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## Firelands Bulletin 1976-1977

Bowling Green State University

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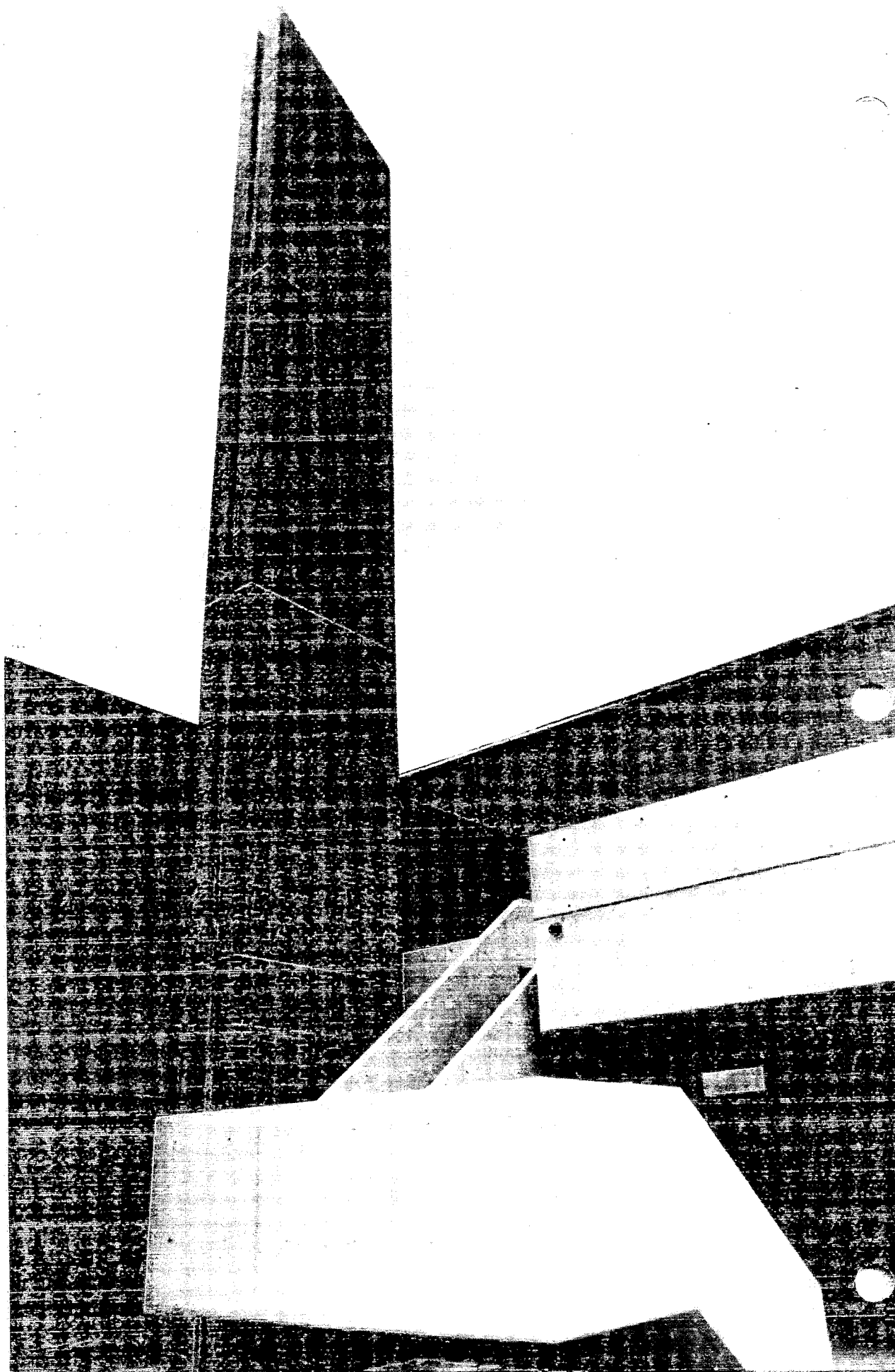
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BOWLING GREEN  
STATE UNIVERSITY

FIRELANDS BULLETIN  
1976-1977

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# **FIRELANDS CAMPUS OF BOWLING GREEN STATE UNIVERSITY**

## **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 continuing education offerings.

## **THE CAMPUS**

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

## **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 as a college of Bowling Green State University by appropriate regional and national agencies.

The University is fully accredited to the doctoral level by 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.

## **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 and 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 which had a first-year 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.

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 \$1.8 million for the project. In an almost superhuman grass roots effort, citizens of the tri-county area pledged or contributed more than \$1.1 million, nearly double the quota.

The name "Firelands" was chosen at a COED meeting on October 18, 1966, and approved by Bowling Green State University Trustees on January 6, 1967. The name recalls the early history of the region when it consisted of land allocated to Connecticut families as compensation for damages suffered 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 excellent 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 and the variety of courses offered. Two-year career education programs have been developed which utilize special facilities in this new building.

An EPIC (Energy, Power, Instrumentation, and Control) laboratory comprises the main portion of the building with facilities for the new engineering technologies. The IDEA (Instruction, Demonstration, Exhibition, and Activities) 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.



# ACADEMIC OBJECTIVES AND ORGANIZATION

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:

<b>Natural and Social Sciences</b>	<b>Humanities</b>	<b>Applied Sciences</b>
Biology	English	Applied Science/Technology
Chemistry	Speech	Applied Business
Mathematics	Languages	Computer Science
Geography	Philosophy	Information Systems
Political Science	Art	Medical Record Technology
History	Library	
Sociology	Physical Education	
Psychology		

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. Courses in disciplines 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.

Firelands also provides two-year program options in Associate of Arts, primarily for transfer, and in Applied Business and Applied Science, primarily directed toward more immediate employment at the end of the program.

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.

## **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

## **College of Business Administration**

- Associate in Applied Business
- Bachelor of Science in Business Administration
- Bachelor of Science in Economics



## **College of Health and Community Services**

Bachelor of Science

## **College of Musical Arts**

Bachelor of Music

## **School of Journalism**

Bachelor of Science in Journalism

## **School of Art**

Bachelor of Fine Arts

## **School of Speech Communication**

Bachelor of Arts in Communication

Firelands 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 transferable 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 framework of Firelands 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 foundation of a bachelor of arts program with concentrations approved social science areas within the framework of Firelands 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.

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

## 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 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. 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.

## STUDENTS

Firelands Campus opened in September, 1968, with 500 students. The enrollment has been marked by steady growth since that time. Students are primarily from the tri-county area of Ohio, including Erie, Huron, and Ottawa counties. An increasing number of students are enrolling from other parts of Ohio, and each term some students come from out-of-state.

Enrollment for fall term of 1974 exceeded 1,100 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

Firelands is fortunate to have a fine resident university faculty. As of Summer Quarter 1976, full-time faculty numbered 31; 18 with Doctoral degrees, 1 with a Master of Fine Arts, 9 with Masters or post Masters, 2 with Masters plus Professional Engineering Licenses, and 1 with a Bachelor of Science plus Registered Record Administrator.

## LIBRARY

The library of the Firelands Campus of Bowling Green State University enables students to enrich their education through full use of its information resources.

A *Library Handbook* is available in the library for information about use of the facilities of the library. Questions concerning library operations are welcome and will receive prompt attention. The Firelands Library is established for service to the students, faculty, and community and is interested in comments on its operation.

Since the spring of 1972 the Firelands Library has enjoyed strong support of the Friends of the Firelands Campus Library, an organization of students, faculty, and area citizens who work to provide special resources and promote the library. Students are invited to take an active role in the Friends program.

## 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, inter-personal 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 with baccalaureate degrees use the Bowling Green 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.



# 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.

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 at your request.

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).

## ADMISSION REQUIREMENTS

### Regular Freshman Students

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

Early application is necessary since formal admission must be approved prior to registration for classes. An application for admission may be obtained from the Admissions Office 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.

An application for admission to the fall quarter, 1976 must be submitted prior to September 1, 1976.

An application for admission to the winter quarter, 1977 must be submitted prior to December 1, 1976.

An application for admission to the spring quarter, 1977 must be submitted prior to March 1, 1977.

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) 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 battery. Those planning to enroll in two-year career education programs must take the Career Planning Program (CPP) or the ACT. The student's high school counselor should be consulted for details concerning

the ACT Testing Program, and the application for admission can be submitted in advance of taking the ACT. 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.

### **Regular Transfer Students**

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

1. If he/she has earned at least 90 quarter hours with a scholastic average equivalent to a 2.0 in a 4.0 system.
2. If he/she has earned less than 90 quarter hours with a scholastic average equivalent to a 2.5 in a 4.0 system. A student whose accumulative average is between 2.0 and 2.5 may be considered for admission upon petition. After an initial evaluation of 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. Due to limited academic and residence hall accommodations, Probationary Admission is available to the main campus only for the summer quarter. 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 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. This card must be on file before formal admission can be granted.

### **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.

#### **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.

#### **Unclassified Undergraduate Student**

A student who has not attended another college or university and who is not 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 18 hours of credit without formal admission to the University. An enrollment form may be obtained from and submitted to the Office of the Registrar.

### **Unclassified Degree-Holder**

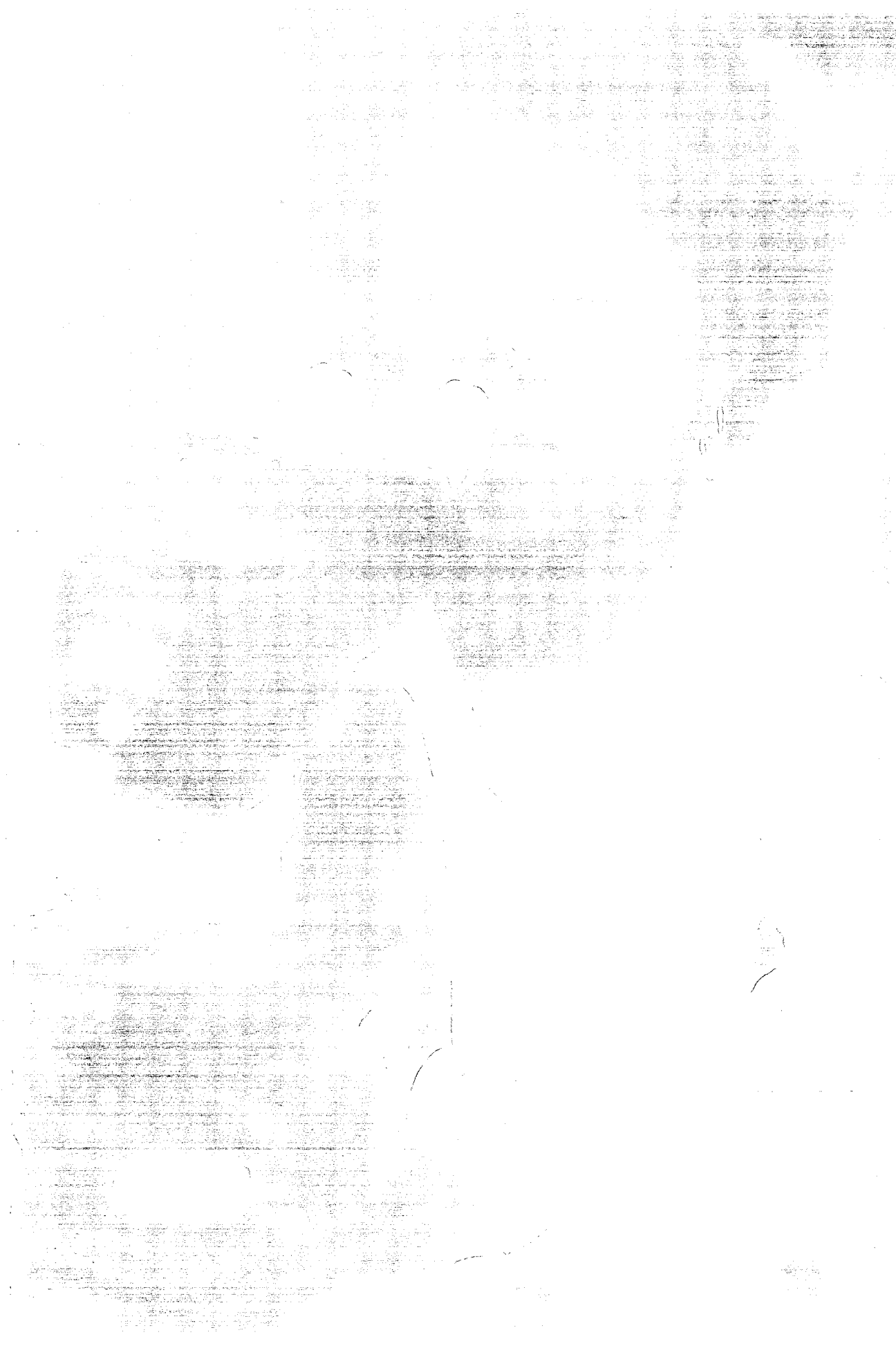
A student who has an earned degree in higher education and who wishes to enroll in undergraduate courses without pursuing another degree is classified as an unclassified degree-holder. There is no limitation on the number of courses in which students classified as such may enroll. The only admission 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. 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 average (on a 4.0 system) is required.

### **CREDIT BY EXAMINATION**

Firelands Campus is an official CLEP test center. The College Level Examination Program 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 between 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 Counselor.





# 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.

## ACADEMIC ADVISING

All students (except Continuing Education) enrolled at Firelands Campus are assigned to faculty advisers at their initial registration. Students are assigned to faculty advisers based on their program interests, so that maximum academic benefit is made of their relationship. Advisers assist in the selection of courses, assuring that requirements and course prerequisites are met, recommendation of suitable electives, etc. Faculty advisers also provide career guidance in addition to the assistance offered by the Office of the Coordinator of Counseling and Placement at Firelands. Students without an adviser should contact the program advisement office and receive an assignment. It is, however, the primary responsibility of each student to select appropriate courses to meet degree requirements.

