

## 2001-03 Undergraduate Catalog

# BGSU Firelands

**BGSU Firelands**  
(419) 433-5560 or (800) 322-4787  
[www.firelands.bgsu.edu](http://www.firelands.bgsu.edu)

### College administration

#### Office of the Dean

James M. Smith, Ph.D., dean, 122 Foundation Hall, 372-0623

Associate Dean, 112 Foundation Hall, 372-0623

Joseph J. Nayduciak, Ed.S., assistant to the dean for educational outreach, 114 Foundation Hall, 372-0632

Lesley G. Ruskowski, M.A., M.B.A., assistant director of college relations, 106 Foundation Hall, 372-0613

Charles C. Stocker, B.S., director of budget and operations, 136 Foundation Hall, 372-0638

#### Departments

Applied Sciences, James M. Smith, Ph.D., chair, 329B West Building, 372-0679

Humanities, O. Dale Schnetzer, Ph.D., chair, 300D West Building, 372-0664

Natural and Social Sciences, Jeffrey K. Wagner, Ph.D., chair, 320C West Building, 372-0624

### The college

BGSU Firelands is the regional campus and one of seven undergraduate colleges of Bowling Green State University. Located in Huron, Ohio, near the shore of Lake Erie, Firelands is within easy commuting distance of most communities in north central Ohio.

Members of the faculty, more than 70 percent of whom hold the highest degree in their fields, include two Fulbright scholars as well as nationally known researchers and authors.

The small size of the campus and its classes (typically 25-30 students) promotes close interaction between students and their professors both in and out of the classroom.

A variety of scholarships, loans, grants and other types of financial aid are available through BGSU, BGSU Firelands and other groups and associations affiliated with the University.

Numerous student clubs and organizations, as well as an active theatre program, make it possible for BGSU Firelands students to have a well-rounded college experience.

The college also serves as a cultural center for the surrounding community, with guest speakers, art exhibitions and ensemble performers appearing on campus throughout the year.

### Mission

BGSU Firelands seeks to offer the citizens of north central Ohio the broad educational resources of a major state university in a smaller, student-centered, teaching-focused, personalized environment. The stated functional mission of BGSU Firelands is four-fold:

1. *To provide general education and pre-professional curricula designed to prepare students for bachelor's degree education.* The associate of arts and associate of science degrees are carefully coordinated to ensure a smooth transition for students who want to begin their bachelor's degrees at BGSU Firelands. A variety of junior, senior and graduate courses also are offered.
2. *To provide place-bound students in the BGSU Firelands area with access to selective BGSU bachelor's degree and master's degree completion programs on the BGSU Firelands campus.* Currently, students can complete BGSU bachelor's degrees in liberal studies, general studies in business, applied health science, nursing, early childhood studies, criminal justice, manufacturing technology and visual communication technology on the BGSU Firelands campus. Additionally, students can compete coursework toward a master's degree in curriculum and teaching.
3. *To grant technical and paraprofessional associate degrees for work settings.* For students who plan to enter the job market in a technical or paraprofessional area, BGSU Firelands offers 11 occupational associate degrees, seven one-year technical certificates and four tech-prep programs.
4. *To offer continuing education opportunities to serve the personal and professional development needs of the region.* To meet the continuing education needs of area residents, BGSU Firelands offers non-credit courses, workshops and seminars.

With its sharp focus on undergraduate education and teaching of the highest quality, BGSU Firelands shares the vision and values of Bowling Green State University with its strengthened commitment to becoming "the premier learning community in Ohio and one of the best in the nation." The college offers a rich array of general studies, technical/career studies, certificate programs, continuing education courses, employee training and workforce development initiatives that have been crafted to meet the unique educational needs of the north central Ohio region.

BGSU Firelands is firmly committed to promoting racial, ethnic, gender and age diversity on its campus, and seeks to employ a diversified faculty and staff.

### Enrollment services

#### Admissions and financial aid

Debralee Divers, M.Ed., director of admissions and financial aid

Cheryl L. Chafee, B.S., admissions and financial aid officer

Sandra K. Yandell, student services counselor, admissions

Julie A. Freitas, student services counselor, financial aid

The procedures for admission to Bowling Green State University are described in the Admissions section, p. 27. Students seeking admission to BGSU Firelands should follow the same procedures, however test scores are not required. If a student has not taken either of these tests, he/she will be required to take the ACT Compass Placement test before or during New Student Orientation/Registration. This allows for accurate placement in courses. For specific information, tours or an interview, contact the BGSU Firelands Office of Admissions.

The Financial Aid Office provides counseling services to all students who are interested in applying for federal, state and campus-based financial aid. A variety of printed materials are maintained by this office for student use. Additionally, the Financial Aid Office provides enrollment certification services for students who are eligible for veterans administration educational benefits.

More than \$100,000 in annual scholarships are administered by BGSU Firelands. Applications for these scholarships are available from the offices of admissions and financial aid and must be filed by May 1, to be considered for the next academic year. Special need analysis forms are not required for scholarships administered directly by BGSU Firelands.

### Special loan fund

The objective of the special loan fund 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 due date. The maximum loan that may be granted is two-thirds of the total for instructional and general fees. (It is expected that the borrower will be able to pay one-third of the total as a down payment. However, the amount of the loan is contingent upon the time of the application and is determined by the person administering the loan fund.) All loans may require a co-signature. The special loan program is available to continuing BGSU Firelands students who have at least a 2.0 ("C"-average) accumulative grade point average. Exceptions to these criteria may be considered on an individual basis.

