Required of all majors; should be taken before any 300-level course. Non-majors must receive permission of instructor to enter the course.

POLS 304. AMERICAN POLITICAL THOUGHT (4). American political thought as reflected in the colonial, Federalist, Civil War, and recent phases of American political life.

POLS 331. STATE GOVERNMENT (4). Federal-state relations; state constitutions; parties and elections in the states; and state legislative, executive, and judicial branches, with emphasis on Ohio.

POLS 332. LOCAL GOVERNMENT (4). Units of local government, state-local relations, municipal corporations and charters, forms of municipal government, county and metropolitan
POLS 416. CONSTITUTIONAL LAW: POWERS AND RELATIONSHIPS (4). Supreme Court cases relating to U.S. governmental structure, powers, and relationships.

POPULAR CULTURE (POPC)

POPC 160. INTRODUCTION TO POPULAR CULTURE (4). Examination of the basic theories of, approaches to, and topics within the study of popular culture. Emphasis will be on several selected topics in popular culture and the use of various theories and approaches in the study of these topics.

POPC 250. INTRODUCTION TO POPULAR FILM (4). An introduction to popular film as a mass entertainment medium. A survey of topics such as Hollywood studios, popular film formulae, genres, and the relationships between popular films and the movie-going audience. Course will include the viewing of appropriate films.

POPC 260. POPULAR CULTURE AND THE MEDIA (4). Examination of the various types of culture and media which affect our lives—their artistic and aesthetic accomplishments and failures, their obvious and subtle forces and influences.

POPC 421. INTRODUCTION TO FOLKLORE (4). Traditional British ballads and their American variants, historical legend, folk tales, folk medicine, children's lore, the supernatural, superstition, written literature, and scholarly collections of folklore. Not open to a student with credit for L&EM 421. Prerequisite: sophomore standing in one's college.

POPC 424. TOPICS IN FOLKLORE (4). Indepth study of a single topic in folklore studies. May be repeated once if the topics are clearly different. Prerequisite: POPC 421 or permission of instructor.

PSYCHOLOGY (PSYC)

PSYC 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.

PSYC 303. DEVELOPMENTAL PSYCHOLOGY (3). An introduction to the major concepts, theories, and principles of developmental psychology. Coverage includes genetic factors, prenatal period, infancy, and early childhood. Prerequisite: PSYC 201.

PSYC 305. PSYCHOLOGY OF PERSONALITY ADJUSTMENT (3). Problems of personal adjustment. Related problems of theory and measurement of personality. Prerequisite: PSYC 201.

PSYC 306. THE PSYCHOLOGY OF WOMEN (4). Psychological characteristics of women, including personality, adjustment, identity formation, intellectual processes, and sexuality. Examination of theories and data on female development.


PSYC 311. SOCIAL PSYCHOLOGY (3). Social behavior covering theoretical issues and recent empirical findings; social influence and conformity processes; nature, measurement and acquisition of attitudes; attitude change; social perception; group processes; sexual behavior; environmental influences on social behavior. Prerequisite: PSYC 201 or SOC 101.

PSYC 352. WORK, EFFORT, AND SATISFACTION (3). The influence upon and interactions with performance at work of motivation (as formulated by current theories), job satisfaction, individual difference, and task and situational factors will be examined. Emphasis will be placed upon the evaluation of effort, attitudes, and change. Prerequisite: PSYC 201.

PSYC 405. PSYCHOLOGY OF ABNORMAL BEHAVIOR (5). Consideration of data and concepts used by psychologists in understanding, labeling, and modifying behavior which deviates from social expectations. Prerequisite: PSYC 201.

PSYC 452. PERSONNEL SELECTION (4). Methods of selection and assessment for hiring, promotions, etc., in industrial and other organizations will be examined with emphasis on compliance with fair employment practices and equal employment opportunity regulations. Prerequisite: PSYC 201.
RADIO-TELEVISION-FILM (RTVF)

RTVF 260. RADIO AND TELEVISION BROADCASTING (4). The growth and development of radio and television industries and their place in society.