## 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 courses can 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 the student's academic adviser. No undergraduate may enroll in a course after seven calendar days from the beginning of classes in any quarter.

### Withdrawal from a Course

An undergraduate may drop a course during the first three weeks of a quarter with a grade of W. A student who drops a course during the fourth through the sixth week of a quarter receives a grade of WP or WF according to his/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 cumulative grade 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 send the Registrar's Office a letter of withdrawal.

### 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 the 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 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:

1. For graduation in December, an application must be filed by the preceding October 10;
2. For graduation in March or June, the deadline for filing an application is the preceding January 15;
3. 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. 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 a few courses, such as student teaching and Library Science 491, the only marks given are S-satisfactory and F-failure.

In the honors seminars, internship courses, remedial courses, and the required course in health and physical education; H.P.E. 100; the marks used are S-satisfactory and U-unsatisfactory.

A student may request the S-U grading option in as many as twelve courses in a baccalaureate degree program in addition to courses universally graded on an S-U basis. The student is permitted more than one S-U option in a quarter providing the number of such registrations does not exceed three in an academic year or four in an academic year and the succeeding summer quarter. The option must be declared at the Registrar's Office no later

than seven calendar days after the beginning of classes for a quarter. The S-U option is permitted in courses taken as fulfillment of major, minor, and group requirements or electives in accordance with standards established by the appropriate undergraduate college and departmental councils. College and departmental standards on S-U options are available to the student through his 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 C is prerequisite for another course, the credit hours and quality points for the repeat registration only are used in computing the 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.

## **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.

Unless an extension of time is granted by the academic dean, 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 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 point average computation until the deadline for removal.

## **ACADEMIC WARNING**

A freshman or sophomore is warned of unsatisfactory progress when the accumulative point hours and quality points indicate that he/she is deficient from a C (2.0) average by more than five quality points.

## **ACADEMIC PROBATION**

The academic standing of a freshman or sophomore is considered unsatisfactory and he/she is placed on academic probation when the accumulative 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 the student 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:

1. The course load must not exceed 16 hours and may be less if so determined by the college dean;
2. 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 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 student is academically dismissed when he/she is deficient from a 2.0 accumulative average by more than 10 quality points.

A notice of warning, probation, or dismissal is sent by the University both to the student and to 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 quarters of the same year without regard to academic standing at the close of the preceding quarter. Students in associate degree programs at Firelands may petition the Firelands Academic Affairs Committee for reinstatement. Any courses for which a student has pre-registered are deleted upon academic dismissal.

### **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 point average of 3.5 or above in the preceding quarter.

### **UNIVERSITY REGULATIONS**

All regulations published in the *University General Bulletin* apply to Firelands Campus. In addition, the *Student Guide* 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 Guide*, 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 in laboratories. This does not apply to wear resulting from normal usage.

### **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.

### **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.

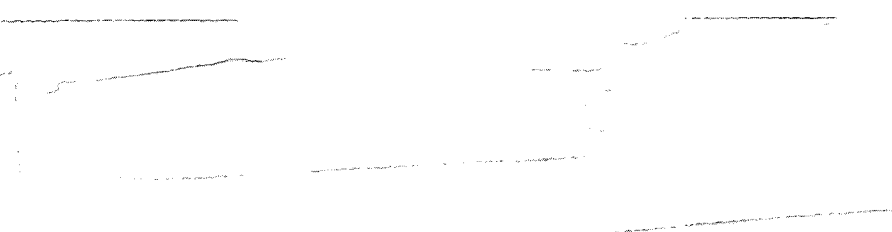
Firelands Campus offers these options by providing university credits from Bowling Green State University as a part of its Associate of Arts programs.

Students planning to transfer to an institution other than Bowling Green 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 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.



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# 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 10 or more credit hours pays an *Instructional Fee* of \$230 per quarter and a *General Fee* of \$25 per quarter for a total of \$255. A student registering for 9 hours or less pays \$26 per hour.

A student classified as a non-resident who is enrolled for 10 or more credit hours pays a *Non-resident Fee* of \$400 per quarter in addition to the *Instructional* and *General Fees* for a total of \$655.

A non-resident pays a fee of \$40 per hour in addition to the \$26 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 \$330 per quarter with a *General Fee* of \$25 per quarter for a total of \$355. Ohio residents registering for less than 11 quarter hours pay an *Instructional Fee* of \$30 per credit hour and a *General Fee* of \$3 per credit hour for a total of \$33 per hour.

Non-resident graduate students are assessed a *Non-resident Fee* of \$40 per credit hour up to a maximum of \$400 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.

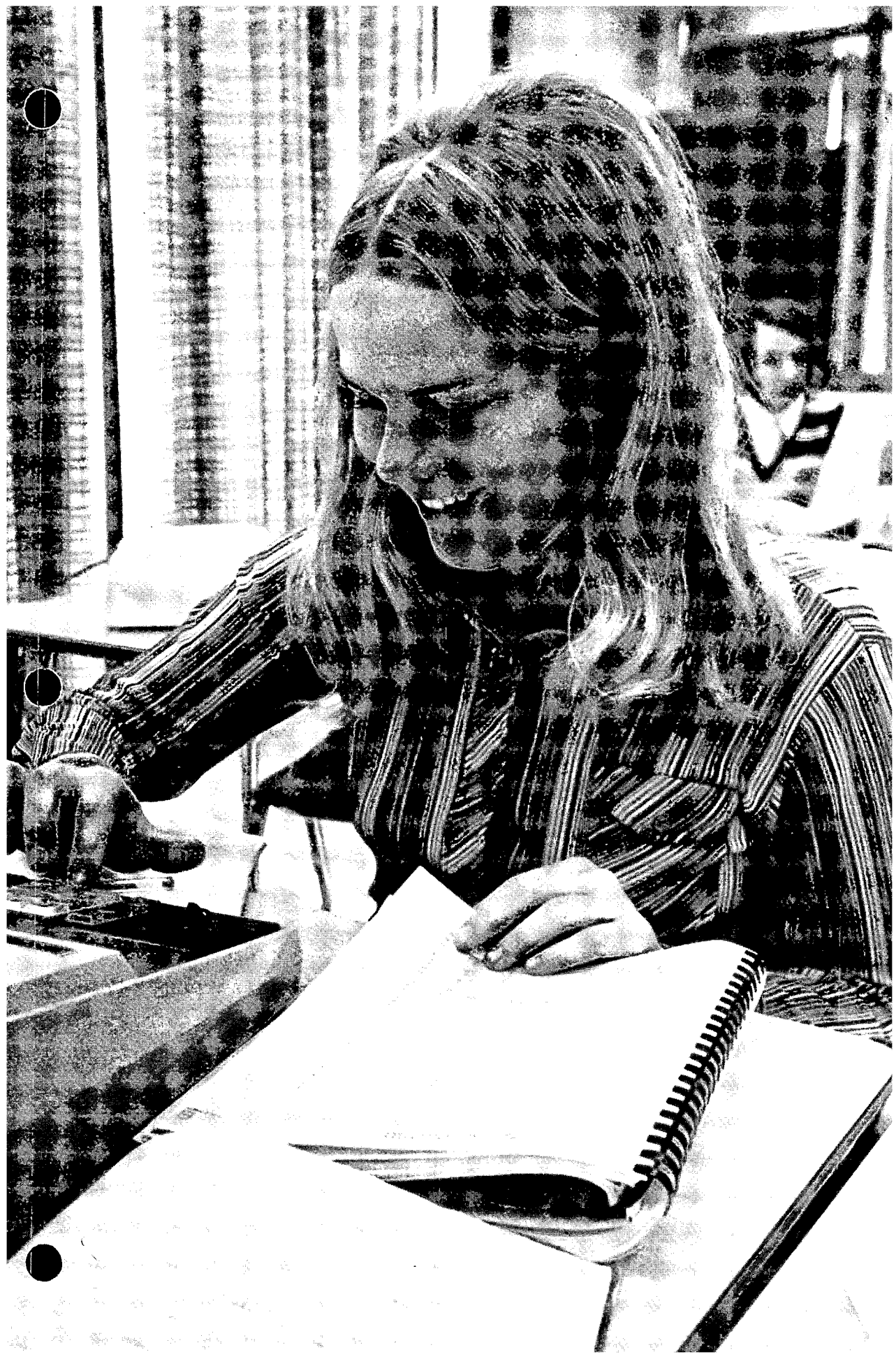
## PAYMENT OF FEES AND CHARGES

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.

## 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 per cent; during the second calendar week, 80 per cent; during the third calendar week, 60 per cent; during the fourth calendar week, 40 per cent; after the fourth week, no refund. A student withdrawing under discipline forfeits all rights to the return of any portion of 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.



# STUDENT FINANCIAL AID

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. A student should feel free to contact the Coordinator of Financial Aid if he/she needs assistance with financial planning.

## SCHOLARSHIPS

Numerous annual scholarships are administered by Firelands Campus. Applications for these scholarships are available from the office of the Coordinator of Financial Aid and must be filed by April 29 to be considered for the next academic year. Special need analysis forms (ACT/FSS or PCS) are NOT required for scholarships administered directly by the Firelands Campus.

### **BGSU Alumni Association Scholarships**

The Alumni Association of Bowling Green State University awards six \$100 scholarships to Firelands 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, awards two \$240 scholarships. Applicants must reside in the Bellevue School District including Bellevue, Lyme, York, and Thompson. Special consideration is given to a son or daughter of an employee of Central Soya.

### **COED Scholarship**

One or more scholarships sponsored by the Committee on Educational Development (COED) will be available beginning Fall, 1977. Contact the Financial Aid Office for further details.

### **Erie County Board of Realtors Scholarship**

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

### **Firelands Chapter CPA Scholarship**

A \$500 scholarship award is given to accounting majors by the Firelands Chapter, The Ohio Society of Certified Public Accountants. Applicants must be sophomores during the period for which the award is granted as well as accounting majors.

### **Huron Junior Women's League Scholarship**

The Huron Junior Women's League awards a \$250 scholarship for use during the winter quarter of the sophomore year. Applicants must be graduates of Huron High School.

### **Huron Lion's Club Scholarship**

The Huron Lion's Club awards a scholarship each year to a graduating senior from Huron High School who plans to enroll at Firelands Campus. Information concerning this award is available at the Guidance Office, Huron High School.

### **Huron Welcome Wagon Scholarship**

The Huron Welcome Wagon awards a \$100 scholarship to a student who is a graduate or candidate 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 six annual scholarships of \$100 each. Applicants must be graduates or candidates for graduation from Sandusky, St. Mary's Central Catholic, Perkins, Huron, or Margareta 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 \$250 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 student, who is a resident of the Village of Milan and who 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.

### **William Parker Scholarship**

The William Parker Family awards a \$705 scholarship to a Firelands Campus student annually.

### **Sandusky Register Scholarships**

The *Sandusky Register* Scholarship Program for the Firelands Campus awards six \$450 scholarships each year to Firelands 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 awards a \$200 scholarship annually to a Firelands Campus student.

### **Lyle L. Speer Memorial Scholarship**

A \$100 scholarship is awarded to a student from Erie, Huron, or Ottawa Counties who is enrolled in either the Engineering Design, Electro-Mechanical Engineering, or Electronics Engineering Technology programs.

### **Robert W. Traver Memorial Scholarship**

Established in the memory of Robert W. Traver, former Chief of Police for the City of Sandusky, the \$235 scholarship is awarded annually, with the cooperation of the Mr. Wiggs Foundation, to a student who is a resident of the City of Sandusky.

### **Firelands Campus Veteran's Club Scholarship**

The Firelands Campus Veteran's Club annually makes available several scholarships to Firelands Campus students who are honorably discharged from military service and who are at least half-time students (6 hours.)

### **Zonta Club Scholarship**

A \$100 scholarship is awarded by the Zonta Club to a student who has demonstrated a strong desire to serve others in his/her community or school.

### **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 Coordinator of Financial Aid.

## 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 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 Coordinator of Financial Aid.

### Basic Educational 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 enrolling 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 Coordinator of Financial Aid at Firelands.

### 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 Coordinator of Financial Aid.

## 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 Coordinator of Financial Aid.

### 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 area participate in the program, but they deal primarily with established bank customers. A listing of these banks is available from the Firelands Campus Coordinator of Financial Aid.