During any semester all loans become due as specified in the loan agreement. Students may request an extension. The finance charge for all loans is established by the Ohio State Loan Commission prior to the beginning of each calendar quarter. Students who fail to repay special loans by the date due are charged a late payment fine. Fines are assessed at a rate of 5% late charge against the amount due for the first two months following the due date. Thereafter, a 2% late charge will be assessed for each subsequent month that the account remains delinquent. Payments received later than 10 days after the date due will be subject to the late charge calculated as if the amount due were a full month late. Students not repaying loans by the end of the grace period may have their class registrations for that semester canceled and all records in the Office of the Registrar frozen. Also, they will be denied registration for any future semesters until the loan and penalty are repaid.

### Emergency loan program

The emergency loan program is available to continuing BGSU Firelands students who have at least a 2.0 ("C"-average) accumulative grade point average. Exceptions to these criteria may be considered on an individual basis.

During any semester all loans become due as specified in the loan agreement. Students may request an extension. The finance charge for all loans is established by the Ohio State Loan Commission prior to the beginning of each calendar quarter. Students who fail to repay special loans by the date due are charged a late payment fine. Fines are assessed at a rate of \$.50 per day

(including Saturdays and Sundays), but will not exceed \$25. Students are granted a three-day grace period. If payment is not made during the grace period, the fine on the fourth day is \$2. Students not repaying loans by the end of the grace period (three days after the due date) will have their class registrations for that semester canceled and all records in the Office of the Registrar frozen. Also, they will be denied registration for any future semesters until the loan and penalty are repaid.

### Harry G. Beare Memorial Loan Fund

This loan is available to BGSU Firelands students who are graduates from Edison High School in Milan, Ohio. The loan is based on proven financial need and is interest-free. However, it is suggested that the student make a gift to the loan fund after repayment of the loan.

### Third and Fourth Degrees of Sandusky Knights of Columbus, Firelands Shrine Club and Singara Grotto Loan Fund

A loan fund has been provided by these organizations since BGSU Firelands was opened. Typically, the loans are for up to \$350 and are issued for up to 45 days.

### Charles E. Schell Foundation student loan program

This loan fund was made possible by the Charles E. Schell Foundation in an effort to assist students in achieving their college education. Schell was raised in a family of moderate means and he worked to support himself through law school. Upon his death, he provided for his wife and a few relatives, but the remainder of his estate was used to establish the Charles E. Schell Foundation, a program of educational assistance for students who would not otherwise be able to achieve an education. It was Schell's belief, and he so specified, that students should be lent money for educational expenses and repay it without interest.

Students are eligible for the Schell loan fund if they are between the ages of 15 and 25, were born in and are now a citizen of the United States, are loyal to the United States and its institutions, have a 2.0 minimum cumulative grade point average and have parents who were born in and are currently citizens of the United States. Except in unusual circumstances repayment of the total amount of this loan should be completed within 10 years of the date after which the student leaves BGSU.

## Student Services

### Academic Advising

Amy McKinley, M.A., manager

All admitted students are assigned a faculty or staff adviser who is a specialist in the student's area of interest. All students are encouraged to make regular contact with their advisers. Advising is required for all freshmen and sophomores, when a student

wants to change program, major or college, or if his or her grade point average drops below 2.0.

Although an adviser checks each student's record, the responsibility for meeting graduation requirements lies with the student and not with the adviser, the department or the dean. Thorough familiarity with the Undergraduate Catalog is essential.

Students who are undecided as to their career goals and those returning to school after a lengthy absence, have the opportunity to discuss their interests and objectives with a career counselor in the student services office. Each semester the college offers courses which help students make the transition from work, home or high school to college.

Advisers from the University's main campus are available at specific times each semester to provide information on bachelor degree programs.

### Registration

Vicki B. Hillis, student services counselor

The Office of Registration at BGSU Firelands is responsible for the coordination of all registration and bursar-related functions for BGSU Firelands students. Student concerns relative to academic policies, registration for classes, payment of fees and academic records should be addressed to this office.

### Student and campus activities

Sandra V. DiCarlo, M.Ed., coordinator

BGSU Firelands offers students co-curricular opportunities for personal growth and development. Social, cultural and athletic programs are sponsored by the Student and Campus Activities Office. Many academic departments and student groups provide additional opportunities for learning through lectures, seminars, special activities and travel/study programs. A committee composed of students and faculty advisers develops a yearly calendar of activities and events. Chartered clubs and organizations include:

- Allied Health Club
- Adult Students United for Support
- Business Club
- Campus Fellowship
- Environmental Club
- Firelands College Theatre
- Intramurals Club
- Multicultural Student Union
- Model United Nations
- Ski Club/Outdoor Club
- Society of Manufacturing Engineers
- Speech Activities Organization-Theatre
- Student Business Club
- Student Government
- UCAM-Peace and Justice Center
- New Waves Visions*: BGSU Firelands Literary Magazine
- Writer's Club
- Women of Strength Club

## Career services

John L. Clark, M.S., coordinator

Career services provides educational and career counseling and information to students and alumni. A wide variety of career-related print and electronic materials can be found in the career services office. Additionally, career services offers two computer-administered career interest inventories: the Strong Interest Inventory which can be taken in the career services office, and FOCUS which is available in the Library and Learning Resources Center. Career Planning and Job Search courses are offered each semester.

Career services offers job search assistance, resume review and resume writing assistance and information on effective interviewing for students and alumni. The office also offers resume referrals, sponsors job fairs each spring and maintains an active database of job openings.