RTVF 262. INTRODUCTION TO BROADCAST ANNOUNCING (4). Broadcast announcing styles and basic principles and practices of announcing including articulation, vocabulary, and pronunciation.

ROMANCE LANGUAGES

Generally, one year of high school study of a language is equivalent to one quarter of college study. Credit toward graduation is not allowed for 101, 102, 103, 201, 202 when the equivalent credit has been accepted from high school as part of the admission credits except that a student is allowed to duplicate one unit of high school study with university credit.

FRENCH (FREN)

FREN 101. ELEMENTARY FRENCH (4). Beginning oral-aural study of the language, with attention to grammar. Four class periods and scheduled oral practice each week.

FREN 102. ELEMENTARY FRENCH (4). FREN 101 continued. Four class periods and scheduled oral practice each week. Prerequisite: FREN 101, or one year of French in high school, or equivalent.

FREN 103. ELEMENTARY FRENCH (4). FREN 102 continued. Four class periods and scheduled oral practice each week. Prerequisite: FREN 102, or one and one-half years of French in high school, or placement.

FREN 201. INTERMEDIATE FRENCH (4). Four class periods and laboratory. Prerequisite: FREN 103, or two years of French in high school, or equivalent.

FREN 202. INTERMEDIATE FRENCH (4). FREN 201 continued. Four class periods and scheduled oral practice each week. Prerequisite: FREN 201, or three years of French in high school, or equivalent.

SPANISH (SPAN)

SPAN 101. ELEMENTARY SPANISH (4). Beginning oral-aural study of the language with attention to grammar. Four class periods and scheduled oral practice each week.

SPAN 102. ELEMENTARY SPANISH (4). SPAN 101 continued. Four class periods and scheduled oral practice each week. Prerequisite: SPAN 101 or one year of Spanish in high school or equivalent.

SPAN 103. ELEMENTARY SPANISH (4). SPAN 102 continued. Four class periods and scheduled oral practice each week. Prerequisite: SPAN 102, one and one-half years of Spanish in high school or placement.

SPAN 201. INTERMEDIATE SPANISH (4). Four class periods and laboratory. Prerequisite: SPAN 103 or two years of Spanish in high school or equivalent.

SPAN 202. INTERMEDIATE SPANISH (4). SPAN 201 continued. Four class periods and scheduled oral practice each week. Prerequisite: SPAN 201 or three years of Spanish in high school or equivalent.

SOCIAL WORK (SOWK)

SOWK 110. SURVEY OF SOCIAL SERVICES (4). Survey of social welfare programs; descriptions of the functions of social workers within these programs.

SOWK 220. INTRODUCTION TO SOCIAL WORK (4). Basic concepts, knowledge base, and methods in social work. Prerequisite: SOWK 110.

SOCIOLOGY (SOC)

SOC 101. PRINCIPLES OF SOCIOLOGY (4). Elements and concepts of social organization, social change, and group relationships.


SOC 210. SOCIOLOGY OF RELIGION (3). Analysis of the role of religion in society; the influence of religion upon society and, in turn, the effects of social structure on religious beliefs. Prerequisite: SOC 101.

SOC 231. CULTURAL ANTHROPOLOGY (4). Basic concepts and objectives in the study of culture. A survey of the range of cultural phenomena and approaches to their study.

SOC 301. SOCIAL PSYCHOLOGY (4). An interdisciplinary approach to the study of social behavior. Special emphasis is given to the process of interaction and interpersonal influence. Prerequisite: SOC 101, PSYC 201.
SOC 316. MINORITY GROUPS (4). Study of the problem and adjustment of minority groups in American society and the conditions that favor and hinder the acceptance of such minorities as integral elements in the national population. Prerequisite: SOC 101.

SOC 361. THE FAMILY (4). An examination of traditional and contemporary family types with special consideration of current similarities and differences of family organization in various cultural environments. Prerequisite: SOC 101.