### 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 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 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 size of the loan is contingent on 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 a 2.0 accumulative grade point average. 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:

<b>Loan</b>	<b>Finance Charge</b>
\$ 1-\$ 50	\$ 1.00
\$ 51-\$ 99	\$ 5.00
\$100-\$250	\$ 7.50

### **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**

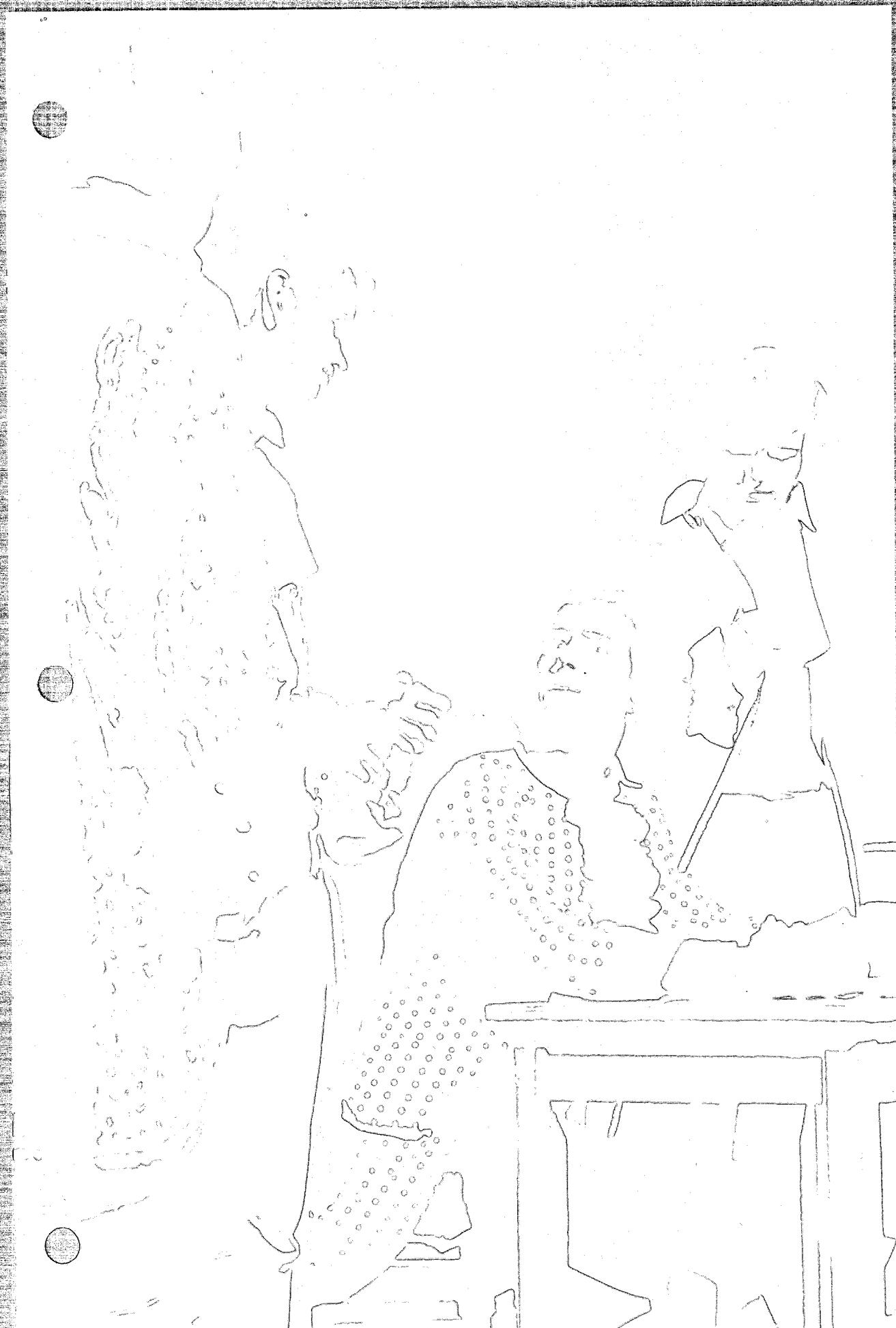
Bowling Green State University is approved by the U.S. Veterans Administration for the education and training of veterans and war orphans under Public Laws 634 and 89-358. The programs of study in the University are open to men and women eligible for benefits under these laws. Further information may be obtained from a local office of the U.S. Veterans Administration or from the Firelands Campus Veterans Office.

## FINANCIAL AID APPLICATION PROCEDURE

To make application for financial aid, complete a Firelands Campus "Financial Aid Application" from the Financial Aid Office. Students are required to also apply for federal (BEOG) and state (OIG) grants prior to being eligible for Firelands Campus scholarships or loan funds. Assistance will then be provided to direct students toward their most likely sources of financial assistance based upon their indicated need. Some of the programs will require special applications to be completed. Forms and assistance in completing them are available from the Financial Aid Office. 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 (ACT/FFS). This form is available from high school guidance counselors or the Firelands Campus Coordinator of Financial Aid.

For further information contact:

Financial Aid Office  
Firelands Campus, BGSU  
901 Rye Beach Road  
Huron, Ohio 44839  
419/433-5560



## **STUDENT LIFE AND ACTIVITIES**

Firelands Campus is committed to providing cocurricular opportunities for students' personal growth and development. Social, cultural, and athletic programs are sponsored by various student organizations and academic departments of the University to round out the education of the student. 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.

### **STUDENT ADVISORY BOARD (S.A.B.)**

The S.A.B. 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 S.A.B. 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. S.A.B. 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.

### **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 BSU is striving to bring Black professors and classes to Firelands, as well as social activities geared to the Black lifestyle.

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, faculty, and staff at Firelands Campus. It provides centralized information services such as the distribution and availability of publications and communications concerning academic and cultural activities offered by the campus.

It is also a place to sit and talk in a quiet lounge-type atmosphere.

## INTRAMURALS

Firelands Campus offers a variety of men's, women's, and coed intramural sports. In 1975-76, 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, cross country, 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, lay-out editor, art editor, sports editor, business manager, staff reporters, and photographers.

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

## 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, aggressive 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, community projects, and a special Secretarial Enrichment Seminar.

Membership is open to all business and secretarial majors in good academic standing.

## SKI CLUB

The Ski Club is open to all student, faculty, and staff members of Firelands 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 spring quarter.

## SPEECH ACTIVITIES ORGANIZATION (S.A.O.)

The S.A.O. 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, Speech 102, and the *Firelands Showcase*. These programs offer a wide variety of communication activities in which to participate including acting parts, extemporaneous speaking, oral interpretation, original oratory, and two major theatrical offerings. Any student with a 2.0 average or a 2.5 for the preceding quarter is eligible to participate. Dr. Ruble and Dr. Glann are the advisers.

## FIRELANDS CAMPUS THEATRE

The Firelands Campus Theatre program entered its eighth 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 were *The Miser*, *John Brown's Body*, *U.S.A.*, *After the Rain*, and *Sing Out, Sweet Land*.

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*, and the *Great American Fourth of July Parade*.

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.

## VETERANS CLUB

The Veterans Club at Firelands Campus assists incoming student-veterans in adapting to the college community. The club also promotes general interest in Firelands Campus in surrounding communities and coordinates and sponsors various campus social events.

The Veterans Club is a source of valuable information concerning veterans at Firelands Campus. It is a link with many state and national organizations and maintains regular correspondence with state and national legislatures.

Membership is open to all veterans who are in actual attendance and in good standing with the University. Auxiliary membership is open to all students in good standing who wish to join.

## 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 Firelands, 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.

## CONTINUING EDUCATION (NON-CREDIT) COURSES

The Office for Community Services provides a wide variety of continuing education (non-credit) courses, workshops, and seminars.

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.

Continuing education 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.

## 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.

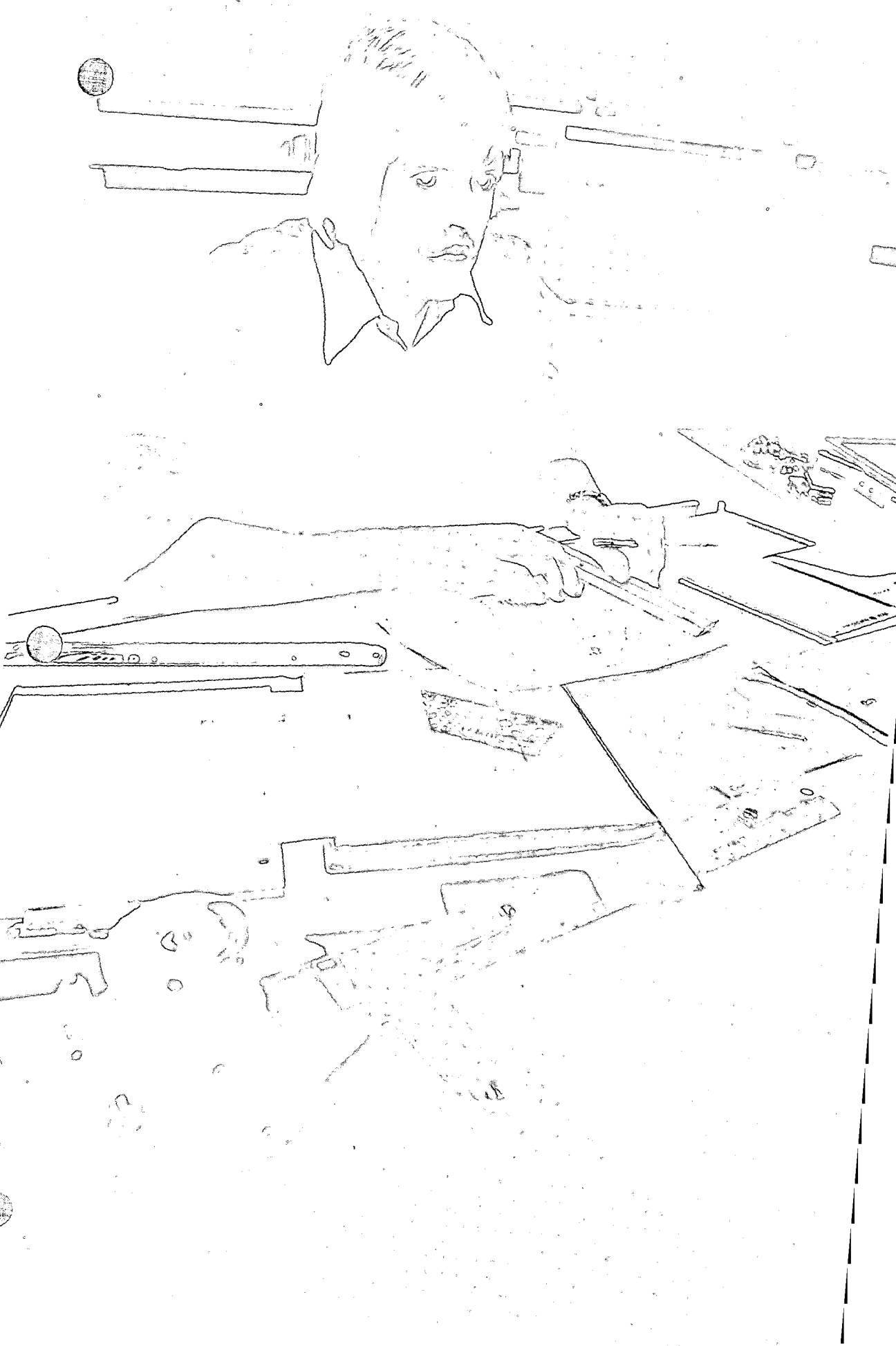
### For additional information, write or call:

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





# PRE-BACCALAUREATE COURSES AND COOPERATIVE DEGREE PROGRAMS

Firelands Campus of Bowling Green State University offers a wide variety of courses toward the first two years of some 125 baccalaureate majors (in five colleges) available at the Bowling Green Campus of the University.

Course work is available from the Colleges of Education, Business Administration, Arts and Sciences, Health and Community Services, and the School of Speech Communication. Courses are offered in disciplines 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, journalism, legal studies, management, mathematics, philosophy, physics, popular culture, political science, psychology, quantitative analysis and control, sociology, Spanish, speech, statistics, and theatre.

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

Firelands Campus participates in or is in the process of developing cooperative degree programs with neighboring two-year institutions. Following are the cooperative degree programs presently offered or in the process of development. Other programs may be forthcoming in the near future. Contact the Office of Admissions at Firelands Campus for further information.

<b>Program</b>	<b>Cooperating Institution</b>
Fire Science Technology	Owens Technical College
Nuclear Power Technology	Terra Technical College



# PRE-BACCALAUREATE MAJOR AREAS OF STUDY

The following major areas of study are offered by Bowling Green State University. In most instances, the first two years of these majors are available at the Firelands Campus.

## College of Arts and Sciences

Afro-American Studies  
American Studies  
Art  
Art History  
Asian Studies  
Biology  
    Microbiology  
Bachelor of Liberal Studies  
Business Administration  
Chemistry  
Classical Studies  
Computer Science  
Creative Writing  
Economics  
English  
Environmental Studies  
French  
Geography  
Geology:  
    Geochemistry  
    Geophysics  
    Paleobiology  
German  
History  
Home Economics:  
    Fashion Merchandising  
    Food Science and Nutrition  
    Interior Design  
    Textiles and Clothing  
Individually Planned Program  
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-Podiatry  
Pre-Theology  
Pre-Veterinary Medicine

## Psychology

Russian  
Russian Studies  
Sociology  
Spanish  
Speech:  
    Communication  
    Radio & T.V. Broadcasting  
    Speech and Hearing Therapy  
Theatre

## College of Business Administration

Accounting  
Advertising  
Business Pre-Law  
Economics  
Environmental Administration  
Executive Secretarial  
Finance  
General Business  
Health Care Administration  
Information Systems  
Insurance  
International Business  
Journalism:  
    Broadcast Journalism  
    Magazine Journalism  
    News Editorial  
    Photojournalism  
    Public Relations

Market Research  
Office Management  
Operations Research  
Organization Development  
Procurement and Materials  
    Management  
Production and Operations,  
    Management  
Retailing  
Secretarial Administration  
Selling and Sales Management  
Statistics

## College of Education

### Teaching Majors

American Studies  
Asian Studies  
Art  
Biology  
Business Education:  
    Plan I, with Shorthand  
    Plan II, without Shorthand  
Chemistry  
Distributive Education  
Early Childhood Education  
Earth Science  
Economics  
Elementary Education  
English  
Environmental Science  
French  
Geography  
German  
Health  
History  
Home Economics:  
    Foods and Nutrition  
    Teaching at Community and  
    Technical Level

**Industrial Education:**

Plan I, Education  
Plan II, Vocational  
Plan III, Technical  
Plan IV, Industrial Education  
and Special Education  
Plan V, 2 + 2 Program for  
Associate Degree Transfer  
Students

International Students

Journalism

Latin

Latin American Studies

Library and Educational Media

Mathematics

Music Education

Physical Education:

Men-Secondary Concentration

Men and Women-Elementary  
Concentration

Women-Secondary  
Concentration

Physics

Political Science

Psychology

Russian

Science Comprehensive

Social Studies

Spanish

Special Education:

Deaf and Hard of Hearing

Educable Mentally Retarded

Learning and Behavioral

Disorders

Trainable Mentally Retarded

Speech General

Speech and Hearing Therapy

**College of Health and  
Community Services**

Applied Microbiology

Child and Family Community  
Services

Dietetics (Medical)

Environmental Health

Medical Technology

Nursing

Parasitology and Medical

Entomology

Social Work

Speech Pathology and Audiology

**College of Musical Arts**

Church Music

History and Literature

Music Education

Performance Studies

Theory and Composition



# ● PRE-BACCALAUREATE GROUP REQUIREMENTS

Baccalaureate programs of Bowling Green State University specify certain **Group Requirements** that students in a four-year program must satisfy. These Group Requirements offer broad acquaintance with the humanities, social sciences, physical sciences, and mathematics.