On-campus student employment is coordinated by this office, as is the administration of the College Level Examination Program (CLEP).

## Disability services

Deborah E. Knigga, M.Ed., coordinator for educational partnerships

In accordance with the Americans with Disabilities Act, BGSU Firelands provides reasonable accommodations to assist disabled persons to attend classes and participate in a broad range of student activities. All students with disabilities should contact the Student Services Office for assistance prior to the beginning of each semester to access identified services.

## Academic enhancement

Penny L. Nemitz, M.A., coordinator

The goal of academic enhancement is to help students achieve academic success by nurturing the abilities and potentials of all students and stressing the development of study strategies. Since problems sometimes arise both at school and at home, this office is available to listen, make referrals and offer suggestions to help eliminate barriers to academic success.

## Alumni services

Lesley G. Ruszkowski, M.A., M.B.A.,  
assistant director of college relations

BGSU Firelands has served the credit and non-credit educational needs of thousands of Erie, Huron and Ottawa residents since it opened on Sept. 25, 1968.

Students who complete associate degree programs at BGSU Firelands officially become alumni after the college's commencement ceremonies in early May. Students who have pursued bachelor's degree coursework or other educational opportunities are considered friends of the college.

Alumni and friends receive quarterly copies of *Update*, BGSU Firelands' newsletter. Alumni and friends can contribute articles, address updates and alumni news to this publication by contacting the Office of College Relations.

Educational and career counseling information is available to alumni throughout Erie, Huron and Ottawa counties.

The Tri-County Alumni Chapter, part of the BGSU alumni association, exists to serve the needs of alumni living in Erie, Huron and Ottawa counties. Information about officers, meeting dates and local activities is available from the BGSU alumni office at 372-2701.

The Huron Playhouse Society of Alumni and Friends is a new BGSU alumni chapter of local interest. Each summer, BGSU's Huron Playhouse presents plays starring students, alumni and community members at McCormick School in Huron, Ohio. More information on Huron Playhouse events and activities is available from Drs. Jann Graham Glann and Frank Glann.

The BGSU alumni association maintains a World Wide Web site with information of interest to alumni across the country at [www.bgsu.edu/offices/alumni](http://www.bgsu.edu/offices/alumni). The Web site also offers access to the BGSU alumni online community which provides specialized information and Internet services.

## Teaching and learning resources

### Library

William W. Currie, M.Ed., M.L.S., librarian  
Patricia L. Antonelli, M.L.S., assistant librarian

The BGSU Firelands Library functions as an integral part of the educational process. The collection of 30,000 book volumes, 232 current journal and newspaper subscriptions and a wide variety of audiovisual and other materials enhances the educational process. The collections of the University libraries in Bowling Green may be accessed by students through BGLINK, the online catalog, which also includes the BGSU Firelands holdings.

The library is also a member of OhioLINK. Students have ready access to materials held by college and university libraries throughout Ohio.

Computers in the library allow access to email and other Internet services. Ample space is available for individual and group study. Instruction in using the library is offered throughout the year. Students are encouraged to take a one-credit course, Research in the Electronic Library (LLR 221).

See also Libraries and Learning Resources, p. 41.

## Teaching and Learning Center (TLC)

Tamara J. May, M.S., biology coordinator  
Mary Lou Stradtman, M.Ed., reading assistant  
William Huepenbecker, M.S., mathematics coordinator  
Brian Hickman, B.S.Ed., special needs assistant

The Teaching & Learning Center (TLC) offers academic support to students through tutorial, developmental and supplemental activities. The TLC staff serve as facilitators in empowering students to achieve their educational objectives.

The TLC is staffed by professional educators with training in reading, English, writing, math and science. Together with peer tutors, they provide individual tutoring by appointment or group tutoring in all subjects. Special needs tutoring and academic counseling in cooperation with student services is also provided.

Educational supplements include PC computers with application software, course-supported CDs, software and videos, laser printer, VCR and audio-cassette recorder.

Another function of the TLC is to provide support to faculty by helping them explore new instructional approaches, integrate technological resources and improve the teaching/learning process.

## Technology support services

Julie M. Rogers, B.L.S., director

Technology support services manages the computing and networking infrastructure of the college. They are responsible for providing solutions that enable faculty, staff and students to utilize current technology, as well as promote new technologies. Technology support services is committed to making a positive impact on the teaching/learning process and to promoting the integration of computing and information technology in the classroom.

## Instructional media

Earl B. Lisk III, B.S., audio-visual specialist

Instructional media provides audio-visual presentation and educational media services, and provides technical support for all interactive compressed video courses. Call 372-0644 on the BGSU Firelands and BGSU campuses or 433-5560.

## Degrees offered

BGSU Firelands is the presence of Bowling Green State University in north central Ohio. Students can begin one of 177 baccalaureate degree programs, complete eight BGSU bachelor's degrees or enroll in graduate-level courses designed to meet the continuing education needs of area residents.

### **Bachelor's degrees available at BGSU Firelands**

Through collaboration with other Bowling Green State University colleges, select bachelor's degrees are available to students on the BGSU Firelands campus.

#### **Bachelor of Applied Health Science**

Positions in health care delivery will continue to be plentiful as the demand for services increase and the need for higher level expertise expands. This degree enhances opportunities for professionals with associate degrees in health related professions. The diversified curriculum provides a strong background in basic science and core courses provide the knowledge needed to advance in the health-care field.