SOC 417. SOCIOLOGY OF SPORT (4). Utilization of sociological concepts and theories to investigate sport as a social institution and its relationship to other social institutions; organizational theory and small group research applied to sport; social psychological aspects of sports. Prerequisite: SOC 101.


SOC 441. CRIMINOLOGY (4). The nature, causes, treatment, and prevention of crime. Prerequisite: SOC 101.

SPANISH (SPAN) (See Romance Languages, page 76)

SPEECH COMMUNICATION (SPCH)

SPCH 102. PRINCIPLES OF SPEECH COMMUNICATION (4). Basic principles of interpersonal, small-group, and public communication and the field of speech communication, with attention to individual needs.

SPCH 201. ARTS AND SCIENCES OF SPEECH COMMUNICATION (3). Designed to provide an understanding of and insight into the field of speech as a whole. Attention is directed toward basic issues faced by each of the areas of speech communication and their interrelationships. Prerequisite: SPCH 102. Alternate years with IPCO 205.

STATISTICS (STAT)

STAT 111. ELEMENTARY STATISTICAL METHODS I (4). Elementary probability, random variables, probability distributions, and decision theory. Prerequisite: MATH 125 or 231, or, preferably, concurrent registration in MATH 125 or 231; non-business students without mathematics prerequisite with consent of instructor.

STAT 212. ELEMENTARY STATISTICAL METHODS II (4). Sampling distributions, estimation, hypothesis testing, regression, and correlation. Prerequisite: STAT 111.

THEATRE (THEA)

THEA 141. THE THEATRE EXPERIENCE (4). The art of the theatre; its heritage and contemporary values as a humanistic discipline; its importance as a cultural experience; an opportunity for some involvement in the theatre experience. For non-majors only.

THEA 146. DRAMATIC PRODUCTION (1-4). A laboratory course for the student who participates as performer or technician in University Theatre productions. May be repeated to a total of four hours. Prerequisite: consent of theatre department. One or two credits per quarter.

THEA 202. ORAL INTERPRETATION (4). Logical and aesthetic meaning in drama, prose, and poetry for oral performance; selection of materials for programs; and vocal and physical techniques of performance.

THEA 241. PRINCIPLES OF ACTING (3). Basic acting techniques with emphasis on stage movement and speech and principles of imaginative, emotional, and sensory responsiveness. Three two-hour meetings per week. Alternate years with THEA 243.

THEA 243. STAGECRAFT (4). Theories and techniques of designing, building, and painting stage settings; organization and operation of production crews. Laboratory hours to be arranged. Alternate years with THEA 241.

THEA 346. DRAMATIC PRODUCTION (1-4). Same as THEA 146 except designed for juniors and seniors. May be repeated to a total of four hours. Prerequisite: consent of theatre department. One or two credits per quarter.
### Academic Abbreviations

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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>A&amp;S</td>
<td>Arts and Sciences</td>
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<td>ACCT</td>
<td>Accounting</td>
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MUGS
Music Graduate Study
MUS
College of Musical Arts
MUSP
Music Performance Studies
NDSL
National Direct Student Loan
NURS
Nursing
OIG
Ohio Instructional Grant
OPRE
Operations Research
ORGD
Organizational Development
PE
Physical Education
PER
Physical Education and Recreation
PHIL
Philosophy
PHYS
Physics
POLS
Political Science
POPC
Popular Culture
PSYC
Psychology
REHB
Rehabilitation Counseling
ROML
Romance Languages
RTVF
Radio-TV-Film
RUSN
Russian
SEOG
Supplemental Educational Opportunity Grant
SOC
Sociology
SOWK
Social Work
SPAN
Spanish
SPCH
Speech
STAT
Statistics
THEA
Theatre
UD
University Division
ACADEMIC CALENDAR