## **Why Group Requirements?**

A university education implies more than the learning of specific skills that can be applied in a career or a job. Rapid changes in our society, new technologies and new discoveries have created a potential for careers twenty-five years from now that have yet to be defined. The astronauts who walked on the surface of the moon never had a college course twenty years ago called "Space Travel: 203." They did, however, study psychology, physics, mathematics, sociology, and developed innovative, flexible applications of these subjects to space travel.

An artist should know more than color, texture, perspective, and how to use different media. An artist is a human being influenced by philosophy and literature. He or she should know how certain cultures have produced particular art forms. To have some broad awareness of the background of one's culture, the relevance of the past to the present develops one's humanness. The artist, the engineer, the chemist, the journalist of the twenty-first century must become "a man of all seasons."

About 160 B.C., Terence, a Roman playwright, wrote these lines for one of his characters: "I am a man, and nothing that concerns a man can be indifferent to me." History records that audiences attending the play would give a standing, applauding ovation when the actor spoke these words.

Like the character in Terence's play, nothing that concerns humanity can be considered indifferent or irrelevant to the college student.

The academic resources of Bowling Green State University and the Firelands Campus of Bowling Green 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 interesting, involved, sensitive human beings, aware of what it means to be human.

## **GROUP REQUIREMENTS: BACHELOR OF ARTS DEGREE**

It is recommended that students endeavor to complete baccalaureate Group Requirements as nearly as possible during the freshman and sophomore years.

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

### **GROUP I: English Composition**

English 112	Varieties of Writing
Speech 102	Principles of Speech

### **Credit Hours**

4 Required
4 Recomm.

## 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.)

FRENCH		Credit Hours
101	Elementary French	4
102	Elementary French	4
103	Elementary French	4
201	Intermediate French	4
202	Intermediate French	4
SPANISH		
101	Elementary Spanish	4
102	Elementary Spanish	4
103	Elementary Spanish	4
201	Intermediate Spanish	4
202	Intermediate Spanish	4

## GROUP III: Mathematics and Science

Twelve credit hours are the minimum requirement from Group III, including at least two laboratory courses.

BIOLOGY		Credit Hours
101	Man & His Environment	5 (Lab)
104	General Biology	5 (Lab)
(above courses are for students having no high school biology courses)		
106	General Botany & Microbiology	3 (Lab)
107	General Zoology	3 (Lab)
201	Concepts in Biology	5 (Lab)
203	Ecology & Evolution	5 (Lab)
COMPUTER SCIENCE		
101	Intro. to Computer I	5
102	Intro. to Computer II	5
201	Computer & Programming I	4
203	Logical Foundations of Computing	4
CHEMISTRY		
111	Elementary Chemistry	4 (Lab)
112	Elementary Chemistry	4 (Lab)
121	General Chemistry	5 (Lab)
122	General Chemistry	5 (Lab)
123	General Chemistry	5 (Lab)
213	Bio-Organic Chemistry for Non-Science Majors	4 (Lab)
GEOGRAPHY		
125	Weather & Climate	4 (Lab)
126	Vegetation & Soils	4 (Lab)
127	Landform Development Distribution	4 (Lab)
213	Meteorology	4
244	Elements of Physical Geography	5 (Lab)
GEOLOGY		
103	Earth Materials	4 (Lab)
104	Our Changing Landscape	4 (Lab)
105	Our Prehistoric Earth	4 (Lab)
210	Intro. to Astronomy	4



One of the following:

Three-and-one-half years of high school mathematics or equivalent, or		
Math. 122	Finite Mathematics	5
	or	
Math. 124	Basic Calculus	5
	or	
Math. 130	Precalculus Mathematics	5
Math. 121	Topics in Modern Mathematics	5
	and	
Phi. 205	Philosophy: Logic	4

**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.

ECONOMICS		Credit Hours
200	Intro. to Economics	4
201	Principles of Economics	4
202	Principles of Economics	4
GEOGRAPHY		
121	World Geography I	3
122	World Geography II	3
225	Economic Geography	4
230	Cultural Geography	5
HISTORY		
151	Emergence of Human Society	4
152	The Rise of the West	4
153	Europe in the Modern World	4
205	The United States to 1877	4
206	The United States since 1877	4
280	Asian Civilization	4
POLITICAL SCIENCE		
101	Intro. to Political Science	4
201	American Government: Processes	4
202	American Government: Functions	4
PSYCHOLOGY		
201	General Psychology	5
SOCIOLOGY		
101	Principles of Sociology	4
202	Social Problems	4
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:

ART		Credit Hours
101	Introduction to Art	3
102	Art Fundamentals	5
145	History of Western Art I	3
146	History of Western Art II	3
147	History of Western Art III	3
ENGLISH		
150	Response to Literature	4
161-162-163	World Literature	4 each
200	Literature: (Sub-Title)	4
202	Introduction to Poetry	4
203	Introduction to Drama	4
204	Introduction to Fiction	4

## PHILOSOPHY

100	Experiments in Philosophy	4
101	Introduction to Philosophy	4
202	Ethics	4
204	Aesthetics	4
205	Introduction to Logic	4
207	Man and Society	4
230	The Logic of Science	4

## POPULAR CULTURE

160	Introduction to Popular Culture	4
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## SPEECH

141	The Theatre Experience	4
202	Oral Interpretation	4

## GROUP REQUIREMENTS: BACHELOR OF FINE ARTS DEGREE

Each student in the Fine Arts baccalaureate program (art, history, ceramics, crafts, design, drawing, painting, and sculpture) must complete the Group Requirements listed below as nearly as possible in the freshman and sophomore years.

### GROUP I: English Composition

		Credit Hours
English 112	Varieties of Writing	4
	or	
English 113	Writing with Creative Emphasis	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.

## GROUP REQUIREMENTS: BACHELOR OF SCIENCE DEGREE

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

		Credit Hours
English 112	Varieties of Writing	4 Required
Speech 102	Principles of Speech	4 Recomm.

### 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) Math 130: Precalculus Mathematics, 5 credits (or four years of high school mathematics, or proficiency test equivalent to Math 130).

#### GROUP IV: Social Science

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

(Psychology credits may fulfill group requirements only if the student is majoring or minoring in psychology.)

#### 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.

### 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

		Credit Hours
English 112	Introductory Writing	4 Required
A minimum of one of the following communication courses is required:		
102	Principles of Speech	4
202	Oral Interpretation	4
203	Small Group Communication	4
204	Argumentation: Inquiry	4
205	Advanced Public Speaking	4

#### GROUP II: Mathematics, Science, and Quantitative Measurements

Students are required to complete each of the four sections indicated.

MATHEMATICS		Credit Hours
124	Basic Calculus I	5
125	Basic Calculus II	5
or		
131	Analytical Geometry & Calculus	5
231	Analytical Geometry & Calculus	5
STATISTICS		
111	Elementary Statistical Methods I	4
QUANTITATIVE ANALYSIS		
160	Introduction to Data Processing	3
Eight credits from any of the following:		
Science (Lab or non-lab). See science listings in Bachelor of Arts Group Requirements III:		
or		
Mathematics at 200 level or above (excluding Math 210, 231, 241, 245),		
or		
Computer Science: 101, 102, 201, 203.		

#### GROUP III: Social and Behavioral Sciences

Each student is required to complete twelve credit hours from any of the following areas: 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 in non-business fields. It is recommended that the student discuss selection for Group V Requirements with his/her academic adviser. A student, for example, may wish to broaden his/her education 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):

ACCOUNTING		Credit Hours
221	Principles of Accounting	4
222	Principles of Accounting	4
ECONOMICS		
201	Principles of Economics	4
202	Principles of Economics	4
STATISTICS		
212	Elementary Statistical Methods II	4

### GROUP REQUIREMENTS: EDUCATION

The following Bachelor of Science in Education Group Requirements are offered at Firelands Campus:

GROUP I: Composition, Literature, and Speech		Credit Hours
English 112	Varieties of Writing	4 required
Speech 102	Principles of Speech	4 required

In addition, each 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

Fourteen credit hours are required from Group II, including at least two different sciences or a science and a mathematics. (See listing in Group III, Bachelor of Arts degree.)

Also included are:

GEOGRAPHY		Credit Hours
125	Weather & Climate	4
126	Vegetation & Soils	4
127	Landform Development Distribution	4
213	Meteorology	4

Elementary Education majors need to take:

MATHEMATICS		Credit Hours
241	Mathematics for Elementary Teachers	5
242	Mathematics for Elementary Teachers	5
	or	
243	Mathematics for Elementary Teachers	5

### GROUP III: Social and Behavioral Sciences

Each student 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.

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 Psychology 201 (5), which is required.

### GROUP IV: Fine and Applied Arts

Each student is required to complete 9 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.

See the Bachelor of Arts degree, Group V, for specific course offerings for these areas at Firelands Campus.



# ASSOCIATE DEGREE PROGRAMS

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.

## ASSOCIATE DEGREE REQUIREMENTS

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

I. **General Requirements.** A candidate for an associate degree at Firelands must satisfy the following general requirements:

- A. Earn a minimum of 93 hours of credit with at least a 2.0 (C) cumulative 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.

### II. Degree Programs

A. Associate of Arts. 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.

#### Group Requirements.

1. *Communications.* Each student is required to acquire proficiency in written expression and oral communication. English 112 is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required.
2. *Mathematics/Science.* Each student must complete a minimum of 15 credit hours in mathematics and science.
3. *Social Science.* Each student must complete a minimum of 15 credit hours in courses designated social science.
4. *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.
5. *Physical Education.* Three academic quarters of physical education (HPE 100) are required of each student for a minimum of 3 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.

## MAJOR AREAS OF STUDY

### Arts and Sciences

1. Humanities
2. Liberal Studies
3. Science
4. Social Science

### Business Administration

1. Pre-Business

### Teacher Preparation

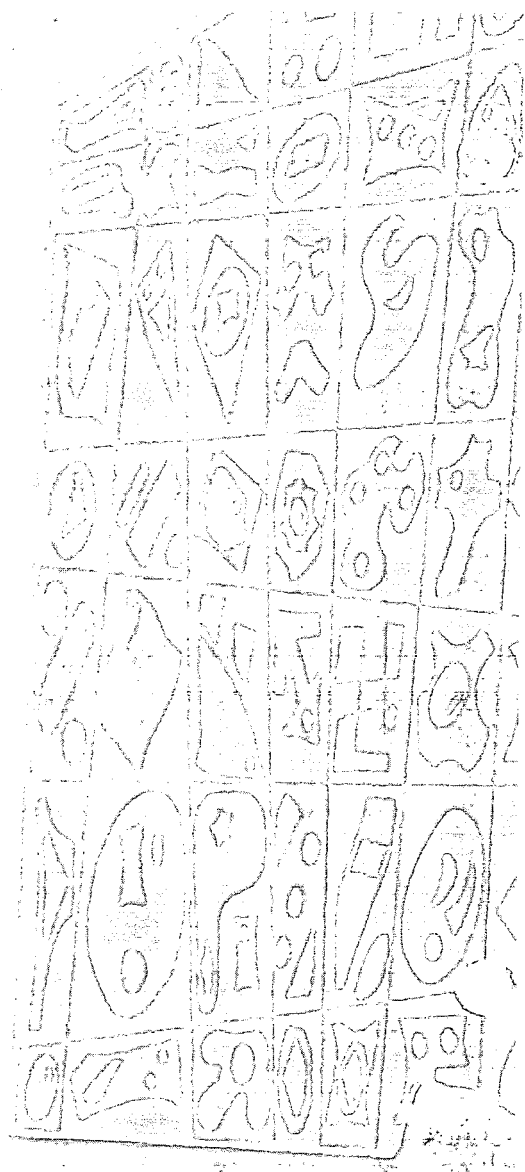
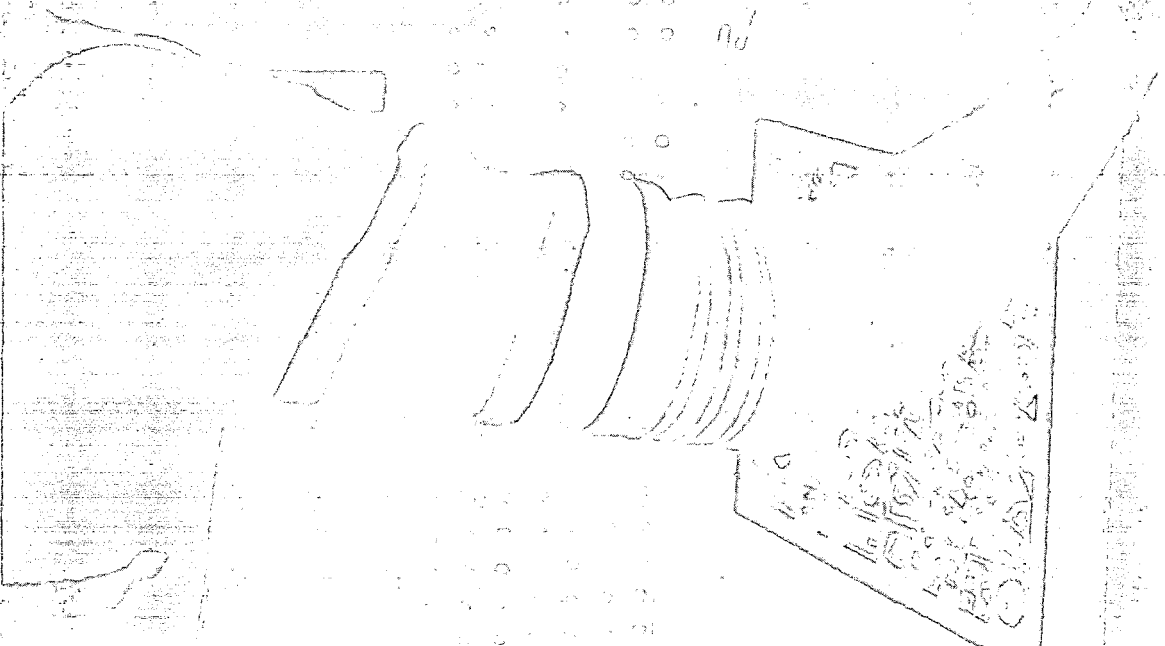
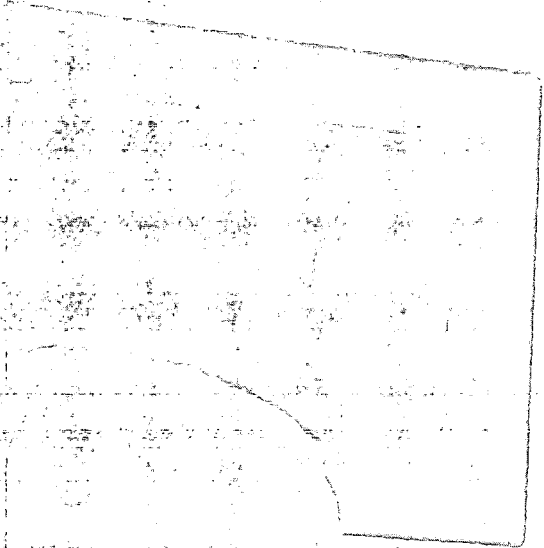
1. Elementary Education
2. Secondary Education