The core includes basic understandings in life span development, statistics, computers, technical writing and problem solving. Individuals holding associate degrees in areas such as dental hygiene, radiology technology, health information technology, surgical technology, respiratory care, physical therapy assisting, perfusion technology and medical assisting may benefit from this program. Students enroll in the allied health major and use credits earned in the technical component of the associate degree for the bachelor's degree. This degree is awarded by the College of Health and Human Services, see p. 114.

#### **Bachelor of Arts in General Studies in Business**

The general studies in business bachelor of arts degree is designed for students planning to go into a family business, purchase a current business, start a new one or improve their position in a current business. The College of Arts and Sciences awards this degree, see p. 46, 57.

#### **Bachelor of Liberal Studies**

The bachelor of liberal studies degree program is one option available to students whose interests extend beyond a single academic major or more traditional interdepartmental program. The degree's flexibility may make it an appropriate option, for example, for nontraditional students who enroll only in evening courses.

A fully admitted student at the University may be evaluated for admission to the B.L.S. program if he or she has:

1. Completed no fewer than 30 semester hours;
2. A minimum GPA of 2.5;
3. At least 45 semester hours of coursework remaining to be completed before graduation;
4. Submitted the application for admission into the B.L.S. degree program within the first 14 days of the semester in which the last 45 hours of the degree program are begun;

5. Submitted a personal essay of three to five pages which articulates specific correspondences between the student's long- and short-term goals and objectives and the proposed curriculum;
6. Completed ENG 112;
7. Removed all high school deficiencies (if appropriate);
8. Completed the University's general education program (see p. 5).

Students enrolled at BGSU Firelands must meet with an adviser at the time application is made.

A B.L.S. degree program may include within the 122 hours required for graduation no more than 27 hours within any one department in the College of Arts and Sciences.

To be eligible to graduate in the B.L.S. degree program, a student must have:

1. Met all of the requirements set forth above and have been admitted to the program;
2. Completed 100 hours of coursework within the College of Arts and Sciences;
3. Met all of the University's requirements for a bachelor's degree;
4. Followed an approved program of study which is consistent with his or her original application to the program;
5. Satisfactorily completed a minimum of 122 hours with the last 30 hours in residence at BGSU.

The College of Arts and Sciences awards the B.L.S., see p. 48.

#### **Bachelor of Science in Nursing (RN-BSN Completion Program)**

Mary DeVos, R.N., M.S.N., coordinator

Graduates of associate degree and diploma programs can earn a bachelor's degree with a major in nursing at BGSU Firelands. This completion program provides for flexibility and an individualized approach for the nurse who is already practicing.

A student may be evaluated for admission to the program if he or she has:

1. A minimum of 29 semester hours of college credit including prerequisite courses in chemistry and biology or equivalents with minimum GPA of 2.5;
2. Successfully completed selected National League for Nursing Examinations or substitute;
3. A current state of Ohio license;
4. Completed the general college requirements;
5. Professional liability/malpractice insurance;
6. Graduated from an NLN accredited school.

There are 28 hours in the nursing major. Typically students take the 28 hours part-time spread over two years. The College of Health and Human Services awards this degree in cooperation with the Medical College of Ohio, see p. 118.

#### **Bachelor of Science in Criminal Justice**

The criminal justice program integrates coursework with professional interaction in various disciplines. It is designed to prepare students for graduate school, law school and careers in the criminal and juvenile probation and parole, victim's services, private security and other related fields.

The program places a high emphasis on superior academic achievement, the ability to communicate both verbally and in writing, and the development of a research potential. Every student must complete an original proposal for research (CRJU 480), as well as a field placement or practicum. The student is responsible for identifying the internship site. However, all internships are subject to the approval and supervision of program faculty. All "core courses" and "core elective courses" in the program must be taken for a grade and earn a "C" or higher.

Admittance to the program is restricted to applicants who meet the requirements published by the BGSU criminal justice department. This degree is awarded by the College of Health and Human Services (See p. 115).

#### **Bachelor of Science in Manufacturing Technology**

This degree program is designed to prepare students to be technical problem solvers for manufacturing industries. Computer usage in designing, monitoring and controlling manufacturing processes is an important component of the program. The technical component of the program provides the student with an insight into manufacturing materials, processes and systems. The student also studies business and management techniques. Additionally, the program requires a University-supervised cooperative education experience.

Matriculation into this program is restricted to those students who have met the requirements published by the College of Technology, which awards the degree (See p. 137).

#### **Bachelor of Science in Visual Communication Technology**

The visual communication technology program prepares students in the processes used to transmit ideas and concepts through various forms of visual media. The program offers theory and practice in the computer applications of visual media including multimedia, print, video, exhibitry and photography. The program is designed to provide students the opportunity to combine concepts, theories and principles with critical and creative technical problem-solving abilities to generate solutions to visual communication problems.

The program prepares students for such technological production and management positions as graphic coordinator, digital media specialist, video producer or editor,

multimedia producer, print/video/photo sales representative or printing/publishing plant manager. A University-supervised cooperative work experience provides each student with a “real world” understanding of their area of interest.

Matriculation into this program is restricted to those students who have met the requirements published by the College of Technology, which awards the degree (See p. 139).

### **Bachelor of Science in Early Childhood Studies**

This highly competitive program is designed as an integrated program to prepare graduates to teach children who are typically developing, at-risk, gifted or who have mild/moderate educational needs in pre-kindergarten through grade three. Graduates are licensed to teach children ages three through eight, and are prepared to work with young children and/or their families in a variety of settings. The program is based on standards for early childhood programs and teacher preparation promulgated by the National Association for the Education of Young Children, the Council for Exceptional Children, the National Council for Accreditation of Teacher Education and the curriculum content identified in the Ohio Model Curriculum guidelines.