FALL QUARTER, 1978

August 28-September 11
New student registration
September 1, Friday
Deadline for fall quarter BY MAIL application for admission
September 9, Saturday
Career Planning Profile (CPP) and CLEP General Examination at noon
September 12-19
Open registration for fall quarter
September 14, Thursday
Deadline for fall quarter IN PERSON application for admission
September 19, Tuesday
Deadline for fall quarter fee payments without penalty
September 19, Tuesday
New student orientation
September 20, Wednesday
Classes begin at 8:30 a.m.
September 22, Friday
90 percent refund of fees ends
September 27, Wednesday
Last day to add a class
September 29, Friday
80 percent refund of fees ends
October 4, Wednesday
Last day to drop a class with a "W"
October 6, Friday
60 percent refund of fees ends
October 10, Tuesday
Application deadline for winter quarter graduation
October 11, Wednesday
Last day to change to "S/U"
October 13, Friday
40 percent refund of fees ends
October 30, Monday
Pre-registration for winter quarter begins
November 1, Wednesday
Last day to drop a class with a "WP"
November 10, Friday
Pre-registration for winter quarter ends
November 22, Wednesday
Thanksgiving recess begins 8:30 a.m.
November 27, Monday
Classes resume at 8:30 a.m.
November 27-December 29
Open registration for winter quarter
December 1, Friday
Deadline for winter quarter BY MAIL application for admission
December 2, Saturday
Career Planning Profile (CPP) and CLEP General Examination at noon
December 4, Monday
Examinations begin at 8:30 a.m.
December 7, Thursday
Fall quarter ends
December 9, Saturday
Fall quarter commencement
December 27, Wednesday
Deadline for winter quarter IN PERSON application for admission

WINTER QUARTER, 1979

January 2, Tuesday
Deadline for winter quarter fee payments without penalty
January 2, Tuesday
Classes begin at 5:30 p.m.
January 5, Friday
90 percent refund of fees ends
January 9, Tuesday
Last day to add a class
January 12, Friday
80 percent refund of fees ends
January 19, Friday
60 percent refund of fees ends
January 23, Tuesday
Last day to change to "S/U"
January 26, Friday
40 percent refund of fees ends
January 29-February 9
Last day to drop a class with a "W"
February 13, Tuesday
Pre-registration for spring quarter
February 26-March 23
Last day to drop a class with a "WP"
March 1, Thursday
Open registration for spring quarter
March 3, Saturday
Deadline for spring quarter BY MAIL application for admission
March 13, Tuesday
Career Planning Profile (CPP) and CLEP General Examination at noon
March 16, Friday
Examinations begin at 8:30 a.m.
March 17, Saturday
Winter quarter ends
March 21, Wednesday
Winter quarter commencement
March 21, Wednesday
Deadline for spring quarter IN PERSON application for admission

SPRING QUARTER, 1979

March 23, Friday
Deadline for spring quarter fee payments without penalty
March 26, Monday
Classes begin at 8:30 a.m.
March 30, Friday
90 percent refund of fees ends
April 2, Monday
Last day to add a class
April 6, Friday
80 percent refund of fees ends
April 9, Monday
Last day to drop a class with a "W"
April 13, Friday
60 percent refund of fees ends
April 16, Monday
Last day to change to "S/U"
April 20, Friday
40 percent refund of fees ends
May 7, Monday  
May 14, Monday  
May 25, Friday  
May 28, Monday  
June 5, Tuesday  
June 8, Friday  
June 9, Saturday  

Last day to drop a class with a "WP"

Continuing student pre-registration for fall quarter, 1979 and summer open registration begins

Continuing student pre-registration for fall quarter, 1979 ends

Holiday, no classes

Examinations begin at 8:30 a.m.

Spring quarter ends

Spring quarter commencement

Career Planning Profile (CPP) and CLEP General Examination at noon

SUMMER SESSION, 1979

June 11, Monday  
June 15, Friday  
June 18, Monday  
July 4, Wednesday  
July 20, Friday  
July 23, Monday  
August 24, Friday  
August 25, Saturday  

Workshops and intensive courses begin

Deadline for first term and summer quarter fee payments without penalty

Classes begin at 8:30 a.m.

Holiday, no classes

First term summer ends

Deadline for second term fee payments without penalty

Second term begins 8:30 a.m.

Summer quarter ends

Summer quarter commencement


FIREDLANDS CAMPUS FACULTY

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