B. 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 above:

1. Business Management Technology
2. Computer Science Technology
3. Executive Secretarial Technology

C. Associate of Applied Science. Awarded to a student who successfully completes one of the career-oriented programs listed below and the general requirements cited above:

1. Electro-Mechanical Technology
2. Electronics Engineering Technology
3. Engineering Design Technology
4. Environmental Health
5. Medical Record Technology





# ASSOCIATE OF ARTS DEGREE PROGRAMS

## HUMANITIES

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

### Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required. Eight hours minimum.

II. *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;

Mathematics 122 or 124 or 130;

Mathematics 121 and Philosophy 205 or Computer Science 100 or 101;

Three years of high school mathematics and Computer Science 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.

III. *Social and Behavioral Science*. Each student must complete a minimum of 15 hours from at least two departments including a minimum of 8 hours in one department. Eligible departments include: economics, geography, history, political science, psychology, and sociology.

IV. *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 Philosophy 205 used to apply to Group II), and speech. One course in English literature must be included.

V. *Other Requirements*. Each student must complete 3 hours in HPE 100.

VI. *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		Second Year	
English 111/112	4-8	English Literature	4
Math elective	5	Social Science	7
Science	8-10	Fine and Applied Arts	16
Social Science	8	Electives	<u>18</u>
Fine & Applied Arts	8		45
HPE 100	3		
Speech 102	4		
Electives	<u>8-10</u>		
	48-56		

### 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.

#### Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required. Eight hours minimum.

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

III. *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.

IV. *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.

V. *Other Requirements*. Each student must complete 3 hours in HPE 100. In addition, each student must complete 24 hours at the 200 level.

VI. *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		Second Year	
English 111/112	4-8	English literature	4
Math/Science	10	Math/Science	5
Social Science	8	Social Science	7
Fine & Applied Arts	7	Fine & Applied Arts	4
HPE 100	3	Electives	<u>25</u>
Speech 102	4		45
Electives	<u>6-8</u>		
	42-48		

### 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.

#### Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required. Eight hours minimum.

II. *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. Mathematics 130 or 131, depending on a student's preparation, is required.

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

IV. *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.

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

VI. *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		Second Year	
English 111/112	4-8	English literature	4
Math 130/131	5	Science	15
Science	15	Psychology 201	5
Social Science	8	Social Science	7
Fine & Applied Arts	7	Fine & Applied Arts	4
HPE 100	3	Electives	<u>10</u>
Speech 102	4		45
Electives	<u>4-8</u>		
	50-58		

## 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.

### Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required. Eight hours minimum.

II. *Mathematics/Science*. Each student must complete both (a) and (b) below. 15 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;
- Mathematics 122 or 124 or 130;
- Mathematics 121 and Philosophy 205 or Computer Science 100 or 101;
- Three years of high school mathematics and Computer Science 100 or 101.

b. At least 8 hours of laboratory courses in the same science elected from biological sciences, computer science, chemistry, geology, and physics.

III. *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.

IV. *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 Philosophy 205 used to apply to Group II), and speech. One course in English literature must be included.

V. *Other Requirements*. Each student must complete 3 hours in HPE 100.

VI. *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		Second Year	
English 111/112	4-8	English literature	4
Math Elective	5	Social Science	16
Science	8-10	Fine & Applied Arts	3
Social Science	12	Electives	<u>22</u>
Fine & Applied Arts	8		45
Speech 102	4		
HPE 100	3		
Electives	<u>4-8</u>		
	48-58		

### PRE-BUSINESS

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

#### Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 and an additional course in speech communication is required. Twelve hours minimum.

II. *Mathematics/Science*. Each student must complete a minimum of 26 hours including Statistics 111 and 212, Information Systems 160, and one of the following:

- a. Mathematics 124 and 125 and a science (15 hours); or
- b. Mathematics 131, 231, and 232 (15 hours)

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

IV. *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.

V. *Other Requirements*. Each student must complete Accounting 221 and 222, and HPE 100 (3 hours).

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

### Typical Schedule

First Year		Second Year	
English 111/112	4-8	English literature	4
Math 124/125, or 131/231	10	Psychology 201 or Sociology 101	4-5
Science/Math	5	Information Systems 160	4
Social Science	8	Economics 201, 202	8
Fine & Applied Arts	8	Accounting 221, 222	8
Speech 102	4	Fine & Applied Arts	3
Statistics 111	4	Speech Communication	4
HPE 100	<u>3</u>	Social Science	4
	46-50	Electives	<u>6-8</u>
			45-48

### 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. An observation of a course being taught in elementary school must also be made and a report written for approval.

## Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 (minimum grade of C) is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required. Eight hours minimum.

II. *Mathematics/Science*. Each student must complete both (a) and (b) below. Twenty-two hours minimum.

a. Mathematics 241—5 hours

Mathematics 242—4 hours

b. Biological Sciences 101 or 104—5 hours. In addition, one course from two different physical science departments with a minimum of 8 hours chosen from the following: chemistry, geology, physics, and physical geography.

III. *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.

Geography 121, 122                      8 hours

History 205, 206                         8 hours

History 151 or 152 or 153             4 hours

Psychology 201                         5 hours

Social Science elective                 4 hours

IV. *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. *Interpersonal Communication 202* and *Philosophy 205* are recommended.

V. *Other Requirements*. Each student must complete the following:

HPE 109, 110                             5 hours

HPE 100                                    3 hours

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

### Typical Schedule

#### First Year

English 111/112	4-8
Biological Sciences 101 or 104	5
Physical Science	4
Geography 121, 122	8
History 151 or 152 or 153	4
HPE 109, 110	5
HPE 100	3
Art 101	3
Speech 102	4
Electives	<u>8-10</u>
	48-54

#### Second Year

English literature	4
Math 241, 242	9
Physical Science	4
History 205, 206	8
Social Science elective	4
<i>Fine &amp; Applied Arts</i>	8
Electives	<u>8</u>
	45

## 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.

### Group Requirements

I. *Communications*. Each student is required to acquire proficiency in written expression and oral communication. English 112 (minimum grade of C) is required. Those with an American College Test score of 18 or below or who have been graduated from high school for three or more years must also complete English 111. Speech 102 is required. Eight hours minimum.

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

III. *Social and Behavioral Sciences*. Each student must complete a minimum of 20 hours, including Psychology 201, chosen from the following departments: economics, geography, history, political science, psychology, and sociology.

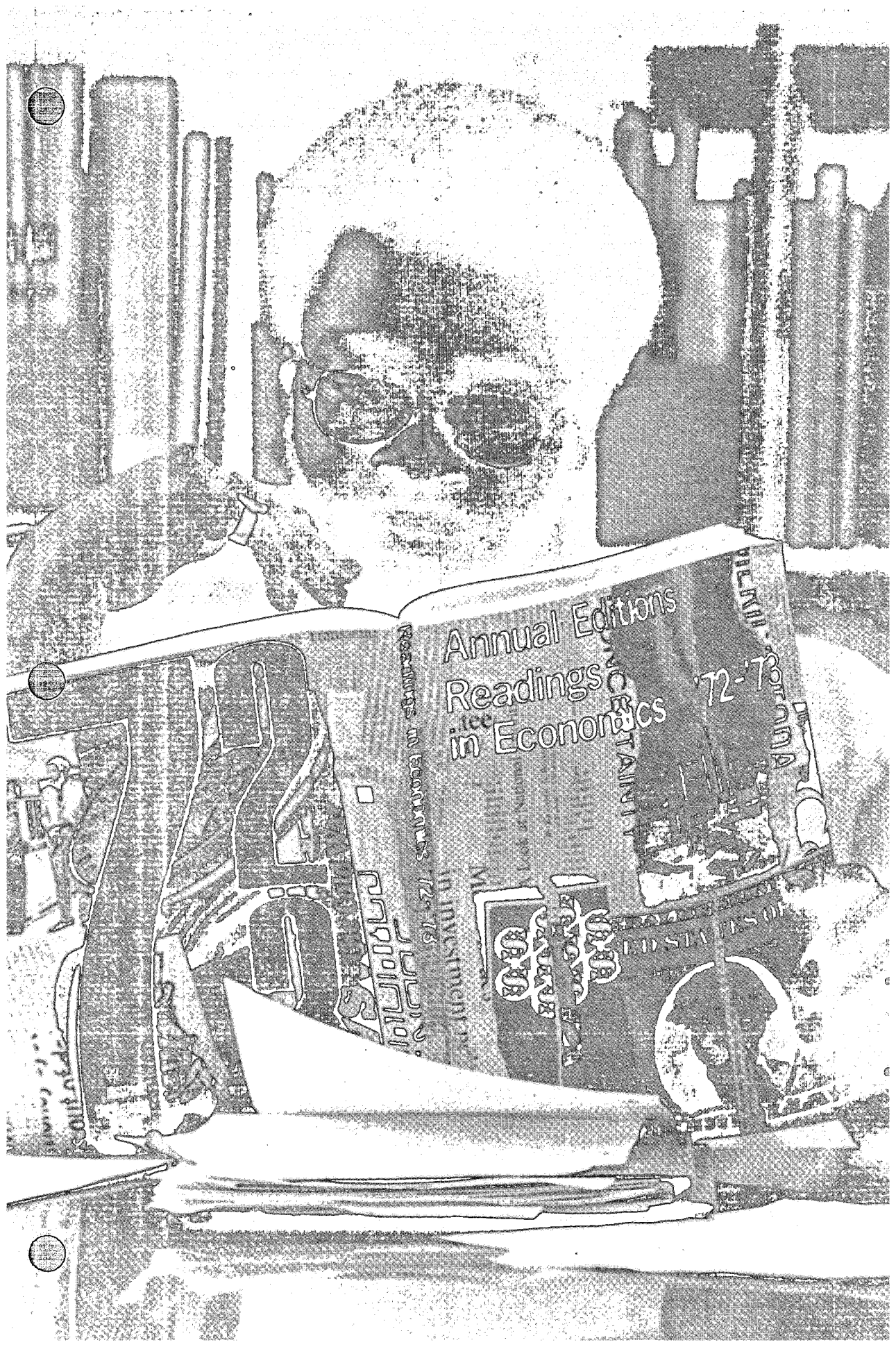
IV. *Fine and Applied Arts*. Each student must complete a minimum of 15 hours from at least two of the following departments: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. One course in English literature must be included.

V. *Other Requirements*. Each student must complete 3 hours in HPE 100. Each student should consult an adviser for information concerning courses required in various secondary teaching fields.

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

**Typical Schedule**

<b>First Year</b>		<b>Second Year</b>	
English 111/112	4-8	English literature	4
Math/Science	10	Math/Science	5
Social Science	8	Social Science	7
Fine & Applied Arts	7	Fine & Applied Arts	4
HPE 100	3	Electives (major/minor)	<u>25</u>
Electives (major/minor)	<u>16-20</u>		45
	48-56		



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# ASSOCIATE OF APPLIED BUSINESS DEGREE PROGRAMS

## BUSINESS MANAGEMENT TECHNOLOGY

The two-year Business Management Technology program prepares students for assistant 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.

### BUSINESS MANAGEMENT TECHNOLOGY CURRICULUM

#### First Year

##### FALL QUARTER

BAT	200	Principles of Management	4
BAT	102	Introduction to Business	4
MATH	124	Basic Calculus I	5
ENGL	111	Introductory Writing	4
			<u>17</u>

##### WINTER QUARTER

BAT	201	Personnel Management	4
MATH	125	Basic Calculus II	5
IS	160	Introduction to Computers	4
ENGL	112	Varieties of Writing	4
			<u>17</u>

##### SPRING QUARTER

BAT	203	Production Management	4
BAT	204	Marketing	4
STAT	111	Elementary Statistical Methods I	4
SPCH	102	Principles of Speech	4
			<u>16</u>

#### Second Year

##### FALL QUARTER

BE	335	Office Systems and Procedures	3
ECON	201	Principles of Economics	4
ACCT	221	Introduction to Accounting I	4
ELECTIVE or STAT	212		4
			<u>15</u>



**WINTER QUARTER**

BAT	205	Human Relations in Business	4
ECON	202	Principles of Economics	4
ACCT	222	Introduction to Accounting II	4
BA	303	Business Communications	4
			<u>16</u>

**SPRING QUARTER**

BAT	206	Systems, Standards, and Work Design	4
BAT	207	Business Finance	4
LEGS	301	Business Law	4
SOC	101	Principles of Sociology	
	or		
PSYCH	201	General Psychology	4-5
			<u>16-17</u>

**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 will apply 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.