Admission to the ECS program is based on completion of specific courses, total number of hours completed and overall grade point average (GPA). Students must meet additional criteria in order to student-teach in either a pre-kindergarten or kindergarten-primary setting. Students are urged to consult the undergraduate student services office (372-7372) for additional information. This degree is awarded by the College of Education and Human Development (See p. 90).

### **Preparation for bachelor's degrees: University general education**

A University education is more than the learning of skills appropriate to a career or job. The acquisition of knowledge from such areas as the humanities or the natural and social sciences contributes to the foundation of the well-educated person. Through University general education courses students discover their values and gain insight into the challenges of the future.

Designed to contribute to the foundation of bachelor's degree programs, University general education requirements add breadth to the major field selected by the student. A wide variety of courses is available at BGSU Firelands. These courses can be used to meet the appropriate group requirements in bachelor's degree programs (see p. 5).

Students who are interested in completing a bachelor's degree at Bowling Green State University should consult the appropriate college section of this catalog for a

complete program description. Students should work closely with their academic advisers at BGSU Firelands and at the main campus to ensure completion of University general education requirements with courses that also satisfy requirements of the selected baccalaureate degree.

### **General requirements for associate degrees**

The associate of arts and associate of science programs are designed to fulfill the first two years of a bachelor's degree, but may also serve as terminal programs for students who do not plan to complete a four-year degree. The associate of applied business, associate of applied science and associate of technical study degrees are intended to prepare students for employment upon graduation. Although termed career education, these well-designed associate degrees are also coordinated with similarly oriented four-year programs, thus permitting a student to continue towards a bachelor's degree in a related discipline.

A candidate for an associate degree must earn a minimum of 62 semester hours. Some degrees require more than 62 credit hours. Students who seek an associate degree must complete both general and specific requirements for the degree sought.

A candidate for an associate degree at BGSU Firelands must satisfy the general requirements for associate degrees listed under Academic Policies and Procedures, p. 8. No more than six credit hours of basic writing from ENG 110, 111 and 112 may be applied toward graduation (see also Requirement of writing proficiency, p. 7).

Students who have a grade point average of 3.5 to 3.89 are eligible to graduate with distinction; students with a grade point average of 3.9 to 4.0 will be eligible for graduation with highest distinction. To be eligible for these honors, students must have completed a total of 28 credit hours at BGSU Firelands, at least 21 of which must be letter-graded.

## **Academic associate degrees**

### **Associate of arts**

At BGSU Firelands, students can complete at least two years of study towards a bachelor's degree in the following areas: business administration, communications, communications disorders, criminal justice, education, fine arts, gerontology, humanities (English, modern languages, philosophy, theatre), liberal studies, social sciences (economics, geography, history, political science, psychology, sociology) and social work.

In addition, the associate of arts degree offers the foundation to many pre-professional opportunities such as law and theology.

### **General requirements**

#### *Communication (three hours minimum)*—

Each student is required to acquire proficiency in written expression. ENG 112 is required. Based on English placement tests, ENG 110 or 111 may also be required. However, no more than six hours of basic writing can be applied to graduation. The Office of Student Services will provide placement information before the first semester. Each student should also acquire proficiency in oral communication; an IPC or other oral communication course is strongly recommended.

*Mathematics and science (seven hours minimum)*—Each student must complete a minimum of seven credit hours in mathematics and/or science courses. Two courses must be selected from the general education natural science core (see p. 6).

*Social sciences (nine hours minimum)*—Two courses must be selected from the social science general education core (see p. 6).

*Humanities and arts (nine hours minimum)*—Two courses must be selected from the humanities and arts general education core (see p. 6).

A student who plans to pursue a bachelor's degree at Bowling Green State University should choose one course with an international perspective and one course that satisfies the cultural diversity in the United States general education requirement. These courses can be taken from the social and behavioral sciences or the humanities. The College of Arts and Sciences has developed a list of cultural diversity courses that can be used to satisfy the humanities and arts or social sciences requirements of the associate degree.

Each student must select a sufficient number of electives to earn a minimum of 62 hours. A student planning to pursue a bachelor's degree in the College of Arts and Sciences should take a foreign language.

### **Associate of science**

At BGSU Firelands, students can complete two years of study towards a bachelor's degree in the following areas: applied health science, dietetics, environmental health, medical technology, nursing, physical therapy, science (biological sciences, chemistry, computer science, environmental science, geology, mathematics, physics) and technology.

The associate of science degree also offers the foundation to many pre-professional opportunities including: chiropractic, dental hygiene, dentistry, engineering, medicine, mortuary science, occupational therapy, optometry, pharmacy and veterinary medicine.

### General requirements

#### *Communication (three hours minimum)*—

Each student is required to acquire proficiency in written expression. ENG 112 is required. Based on English placement tests, ENG 110 or 111 may also be required. However, no more than six hours of basic writing can be applied to graduation. The Office of Student Services will provide placement information before the first semester. Each student should also acquire proficiency in oral communication; an IPC or other oral communication course is strongly recommended.

#### *Mathematics and science (10 hours minimum)*—

Two courses must be selected from the natural science general education core (see p. 6).

#### *Social sciences (nine hours minimum)*—

Two courses must be selected from the social science general education core (see p. 6).