**COMPUTER SCIENCE TECHNOLOGY CURRICULUM****First Quarter****FALL QUARTER**

CS	101	Introduction to Computing I	5
AMS	110	Developmental Mathematics	5
	or		
BAT	102	Introduction to Business	4
ENGL	111	Introductory Writing	4
ELECTIVE			3-5
			<u>16-19</u>

**WINTER QUARTER**

CS	102	Introduction to Computing II	5
MATH	130	Precalculus Mathematics	5
ENGL	112	Varieties of Writing: Business Emphasis	4
SPCH	102	Principles of Speech	4
			<u>18</u>

**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
			<u>15-17</u>

## 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
			<hr/>
			17

### WINTER QUARTER

CS	202	Systems Programming	4
CST	232	Systems and Procedures II	4
ACCT	222	Introduction to Accounting II	4
PSYCH	201	General Psychology	5
or			
SOC	101	Principles of Sociology	4
			<hr/>
			16-17

### SPRING QUARTER

CS	390	Practicum in Computer Science	1-4
PSYCH	352	Work Effort and Satisfaction	3
MGMT	300	Introduction to Production and Operations Management	4
ELECTIVES			6-8
			<hr/>
			14-19

## 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 government 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.

### EXECUTIVE SECRETARIAL TECHNOLOGY CURRICULUM

#### First Year

##### FALL QUARTER

BUSE	101	Business Mathematics	4
BUSE	111	Beginning Typewriting	3
BUSE	213	Beginning Shorthand	3
BAT	102	Introduction to Business	4
			<hr/>
			14

##### WINTER QUARTER

BUSE	112	Intermediate Typewriting	3
BUSE	211	Office Reproduction	3
BUSE	214	Intermediate Shorthand	3
ENGL	111	Introductory Writing: Secretarial Emphasis	4
			<hr/>
			13

##### SPRING QUARTER

BUSE	210	Advanced Typewriting	3
BUSE	215	Advanced Shorthand	3
BUSE	220	Data Processing I	3
ENGL	112	Varieties of Writing	4
SPCH	102	Principles of Speech	4
			<hr/>
			17

## Second Year

### 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			<u>3-5</u>
			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
			<u>15</u>

### SPRING QUARTER

BUSE	314	Internship	1-3
BUSE	401	Secretarial Administration	5
LEGS	301	Business Law	4
ELECTIVE			<u>3-5</u>
			13-17

## CLERICAL PROGRAM

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

The program places emphasis on typing and machine transcription. In addition, courses in business math, 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 transferable 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.

### CLERICAL PROGRAM CURRICULUM

#### FALL QUARTER

BUSE	101	Business Mathematics	4
BUSE	111	Beginning Typewriting	3
BUSE	230	Records Management	3
BAT	102	Introduction to Business	4
ELECTIVE			<u>3-4</u>
			17-18

#### WINTER QUARTER

BUSE	112	Intermediate Typewriting	3
BUSE	211	Office Reproduction	3
BUSE	240	Business Problems of the Consumer	4
ENGL	111	Introductory Writing: Secretarial Emphasis	4
			<u>14</u>

#### SPRING QUARTER

BUSE	210	Advanced Typewriting	3
BUSE	220	Data Processing I	3
BUSE	401	Secretarial Administration	5
SPCH	102	Principles of Speech (Secretarial Emphasis)	4
			<u>15</u>



# ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

## ENVIRONMENTAL HEALTH

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.

### ENVIRONMENTAL HEALTH CURRICULUM

#### First Year

##### FALL QUARTER

ENG	111	Introduction to Writing: Technical Emphasis	4
CHEM	111	Elementary Chemistry	4
or			
CHEM	121	General Chemistry	5
AMS	111	Mathematics - Physics I	6
			14-15

##### WINTER QUARTER

ENVT	141	Contemporary Problems in Ecology	5
ENVT	160	Environmental Sanitation	3
CHEM	112	Elementary Chemistry	4
or			
CHEM	122	General Chemistry	5
AMS	122	Mathematics - Physics II	6
			18-19

##### SPRING QUARTER

ENVT	110	Microbiology for Water and Food	5
ENVT	121	Environmental Law	3
ENVT	142	Environmental Botany	3
ENGL	112	Varieties of Writing: Technical Writing	4
			15

## Second Year

### FALL QUARTER

ENVT	211	Biological Examination of Water and Wastewater	5
ENVT	214	Sanitary Chemistry for Water	5
ENVT	220	Water Supply and Treatment	3
SPCH	102	Principles of Speech	4
			<u>17</u>

### WINTER QUARTER

ENVT	226	Institutional Health and Sanitation	3
ENVT	222	Wastewater Treatment	5
POLS	101	Introduction to Politics	4
ECON	200	Introduction to Economics	4
			<u>16</u>

### SPRING QUARTER

ENVT	225	Environmental Health and Protection	3
ENVT	260	Air Pollution Surveillance and Control	5
SOC	101	Principles of Sociology	4
ELECTIVE			1-5
			<u>13-17</u>

## 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.

Typical occupational titles would be engineering technician, research and development technician, sales representative, customer service representative, electronics instrumentation technician, and junior engineer.

## ELECTRONICS ENGINEERING TECHNOLOGY CURRICULUM

### 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
ENGL	111	Introductory Writing: Technical Emphasis	4
			<u>18</u>

#### WINTER QUARTER

IE&T	114	Materials Processing II	4
IE&T	147	Electricity	5
AMS	122	Mathematics - Physics II	6
ENGL	112	Varieties of Writing: Technical Writing	4
			<u>19</u>

#### SPRING QUARTER

IE&T	191	EPIC - Mechanization	4
IE&T	148	Electronics	5
AMS	133	Mathematics - Physics III	6
			<u>15</u>

**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
			<u>17</u>

**WINTER QUARTER**

IE&T	244	Communication Circuits	3
IE&T	246	Electrical Amplifiers	5
ELECTIVES			8-10
			<u>16-18</u>

**SPRING QUARTER**

IE&T	248	Industrial Equipment and Controls	5
IE&T	249	Special Electronic Design Problems	4
ELECTIVE			4
			<u>13</u>

**ELECTRO-MECHANICAL TECHNOLOGY**

This program of study includes subjects from electrical, electronics, and mechanical fields with supporting courses in applied sciences, machines and machine 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.

**ELECTRO-MECHANICAL TECHNOLOGY CURRICULUM****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
ENGL	111	Introductory Writing: Technical Emphasis	4
			<u>18</u>

**WINTER QUARTER**

IE&T	114	Materials Processing II	4
IE&T	147	Electricity	5
AMS	122	Mathematics - Physics II	6
ENGL	112	Varieties of Writing: Technical Emphasis	4
			<u>19</u>

**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
			<u>19</u>

**Second Year****FALL QUARTER**

IE&T	242	Mechanics (Statics)	4
IE&T	247	Electrical Measurements and Instrumentation	5
CS	101	Introduction to Computing	5
			<u>14</u>

**Second Year**

*FALL QUARTER*

MRT	211	Medical Record Science III	4
SPCH	102	Principles of Speech	4
MRT	201	Medical Record Directed Practice I	4
MRT	102	Medical Transcription	3
			<u>15</u>

*WINTER QUARTER*

ECON	200	Introduction to Economics	4
MRT	212	Medical Record Science IV	4
MRT	202	Medical Record Directed Practice II	4
SOC	101	Principles of Sociology	4
			<u>16</u>

*SPRING QUARTER*

MRT	203	Medical Record Directed Practice III	4
PSYCH	201	General Psychology	5
LEGS	301	General Business Law	4
IS	160	Introduction to Information Systems	4
			<u>17</u>





# COURSE DESCRIPTIONS AND CURRICULA

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 or from the Extension Programs Office at Bowling Green.

Courses numbered 300 and 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.

## APPLIED MATHEMATICS AND SCIENCE

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 Chairman of the Natural and Social Sciences Department.

090. DEVELOPMENTAL MATHEMATICS (4-5). 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. Special fee (in addition to regular credit hour charges) \$10. No prerequisite.

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: Applied Mathematics and Science 090 or passing score on the mathematics placement exam, section I.

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 and two 2-hour laboratories. Prerequisite: Applied Mathematics and Science 090 or passing score on the mathematics placement exam, section I.

121. ELEMENTARY FUNCTIONS (PRECALCULUS) (5.) Studying, graphing and solving polynomial, trigonometric, exponential and logarithmic equations. Prerequisite: Applied Mathematics and Science 110 or a passing score on the mathematics placement exam, section II.

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 and two 2-hour laboratories. Prerequisite: Applied Mathematics and Science 111 or equivalent.

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 and two 2-hour laboratories. Prerequisite: Applied Mathematics and Science 122 or equivalent.

## 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

y non-major. Two lectures and  
hour studio.

102. ART FUNDAMENTALS (5). Intro-  
duction 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 and  
three 2-hour studios.

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

104. DRAWING (3). Art 103 con-  
tinued. Principles of pictorial  
structure. Six studio hours. Pre-  
requisite: Art 103.

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

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

146. WESTERN ART II (3) History of  
medieval, Renaissance, Baroque and  
Coco art.

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

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.

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

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

\*213. INTERMEDIATE DESIGN (3).  
Studio problems in environmental

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\* Offered upon demand

concepts specifically related to  
interior and exterior spaces. Six  
studio hours. Prerequisite: Art  
104 or consent of the instructor.

\*320. ENAMELING ON COPPER (3). The  
fundamentals of vitreous enameling  
techniques on metal, with emphasis  
on aesthetics and design for pla-  
ques, plates, and bowls. Students  
must pre-register with instructor to  
order supplies. May be repeated to  
6 hours. Six studio hours. Pre-  
requisite: Art 104, or consent of  
instructor.

\*321. BEGINNING JEWELRY DESIGN (3)  
The use of metals in jewelry making,  
with emphasis on design and fabrica-  
tion techniques such as soldering,  
sawing, filing, chasing, repousse,  
and stone setting. One lecture and  
four studios. Prerequisite: Art  
101 or 102, 112.

\*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.

\*325. CREATIVE PHOTOGRAPHY (3).  
The use of photography for the deve-  
lopment of personal creative expres-  
sion. Individual perception, arti-  
culation and interpretation is  
emphasized. Six studio hours. Pre-  
requisite: Art 101 or Art 102 or  
consent of instructor.

\*343. ART FOR ELEMENTARY TEACHERS  
(3) IV. Experience with art  
materials and problems based pri-  
marily on the needs of children.  
Not open to art majors.

\*371. BEGINNING WATERCOLOR PAINTING  
(3) Exploration of technical possi-  
bilities of watercolor as a medium.  
Six studio hours. Prerequisite:  
Art 104, 112.

\*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.

\*373. BEGINNING OIL PAINTING (3).  
Individual problems chosen or  
assigned to acquaint the student  
with the possibilities and limita-  
tions of the oil medium as a means  
of achieving expressive art form.  
Six studio hours. Prerequisite:  
Art 104, 112.

\*374. OIL PAINTING (3). Art 373 continued with attention to individual approach. Six studio hours. May be repeated to 9 hours. Prerequisite: Art 373.

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

\*442. AMERICAN ART II (3). History of American art from Gothic Revival to the present emphasizing architecture, painting, and sculpture.

## ARTS AND SCIENCES

150. INTRODUCTION TO THE LIBRARY (1) I, II, III. 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.

## BIOLOGICAL SCIENCES

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.

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.

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

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

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.

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

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: Biology 202.

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: Biology 104 or 202.

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: Biology 104.

\*442. SYSTEMS ECOLOGY (4). Development of a total systems approach toward the study of ecological problems at the population, community, and ecosystem levels. Modeling and simulation of various aquatic and terrestrial systems. Four 1-hour lectures. Prerequisite: a course in ecology and college algebra or consent of instructor.

## BUSINESS ADMINISTRATION

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 a freshman or sophomore.

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

101. BUSINESS MATHEMATICS (4). Mathematics of finance, merchandising, business ownership, taxation, and consumer problems.

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

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

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

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

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

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

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

220. DATA PROCESSING I (3). Introduction to machine processing of data using various small calculators - rotary, printing, and electronic.

Three class periods plus assigned laboratories.

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

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

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

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

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

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.

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.

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. Prerequisite: Business Education 321 or equivalent.

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.

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

## BUSINESS MANAGEMENT TECHNOLOGY

Courses in Business Management Technology are not applicable to baccalaureate programs in the College of Business Administration with the exception of Business Management Technology 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.

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.

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.

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.

203. PRODUCTION MANAGEMENT (4). Analyze operations of the firm.

Fundamentals of production, design of production systems, operation, coordination and control of production activity, and major analytical tools for management. Prerequisite or concurrent registration: Statistics 111.

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

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.

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.

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

## CHEMISTRY

Students enrolling in chemistry courses should do so at a level appropriate to their previous experience and interest. All courses except Chemistry 100 must be taken in sequence, beginning only in the fall quarter.

The Chemistry 121-122-123 sequence is the traditional college level chemistry and assumes that the student has had high school chemistry and algebra.

The Chemistry 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 Che-

Chemistry 111 are permitted to continue in the regular program by enrolling in Chemistry 122.

Chemistry 100 is a terminal course designed for students in business, education and other non-science related programs.

100. INTRODUCTION TO CHEMISTRY (4). Principles of chemistry are presented in relationship to show how man uses 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.

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

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

113. 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.

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

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

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

213. BIO-ORGANIC CHEMISTRY FOR NON-MAJORS (4). Chemistry 112 continued. A brief introduction to organic chemistry, and biochemistry. Prerequisite: Chemistry 112 or,

with consent of instructor, Chemistry 123. Not recommended for science majors. Three lectures and one four-hour laboratory per week.

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

343. ORGANIC CHEMISTRY (4). Fundamental concepts of the structure and reactivity of organic substances. Four lectures per week. Prerequisite: Chemistry 123 or 133.

344. ORGANIC CHEMISTRY (5). Continuation of Chemistry 343. Four lectures and one 4-hour laboratory. Prerequisite: a grade of C or better in Chemistry 343.

345. ORGANIC CHEMISTRY (5). Continuation of Chemistry 344. Four lectures and one 4-hour laboratory. Prerequisite: Chemistry 344.

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

## COMPUTER SCIENCE

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 Computer Science 101 or QAC 160. Credit not applicable toward major or minor in Computer Science.

101. INTRODUCTION TO COMPUTING I (5). Algorithms; flowcharting; basic elements of a higher-level language; introduction to computer organization and machine language. Analysis of several numerical and non-numerical problems and their solutions using a higher level language. Use of an interactive programming system. No prerequisite.

## COMPUTER SCIENCE TECHNOLOGY

102. INTRODUCTION TO COMPUTING II (5). Continuation of the higher-level language introduced in Computer Science 101. Programming projects in several areas, including simulation and string manipulation. Introduction of a second higher-level language. Prerequisite: Computer Science 101.

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: Computer Science 102. May be taken concurrently with CS 102.

202. SYSTEMS PROGRAMMING (4). Continuation of the assembler language introduced in Computer Science 201. Principles of programming: loops, subroutines and macros, recursion and reentrancy. Assembler construction. Interpreters. Input, Output, and backup storage. Channels, interrupts, and I/O software. Prerequisite: Computer Science 201.

210. LOGICAL FOUNDATIONS OF COMPUTING (4). Boolean algebras and minimization techniques. Turing algorithms. Graph theory combinatorics. Introduction to the propositional and predicate calculus. Prerequisite: Computer science 102.

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: Computer Science 102 or Quantitative Analysis and Control 163.

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.

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 and two hours of laboratory. Prerequisite: Knowledge of a programming language.

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.

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 and four hours of laboratory. Prerequisite: CST 221 and Computer Science 360 or consent of instructor.

## ECONOMICS

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 Economics 201.

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.

202. PRINCIPLES OF ECONOMICS (4). Economics 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

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.

### ENGLISH

111. INTRODUCTORY WRITING (4). Spontaneous and structured essay writing with emphasis on basic writing skills. Placement by ACT scores and essay.

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 English 111.

113. WRITING WITH CREATIVE EMPHASIS (4). Practice in expository writing with supplemental practice in writing short fiction and poetry. Can be substituted for English 112.

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.

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.

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.

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.

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: English 112 or 113.

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

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

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

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 English 202. Prerequisite: English 112, 113.

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 English 204. Prerequisite: English 112, 113.

207. INTERMEDIATE WRITING (4). Primarily advanced exposition. Prerequisite: English 112 or 113.

208. CREATIVE WRITING (4). Supervised writing in both poetry and fiction, with group discussion and concentration on the shorter forms.

May be repeated once. Prerequisite: English 112 or 113.

251. WRITING ABOUT FILMS (4). A writing course in which the same amount of writing is included as in English 207, but it deals entirely with film theory, films, film scripts, novels on which films are based, and film reviews. Equivalent of English 207. Prerequisite: English 112 or 113.

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

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.

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.

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 WW II writing. Prerequisite: any 200-level literature course.

306. THE BIBLE (5). The English Bible as a literary classic and its development and influence on literary culture. Prerequisite: any 100 or 200-level literature course.

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.

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 English 208 or with approval of instructor. May be repeated once.

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.

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 English 309, this course need not be taken in sequence. Prerequisite: any 200-level literature course.

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 English 309 and 310, this course need not be taken in sequence. Prerequisite: any 200-level literature course.

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.

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.

325. MODERN DRAMA (4). Drama as a literary form through critical consideration of representative modern continental, English, and American

lays to 1945. Prerequisite: any 200-level literature course.

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 Library Science 342. Prerequisite: junior standing in one's college.

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

423. WOMEN'S STUDIES IN LITERATURE (4). Selected topics such as a women poets or women novelists, depiction of women in works by men, feminist criticism. Primary concern with British and American writers. May be repeated to 8 hours if topics are different. Prerequisite: any 200-level literature course.

## ENVIRONMENTAL HEALTH

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 and four hours of laboratory. Prerequisite: Chemistry 112 or 122; one course in biology.

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.

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.

142. ENVIRONMENTAL BOTANY (3). General survey of the plant kingdom with emphasis on those groups most associated with environmental problems and the technologist. Two hours of lecture and two hours of laboratory.

143. ENVIRONMENTAL ZOOLOGY (3). General survey of the animal kingdom with emphasis on those groups most associated with environmental problems and the technologist. Two hours of lecture and two hours of laboratory.

160. ENVIRONMENTAL SANITATION (3). Introduction to epidemiology, communicable disease control, water and sewage treatment, milk, and food sanitation. Insect and rodent control and public health planning and administration.

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: Environmental Technology 110.

214. SANITARY CHEMISTRY FOR WATER (5). Theory and laboratory techniques for control tests of water including: turbidity, color, conductivity, phosphates, pH, alkalinity, hardness, calcium carbonate, chlorides, fluorides, DO, and mercury. Three hours of lecture and four hours of laboratory. Prerequisite: Chemistry 112 or 122.

220. WATER SUPPLY AND TREATMENT (3). An introduction to the elementary engineering aspects of water supply, storage, treatment, and distribution. Three hours lecture, laboratory, and field study. Prerequisite: Environmental Technology 214.

222. WASTEWATER TREATMENT (5). Introduction to the elementary engineering aspect of wastewater collection, removal, treatment, and disposal. Four hours of lecture and 3 hours of laboratory and field study. Prerequisite: Environmental Technology 110, 211, and 214.

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.

226. INSTITUTIONAL HEALTH AND SANITATION (3). Basic concepts of occupational health, safety, noise, light, and ventilation; elementary

inspection techniques of recreation areas, housing, hospitals, schools, temporary residences, and migrant labor facilities.

260. AIR POLLUTION SURVEILLANCE AND CONTROL (5). Introduction to the fundamentals of air pollution surveillance, monitoring, analysis, and control. Three hours of lecture and four hours of laboratory and field study.

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.

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 the supervisor.

## EXPERIMENTAL STUDIES

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 Firelands Coordinator of Experimental Studies for program and registration details.

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

204, 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.

## FINANCE AND INSURANCE

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. Prerequisite: Economics 202, Accounting 222.

330. PRINCIPLES OF INVESTMENT (4). Survey of the investment process 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: Finance 300 or permission of instructor.

## FIRELANDS

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. No prerequisite. Graded on an S-U basis only.

## GEOGRAPHY

121. WORLD GEOGRAPHY I: EURASIA AND AFRICA (4). Geographical analysis of selected topics in Asia, Africa, and Europe. The ecological aspects of the cultural, political, and economic problems of these regions are emphasized. Open only to a freshman or a sophomore.

122. WORLD GEOGRAPHY II: THE AMERICAS AND THE PACIFIC (4). Analysis of aspects of geography concerned with man and his interrelationships with his physical environment. Open only to a freshman or sophomore.

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 and one 2-hour laboratory.

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 and one 2-hour laboratory.

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. Geography 126 is recommended.

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

225. ECONOMIC GEOGRAPHY (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.

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

325. POPULATION GEOGRAPHY (4). A systematic spatial analysis of size, distribution, density, migration, age-sex composition, and dynamic factors of change in major world population regions and sub-regions.

331. PRINCIPLES OF CONSERVATION ECOLOGY (4). An investigation of the basic principles necessary in considering environmental problems and their application to various aspects of conservation, using an interdisciplinary approach that combines the social, biological, physical sciences.

334. GEOGRAPHY OF DISEASES (4). A study of past and present spatial distribution of diseases. An analysis of cultural and environmental impacts in the distribution, transmission, and causes of diseases in different regions of the world.

341. SOVIET UNION (4). Regional study of the Soviet Union with emphasis on description and interpretation of geographic factors related to its present development.

343. WESTERN EUROPE (4). The geographic aspects which help in the understanding of the present-day status of the countries of Western Europe.

344. EASTERN ASIA (4). A geographic study of the problems and factors influencing the development of the countries of eastern Asia with emphasis on China and Japan.

345. SOUTHERN AND SOUTHEAST ASIA (4). A regional analysis of the countries extending from the Philippine Islands to Pakistan with an emphasis upon the different cultures, the utilization of resources, and future opportunities and problems of development.

346. MIDDLE EAST (4). A systematic analysis of the contemporary problems of the Middle East. Major topics include petroleum development and impact on society, food needs, population problems, and the spatial characteristics of religious and linguistic groups.

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

348. MEXICO, CENTRAL AMERICA, AND THE CARIBBEAN (4). A systematic analysis of problems related to the contemporary development of the societies of Mexico, Central America, and the West Indies.

349. SOUTH AMERICA (4). A systematic analysis of problems related to the contemporary development of the societies of continental South America.

350. ANGLO-AMERICA (4). A systematic geographic analysis of problems and factors influencing the development of the U.S. and Canada.

351. OHIO (4). A geographical analysis of historical, physical, economic and social problems related to the development of the state.

425. FOOD RESOURCES AND RURAL DEVELOPMENT (4). An analysis of the changes and trends in availability, production and consumption of food resources. Discussion of related rural problems such as pollution, zoning, recreation and future expectations of rural areas by urban populations.

426. THE AMERICAN CITY (4). Analysis of the internal organization of American cities. Ecological and land use problems, ghetto development, the urban-economic base, urban sprawl, and intra-urban delivery of services are among the topics covered.

452. GEOPOLITICS (4). Geographic factors influencing the development

of states and the inter-relationship of these countries to each other.

471. OCEANOGRAPHY (4). The geographic aspects of oceanography.

## GEOLOGY

100. INTRODUCTION TO GEOLOGY (4). The earth; physical and historical geology; and the economic, social and philosophic aspects of the subject matter. Not open to a geology major or minor.

103. EARTH MATERIALS (4). Introduction to common rocks and minerals and their mode of occurrence and origin. Three lectures and one 2-hour laboratory; one field trip is required. Credit is not given for both Geology 100 and 103.

104. 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 and one 2-hour laboratory; one field trip is required. Credit is not given for both Geology 100 and 104.

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

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

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.

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 and one two-hour laboratory. Prerequisite: Geology 100 or 103 and 104.

305. LIFE OF THE GEOLOGIC PAST (5). A study of the progressive development of life as illustrated by fos-

sils. Four lectures and one 2-hour laboratory. One field trip required. Not open to geology majors in the B.S. degree program. Credit is given for either Geology 302 and 303 or 305, but not for both.

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. Prerequisite: Geology 100 or 103 and 104, and 105.

## HEALTH AND PHYSICAL EDUCATION

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

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

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

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.

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

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.

151. THE EMERGENCE OF HUMAN SOCIETY: CONTINUITY AND CHANGE (4). A comparative study of the cultural patterns and problems from Paleolithic cave to medieval castle which laid the foundations of modern civilization.

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.

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.

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.

206. THE UNITED STATES SINCE 1877 (4). History 205 continued. Surveys the reconstruction period, growth of American industry; agricultural problems, progressive movement, World War I, postwar economic problems, New Deal, World War II, and aftermath.

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.

306. HISTORY OF OHIO (4). Pre-colonial 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.

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.

421. AMERICAN COLONIAL HISTORY, 1492-1763 (4). European backgrounds of American history, establishment of European settlements and institutions, emergence of colonial cul-

ture, conflict between France and England for the New World.

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.

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.

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

## HOME ECONOMICS

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.

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 and two hours of participation. \*

\*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.

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\*Offered upon demand

320. INFANT DEVELOPMENT (3). Growth and development from pre-natal stages through the toddler stage. Prerequisite: Psychology 201.

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

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 and five hours of laboratory.

113. MATERIALS PROCESSING I (4). Processing equipment, methods, operations, procedures and design utilized in the production of non-metallic products; raw materials sources; and methods of conversion. Two hours of lecture and five hours of laboratory.

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

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 lecture and six hours of laboratory. Prerequisite: Applied Mathematics and Science 110 or equivalent.

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 and six hours of laboratory. Prerequisite: Industrial Education and Technology 147 or permission of instructor.

152. FOUNDATIONS OF INDUSTRIAL EDUCATION AND TECHNOLOGY (2). Evolution, roles, and interrelationships of the several forms of education, for and about industry, emphasizing relationships to general education and technological and industrial development.

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 and five hours of laboratory. Prerequisite: Applied Mathematics and Science 111 or equivalent.

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

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 and five hours of laboratory. Prerequisite: Industrial Education and Technology 201.

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: Industrial Education and Technology 104 or equivalent.

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 and five hours of laboratory. Prerequisite: Industrial Education and Technology 202.

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 and three hours of laboratory. Prerequisite: Industrial Education and Technology 202.

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 and three hours of laboratory. Prerequisite: Applied Mathematics and Science 122 or permission of instructor.

211. MANUFACTURING PROCESSES I - 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 and five hours of laboratory.

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 and five hours of laboratory.

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 and five hours of laboratory.

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. Prerequisite: Industrial Education and Technology 114 or equivalent.

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 and five hours of laboratory.

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 and five hours of laboratory. Prerequisite: Applied Mathematics and Science 111 or equivalent.

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.

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.

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.

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 and three hours of laboratory. Prerequisite: Applied Mathematics and Science 111.