#### *Humanities and arts (nine hours minimum)*—

Two courses must be selected from the humanities and arts general education core (see p. 6).

A student who plans to pursue a bachelor's degree at Bowling Green State University should choose one course with an international perspective and one course that satisfies the cultural diversity in the United States general education requirement. These courses can be taken from the social and behavioral sciences or the humanities. The College of Arts and Sciences has developed a list of cultural diversity courses that can be used to satisfy the humanities and arts or social sciences requirements of the associate degree.

Each student must select a sufficient number of electives to earn a minimum of 62 hours. A student planning to pursue a bachelor's degree in the College of Arts and Sciences should take a foreign language.

## Occupational degrees and programs

Two-year, career-oriented curricula lead to the associate of applied business, associate of applied science and associate of technical study degrees. These well-designed associate degrees, while focusing on specialized knowledge and skills, are 'vertical slice' subsets of Bowling Green State University bachelor's degrees. Where the bachelor's degree addresses an integrated system of knowledge, the associate degrees are focused slices providing the right blend of theory and practice. These programs serve the college mission of employability after the associate degree, transferability to a four-year program with minimal or no credit loss and availability of advanced technical courses for business and industry.

## Business programs

### ♦Associate of Applied Business in Administrative Office Systems

Teresa A. Marano, Ph.D., program director

The two-year program in administrative office systems prepares students for administrative assistant responsibilities in business and industrial firms, professional offices and governmental agencies.

The program is designed to provide students with training in office and information processing skills (word processing, spreadsheet, database and desktop publishing) and with knowledge of business and communication theory to enhance their opportunities for career advancement. The program can meet the needs of both beginning and advanced students, and credits received may be applied toward a four-year bachelor's degree in a related business field.

#### Learning Outcomes

Graduates from this program are expected to achieve the following:

- The ability to operate personal computers and work with a variety of office technologies in word processing, databases, spreadsheets and desktop publishing;
- The ability to compose, format, edit and proofread a variety of written business communications such as letters, memoranda, forms, tables and reports;
- The ability to organize time to meet deadlines and work under pressure in the production of high-quality documents;
- The ability to acquire, organize, summarize and make decisions about office information when working with or without direct supervision;
- The ability to analyze, integrate and master office systems by having completed simulated office activities and an on-the-job work experience.

#### First year

General education

ENG 110, 111 and/or 112 (3-8)

IPC 102 (3)

Basic courses

BUSE 101 (3)

MIS 200 (3)

BUSE 111 or PSYC 201 (3-4)\*

Core courses

BUSE 111, 201, 204, 205, 206, 207, 210, 217 (8)

#### Second year

General education

General education electives (5-8)

Basic courses

ECON 200 or 202 (3)

ACCT 221 (3)

LEGS 301 or BAT 102 (3)

Core courses

BA 203 (3)

BUSE 253, 304, 305, 306, 307, 335, 401 (18)

BUSE 314 (2)

\*Only students with fewer than two semesters of high school typing should enroll in BUSE 111 to receive credit for graduation. Students enrolling directly in BUSE 210 must enroll in PSYC 201.

### ♦Associate of Applied Business in Business Management Technology

Cynthia L. Miglietti, Ph.D., program director

This degree is awarded to a student who successfully completes the career-oriented programs listed below. Students can choose from four majors: accounting, general business management, industrial management and retail management.

Graduates from the program will possess a general knowledge of business including economics, marketing, management, accounting, human resource management, total quality leadership and finance.

#### Accounting

The accounting major prepares students for paraprofessional positions in industrial, public or governmental accounting. It is designed to provide the graduate with the theoretical and practical accounting knowledge and skills required of business personnel in today's economy. Many of the courses in the two-year accounting program are applicable to the four-year bachelor's degree in business.

#### Learning Outcomes

Graduates with this major will possess the following knowledge and skills:

- A detailed understanding of financial, managerial, cost and tax accounting as well as electronic bookkeeping;
- The ability to put into practice the theory learned in the accounting classes.

#### First year

General education

ENG 110, 111 and/or 112 (3-8)

IPC 102 (3)

Basic courses

MIS 200 (3)

MATH 120 or 126 (5)

Core courses

ACCT 221, 222 (6)

ACT 231\* (3)

BAT 102 (3)

#### Second year

General education

ECON 202 or 203 (3)

General education electives (6)

Basic courses

STAT 211, 212; or

STAT 200, BUSE 101 (6)

BA 203 (3)

Core courses

ACT 241\*, 251\* (6)

BAT 201, 205 (6)

BAT 207, FIN 200 or 300 (3)

ACT 225\* (3)

\*Designed only for the associate degree in accounting.

## General Business Management

The general business management major at BGSU Firelands is a challenging two-year program designed for students who have an interest in managing a small business, beginning or advancing in a business career, updating skills or learning new management techniques.

Through class discussions, case studies and special projects, students will learn how to successfully manage a small business. Management theory, learning how to motivate employees, keeping accurate financial records, hiring employees and promoting a business are just a few of the major topics emphasized in the program. In addition students may earn college credit for working in a business environment for one semester.

The flexibility of the program allows full- or part-time students to complete the program during the day or evening. Full-time students can usually complete the program in two years.

Graduates will have the skills and knowledge to manage and operate their own businesses. Those students not interested in business ownership may be employed in mid-management positions as supervisors, managers or department managers in businesses such as department stores, restaurants, grocery stores, banks and factories.