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: Applied Mathematics and Science 122.

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 and two hours of laboratory. Prerequisite: Industrial Education and Technology 242.

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 and three hours of laboratory. Prerequisite: Industrial Education and Technology 245.

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 and three hours of laboratory. Prerequisite: Applied Mathematics and Science 111 or equivalent.

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 and five hours of laboratory. Prerequisite: Industrial Education and Technology 148.

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 and five hours of laboratory. Prerequisite: Industrial Education and Technology 148.

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 and five hours of laboratory. Prerequisite: Industrial

Education and Technology 247 or permission of instructor.

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: Industrial Education and Technology 246.

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

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.

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

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: Industrial Education and Technology 104 or permission of instructor.

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: Industrial Education and Technology 104 or permission of instructor.

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.

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

## JOURNALISM

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

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. No prerequisite.

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

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 103 or 105.

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

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

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

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: Statistics 212 or equivalent.

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

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

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

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.

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

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

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

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

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 other college mathematics courses. Prerequisite: Applied Mathematics and Science 090 or a passing score on the mathematics placement exam, section I.

122. FINITE MATHEMATICS (5). Logic; set theory; finite probability theory; vectors, matrices and other applications in probability theory. Prerequisite: Applied Mathematics and Science 090 or a passing score on the mathematics placement exam, section I.

124. BASIC CALCULUS I (5). Graph 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 Mathematics 131. Prerequisite: Applied Mathematics and Science 110 or a passing score on the mathematics placement exam, section II. Recommended prerequisite: Mathematics 130 or Applied Mathematics and Science 121.

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

130. PRECALCULUS MATHEMATICS (5). Real and complex number systems, functions, coordinate geometry, and trigonometry. Not open to the student who presents four years of high school mathematics and has an ACT score of 26 or higher. Prerequisite: Applied Mathematics and Science 110 or a passing score on the mathematics placement exam, section II.

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 Mathematics 130 or Applied Mathematics and Science 121 or a passing score on the mathematics placement exam, section II.

210. INTRODUCTION TO PROBABILITY (4). Sample spaces, events, probability functions, probability density functions, expectations, variance. Designed to form a foundation for further study in statistics. Prerequisite: consent of department chairperson.

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

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

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

241. MATHEMATICS FOR ELEMENTARY TEACHERS (5). Numeration systems; set theoretic development of the whole number system; relations; the system of integers. Prerequisite: Applied Mathematics and Science 090 or a passing score on the mathematics placement exam, section I. Open only to elementary education majors.\*

242. MATHEMATICS FOR ELEMENTARY TEACHERS (4). Continuation of Mathematics 241. The rational and real number systems; informal geometry; basic probability. Open only to elementary education majors. Prerequisite: C or better in Mathematics 241.\*

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.

332. ELEMENTARY LINEAR ALGEBRA (4). Systems of linear equations, vectors, matrices, determinants, linear transformations, vector spaces  $r^2$ ,  $r^3$ . Applications. Emphasizes techniques but includes some proofs. Prerequisite: Mathematics 231 or Mathematics 125 or consent of department.

## MEDICAL RECORD TECHNOLOGY

100. INTRODUCTION TO HEALTH OCCUPATIONS (2). Introduction to the historical development of medicine, the health care field, governmental and accrediting agencies, and the medical record profession. The functions of departments within the hospital organization and medical staff relationships. Medical professional ethics and trends in health care delivery systems. Two-hour lecture.

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\*Not for Arts and Sciences or Business Administration credit.

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.

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 and four hours laboratory. Prerequisite: Medical Record Technology 101 and typing proficiency.

111. INTRODUCTION TO MEDICAL RECORD SCIENCE I (3). 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-hour lecture and one two-hour laboratory. Prerequisite: admission to the Medical Record Technology program.

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: Medical Record Technology 111.

201. MEDICAL RECORD DIRECTED PRACTICE I (4). 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: Biology 322, Medical Record Technology 112 and 102.

202. MEDICAL RECORD DIRECTED PRACTICE II (4). 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: Medical Record Technology 201 and 211.

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: Medical Record Technology 202 and 212.

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, four hours laboratory. Prerequisite: Medical Record Technology 112.

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: Medical Record Technology 211.

## MUSIC

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

## PHILOSOPHY

100. EXPERIMENTS IN PHILOSOPHY (4). An examination of various topics in philosophy. Subject matter will be designated in the time schedule. Experiments in teaching and subject matter are encouraged. Restricted to freshmen and sophomores.

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

202. ETHICS (4). Inquiry into the meaning of good and evil and right and wrong in the context of contemporary moral issues.

204. AESTHETICS (4). Nature and meaning of "beauty" or aesthetic value of art and nature, approach historically and apply to present-day experience.

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 proper strategies, fallacies, and deductive relationships between statements. A student who has credit for Philosophy 303 may not register for this course.

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.

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.

313. CONTEMPORARY PHILOSOPHY (4). Survey of Western philosophy since 1900, with emphasis on logical positivism, analysis, phenomenology

existentialism, and major philosophers in each school.

315. AMERICAN THOUGHT (4). A survey of philosophical thought in America with emphasis on the pragmatists (Peirce, James, Dewey), and including a treatment of some or all of the following: Natural Rights philosophy, transcendentalism, other major figures such as Royce, Santayana, Whitehead. No prerequisite.

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.

333. PHILOSOPHY IN SCIENCE FICTION (4). Using science fiction as a point of departure, this course probes ethical problems such as the implications for man of the advancement of science and the relation of the individual to the state, and metaphysical problems such as distinguishing men from robots, the possibility of time travel. No prerequisite.

## PHYSICS

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

215. COLLEGE PHYSICS (5). Physical optics, electromagnetic radiation. Atomic and nuclear physics. Relativity. Four lecture-recitations and one 2-hour laboratory. Prerequisite: Physics 214.

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

## PHYSICAL EDUCATION AND RECREATION

425. WOMEN AND SPORT (4). Examination of historical, cultural, psychological, and physiological consi-

deration of women's participation in sport.

## POLITICAL SCIENCE

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

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.

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.

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

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.

332. LOCAL GOVERNMENT (4). Units of local government, state-local relations, municipal corporations and charters, forms of municipal government, county and metropolitan problems. Consideration of political and service functions of local government. Emphasis is on Ohio.

416. CONSTITUTIONAL LAW: POWERS AND RELATIONSHIPS (4). Supreme Court cases relating to U.S. gover-

mental structure, powers, and relationships.

## POPULAR CULTURE

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.

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.

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.

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 Library and Educational Media 421. Prerequisite: sophomore standing in one's college.

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

## PSYCHOLOGY

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

departmental research. Open to a freshman psychology major.

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: Psychology 201.

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

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.

307. THE PSYCHOLOGY OF HUMAN SEXUALITY (4). A survey of the psychology of human sexuality. Sexual physiology, psycho-social aspects of sexual behavior, sexual dysfunction and therapy, comparative sexual behavior.

311. SOCIAL PSYCHOLOGY (3). Introduction to social behavior covering behavior principles, socialization, social influence, small groups, leadership, communication, and attitudes with emphasis on interpersonal interaction. Prerequisite: Psychology 201 or Sociology 101.

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 differences, and task and situational factors will be examined. Emphasis will be placed upon the evaluation of effort, attitudes and change. Prerequisite: Psychology 201.

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: Psychology 201.

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: Psychology 201.

## QUANTITATIVE ANALYSIS AND CONTROL

### Accounting

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 Mathematics 125 or 231 or consent of instructor.

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

### Statistics

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

212. ELEMENTARY STATISTICAL METHODS II (4). Sampling distributions, estimation, hypothesis testing, regression and correlation, index numbers and time series. Prerequisite: Statistics 111.

### Information Systems

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.

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: Quantitative Analysis and Control 160.

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.

## 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

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

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

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

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

202. INTERMEDIATE FRENCH (4). French 201 continued. Four class periods and scheduled oral practice

each week. Prerequisite: French 201 or three years of French in high school or equivalent.

## Spanish

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

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

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

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

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

## SOCIAL WORK

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

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

## SOCIOLOGY

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

202. SOCIAL PROBLEMS (4). Sociological analysis of contemporary

social problems. Prerequisite: Sociology 101.

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.

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: Sociology 101, Psychology 201.

311. THE COMMUNITY (4). An analysis of communal life from its beginnings in the folk society, emphasizing contemporary urban-metropolitan communities, folk-urban contrasts, and community types. Prerequisite: Sociology 101.

341. JUVENILE DELINQUENCY (4). Analysis and processes of development, treatment, prevention, and control of juvenile delinquency. Prerequisite: Sociology 101.

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: Sociology 101.

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: Sociology 101.

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

## SPEECH COMMUNICATION

### Courses in General Speech Communication

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.

201. ARTS AND SCIENCES OF SPEECH COMMUNICATION (3). Designed to provide an understanding and insight of 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: Speech 102.

## Courses in Communication Disorders

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

## Courses in Interpersonal and Public Communication

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

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

205. ADVANCED PUBLIC SPEAKING (4). Principles of public speaking and speech composition in professional, business, and educational settings, with attention to the use of audiovisual material.

303. PERSUASIVE COMMUNICATION (4). Theories and concepts of persuasive communication, including attitude change, audience analysis, and strategies of persuasion.

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, persuasive, and personal interviews.

## Courses in Radio-TV-Film

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

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

464. 16MM FILM MAKING (4). Introduction to the concepts, theories, and mechanics of film production with specific attention to the applications of the cinema to television news, documentaries, informal presentations, and feature and art film production. Lectures and laboratory. Prerequisite: permission of instructor.

## Courses in Theatre

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.

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 4 hours. Prerequisite: consent of theatre department. One or two credits per quarter.

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.

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.

243. STAGECRAFT (4). Theories and techniques of designing, building and painting stage settings; organization and operation of production crews. Laboratory hours to be arranged.

346. DRAMATIC PRODUCTION (1-4). Same as 146 except designed for juniors and seniors. May be repeated to a total of 4 hours. Prerequisite: consent of theatre department. One or two credits per quarter.



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Susan Mack, Director of the Library  
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## ACADEMIC CALENDAR

### Fall Quarter, 1976

September 1, Wednesday	Fall quarter application for admission deadline
September 7, Tuesday	New student orientation 8 a.m.-3 p.m.
September 7-10	New student registration
September 4, Saturday	Career Planning Profile (CPP) at noon
	CLEP General Examination at 9:30 a.m.
September 13-21	Open registration
September 21, Tuesday	Deadline for fall quarter fee payments without penalty
September 22, Wednesday	Classes begin at 8 a.m.
September 24, Friday	90% refund of fees ends
September 29, Wednesday	Last day to add a class
October 1, Friday	80% refund of fees ends
October 8, Friday	60% refund of fees ends
	Last day to drop a class with a "W"
October 11, Monday	Application deadline for winter quarter graduation
October 15, Friday	40% refund of fees ends
October 29, Friday	Last day to drop a class with a "WP"
November 1, Monday	Pre-registration for winter quarter begins
November 12, Friday	Pre-registration for winter quarter ends
November 24, Wednesday	Thanksgiving recess begins 8 a.m.
November 29, Monday	Classes resume at 8 a.m.
November 29-December 31	Open registration for winter quarter
December 1, Wednesday	Deadline for winter quarter application for admission
December 4, Saturday	Special new student registration for winter quarter
	Career Planning Profile (CPP) at noon
	CLEP General Examination at 9:30 a.m.
December 6, Monday	Examinations begin at 8 a.m.
December 9, Thursday	Fall quarter ends
December 11, Saturday	Commencement

### Winter Quarter, 1977

December 31, Friday	Deadline for winter quarter fee payments without penalty
January 3, Monday	Classes begin at 8 a.m.
January 7, Friday	90% refund of fees ends
January 10, Monday	Last day to add a class
January 14, Friday	80% refund of fees ends
January 21, Friday	60% refund of fees ends
	Last day to drop a class with a "W"
January 28, Friday	40% refund of fees ends
February 1-11	Pre-registration for spring quarter
February 11, Friday	Last day to drop a class with a "WP"
February 23-March 25	Open registration for spring quarter
March 1, Monday	Deadline for spring quarter application for admission
March 5, Saturday	Career Planning Profile (CPP) at noon
	CLEP General Examination at 9:30 a.m.
March 12, Saturday	Special new student registration for spring quarter
March 14, Monday	Examinations begin at 8 a.m.
March 17, Thursday	Winter quarter ends
March 19, Saturday	Commencement

### Spring Quarter, 1977

March 25, Friday	Deadline for spring quarter fee payments without penalty
March 28, Monday	Classes begin at 8 a.m.
April 1, Friday	90% refund of fees ends
April 4, Monday	Last day to add a class
April 8, Friday	80% refund of fees ends
April 15, Friday	60% refund of fees ends
	Last day to drop a class with a "W"

April 22, Friday  
May 9, Monday  
May 16, Monday

May 27, Friday  
June 4, Saturday

June 6, Monday  
June 9, Thursday  
June 11, Saturday

40% refund of fees ends  
Last day to drop a class with a "WP"  
Continuing student pre-registration for fall quarter,  
1977 and summer open registration begin  
Continuing student pre-registration for fall quarter ends  
Career Planning Profile (CPP) at noon  
CLEP General Examination at 9:30 a.m.  
Examinations begin at 8 a.m.  
Spring quarter ends  
Commencement

### **Summer Quarter, 1977**

June 13, Monday  
June 17, Friday

June 20, Monday  
July 4, Monday  
July 22, Friday

July 25, Monday  
August 26, Friday  
August 27, Saturday

Workshops and intensive courses begin  
Deadline for first term and summer quarter fee payments  
without penalty  
Classes begin at 8 a.m.  
Holiday, no classes  
First summer term ends  
Deadline for second term fee payments without penalty  
Second term begins 8 a.m.  
Summer quarter ends  
Commencement





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