### Learning Outcomes

Graduates from this program are expected to achieve the following:

- The ability to identify business issues and to formulate and frame these in ways functional for problem solving and the resolution of critical issues;
- The ability to translate business theory into real work settings and situations;
- An understanding of the nature of decision making in business;
- The ability to use disciplinary modes of inquiry to integrate knowledge from business, humanities and social science disciplines.

### First year

General education

ENG 110, 111 and/or 112 (3-8)  
IPC 102 (3)

Basic courses

MATH 120 or 126 (5)  
MIS 200 (3)

Core courses

BAT 102, 201 (6)  
Technical elective (3-4)

### Second year

General education

ECON 202 or 203 (3)  
General education electives (6)

Basic courses

STAT 200, BUSE 101; or  
STAT 211, 212 (6)  
BA 203 (3)

Core courses

ACCT 221 (3)  
BAT 204 or MKT 300 (3)  
BAT 205, 208 (6)  
BAT 209 or MGMT 305 (3)  
Finance elective (3)  
Technical elective (3-4)

## Retail Management

The major in retail management prepares an individual to serve at mid-management levels in retailing organizations and to provide sales and marketing services appropriate to the needs of the consumer.

A sequence of courses in total quality leadership, resources management, business economics, business communications, accounting, marketing and retail management, psychology and professional selling, together with an optional field experience, provide students with a comprehensive background in the area of retail management.

### Learning Outcomes

Graduates from this program are expected to achieve the following:

- A general understanding of retail management, including sales management, marketing and advertising;
- The ability to apply management and marketing theory in retail world settings.

### First year

General education

ENG 110, 111 and/or 112 (3-8)  
IPC 102 (3)

Basic courses

MATH 120 or 126  
MIS 200

Core courses

BAT 102, 201, 205 (9)  
ECON 202 or 203 (3)  
BAT 209 or MGMT 305 (3)

### Second year

General education

General education electives (9)

Basic courses

STAT 200, BUSE 101; or  
STAT 211, 212 (6)

BA 203 (3)

Core courses

ACCT 221 (3)  
BAT 204 or MKT 300 (3)  
BAT 280 (3)  
BAT 208 (3)  
Finance elective (3)

## Industrial Management

The major in industrial management prepares students for an assignment in planning, organizing and controlling the manufacturing operation, including supervisory and management techniques and systems used in production.

A sequence of courses in total quality leadership, human relations and resources management, business finance and economics, production management,

occupational safety and hygiene, and statistical process control provide students with specialized knowledge and practical skills in industrial management.

### Learning Outcomes

Graduates from this program are expected to achieve the following:

- A detailed understanding of management including planning, organizing and controlling the manufacturing operation;
- An ability to apply management theory in real world settings.

### First year

General education

ENG 110, 111 and/or 112 (3-8)  
IPC 102 (3)

General education elective (3-4)

Basic courses

MATH 120 or 126 (5)  
MIS 200 (3)

Core courses

BAT 102, 201 (6)  
BAT 209 or MGMT 305 (3)  
ENVT 270 (3)  
MFG 112 (3)  
DESN 104 (3)

### Second year

General education

ECON 202 or 203 (3)  
General education elective (3-4)

Basic courses

STAT 200, BUSE 101; or  
STAT 211, 212 (6)

BA 203 (3)

Core courses

ACCT 221 (3)  
BAT 203 or MGMT 300 (3)  
MFG 220 (3)  
MFG 227 (3)  
Finance elective (3)

## Information technology programs

### ♦Associate of Applied Business in Communication Arts Technology

Andrew J. Kurtz, Ph.D., program director

In recent years communications has been revolutionized through the evolution of the World Wide Web, multimedia technology and the growth of digital telephony systems. Competition for products, services and employees is intense as businesses strive to keep pace with communication technology's dynamic growth. Business and industry are seeking communicators who are proficient in a broad range of skills and are able to embrace emerging technologies in this fast-paced, information-based environment.

The goal of the associate of applied business in communication arts technology is to provide students with the knowledge and skills needed to understand and effectively apply emerging communications technologies in a business environment. The communication arts technology program embraces traditional aspects of communication such as written and visual communica-

tion while at the same time providing instruction in the implementation of new media technologies with special emphasis on Web-based communications.

In conjunction with the College of Technology, students in the communication arts technology program have the option to tailor their electives to meet the core requirements in visual communication technology. After receiving their communication arts technology degree, students may continue to pursue their bachelor of science in visual communication technology at BGSU Firelands.

### Learning Outcomes

Graduates from the program will possess the following knowledge and skills:

- Proficiency in written, verbal and non-verbal communication skills;
- Proficiency in communication design, including Web site design and implementation, graphics production and computer presentation skills;
- Proficiency in industry-standard communication software tools;
- A knowledge of team-building skills and demonstrated proficiency at teamwork within a business environment.

### First year

Communications requirement

ENG 110, 111 and/or 112 (3-8)

General studies

Social and behavioral sciences elective (3)

Basic courses

MATH 120, 126 or 128 (4)

CS 101 (3)

VCT 203 (3)

Technical core

CAT 191 (3)

CST 181 (3)

VCT 204 (3)

Core elective (chosen in consultation with adviser) (3)

ART 102 (3)

ARTD 211 (3)

BAT 102, 208 (3)

BUSE 253 (3)

CST 281 (3)

CS 205, 215 (3)

ET 245 (4)

MIS 200 (3)

VCT 208, 282, 304, 308, 368 (3)

Tools elective (see adviser for current list) (2-6)

### Second year

Communications

ENG 388 (3)

IPC 102 or 306 (recommended) (3)

General studies

Humanities elective (3)

Natural sciences elective (3)

Business elective (select one) (3)

ACCT 221

BAT 102, 204

Technical core

BAT 205 (3)

CAT 251, 291 (6)

Core elective (see above) (6-9)

Tools elective (2-3)

Tools electives are 2-3 credit hour courses designed to give students experience working with communications hardware and software. Each semester tools courses will be offered in areas such as desktop publishing, multimedia systems, Web site programming and computer desktop presentations. A total of 4-9 credit hours of tools electives are required for graduation.

### ♦Associate of Applied Business in Computer Programming Technology

Ronald L. Lehr, M.S., program director

The associate of applied business in computer programming technology prepares students for employment as computer technicians, programmers and systems developers. The emphasis of this degree is the microcomputer environment. The microcomputer has not only usurped the mainframe and mini-computer in many business enterprises, but is prevalent in virtually every area of human endeavor. Microcomputer professionals are generally expected to be generalists and the curriculum reflects this expectation. The student will gain skills and expertise in hardware and software configuration, applications programming, database systems development and network implementation.

### Learning Outcomes

Graduates from this program are expected to achieve the following:

- The ability to install and configure microcomputer hardware and operating systems, and customize the operating system interface;
- An understanding of the operations of microcomputer hardware, firmware, and operating systems, along with the interrelationships among them;
- The ability to install, configure and maintain computer networking hardware, network operating systems and network services, including accounts and configuring resources security;
- The ability to install, configure and maintain Internet server software and services, including Web and FTP hosting services;
- An ability to provide Web page support by creating dynamic and interactive Web pages and programming scripts;
- An understanding of programming principles and logic, and its application to the development of computer programs to perform specified tasks;
- An ability to design, program and implement a software database system to computerize a given data processing need (e.g., computerization of record keeping);
- An ability to provide programming support in mainframe computer environments.

### First year

General education

ENG 110, 111 and/or 112 (3-6)

Humanities and/or social science elective(s) (3-6)

Basic courses

MIS 200 (3)

MATH 120 or above (excluding MATH 214, 242, 243) (5)

MATH 115, STAT 200 or 211 (3)

Computer core

CS 101, 205 (6)

CST 181 (3)

### Second year

General education

IPC 102 or 306 (3)

Humanities or social science elective (3)

Basic courses

Natural science elective (3-5)

Technical courses

ACCT 221 (3)

BAT 102 or 205 (3)

Computer core

CS 215 (3)

CST 232, 261 (7)

Technical electives

Six hours from: CS 360; CST 275, 281 or other technical electives as approved by the CPT program director

## Engineering technology programs

### ♦Associate of Applied Science in Electrical/Electronic Engineering Technology

Jan E. Adams, Ph.D., program director

Academic preparation for this program emphasizes digital electronics and microcomputer electronics. Also covered are basic electricity and electronics circuits, instrumentation and measurements, power and energy, and computer-aided design. The program prepares students for positions as engineering assistants, engineering technologists, production technicians, instrument calibration and repair technicians, field service technicians, customer service representatives and other entry-level positions in electronic engineering technology.

### Learning Outcomes

Graduates from the program are expected to achieve the following:

- A comprehensive knowledge of electricity, electronics and computers;
- An ability to apply acquired knowledge to energy, power, analog circuits and components, solid state devices and circuits, digital control, digital computer analysis and realtime data acquisition;
- A basic knowledge of electronic design and manufacturing.

Students can choose from two majors, electronic engineering technology or computer and network engineering technology.

## Electronic Engineering Technology

### First year

General education

ENG 110, 111 and/or 112 (3-8)

Basic courses

MATH 120/129, 128 and 131 or 134 (3-5)

Core courses

ET 191, 240, 248, 249 (14)

DESN 104,131 (6)

MFG 112, any MFG elective (6)

### Second year

General education

IPC 102 or 306 (3)

General education electives (6-9)

Basic courses

PHYS 201 (5)

PHYS 202 or CHEM 109/110 or 125 (4-5)

Core courses

CS 101

ET 241, 250, 290, 442 (12)

## Computer Network Engineering Technology

### First year

General education

ENG 110, 111 and/or 112 (3-8)

Basic courses

MATH 120/129, 128 and 131 or 134 (3-5)

Core courses

ET 191, 240, 249 (11)

DESN 104,131 (6)

CS 101, 205 (6)

### Second year

General education

IPC 102 or 306 (3)

General education electives (6-9)

Basic courses

PHYS 201 (5)

PHYS 202 or CHEM 109/110 or 125 (4-5)

Core courses

CST 181, 281 (6)

ET 241, 250, 290, 442 (12)

## ♦Associate of Applied Science in World Class Manufacturing

James M. Smith, Ph.D., program director

This program emphasizes three technical areas: manufacturing processes, design and industrial management. Manufacturing courses provide an understanding of processes with hands-on emphasis on programming and operating computer-controlled machines (CNC). A sequence of drafting and design courses provide practical skills in computer-aided design and the technical knowledge to provide specifications for manufactured products. Quality and industrial management courses emphasize the application of statistics and management techniques that maximize quality and workplace safety. Graduates are employed in business and industry and are prepared to continue for a bachelor's degree in manufacturing, mechanical design or quality.

### Learning Outcomes

General learning outcomes for students graduating from this program are:

- Given prints and/or specifications for a manufactured product involving metallic

materials, the ability to identify appropriate manufacturing processes, suggest alternative methods, sequence activities and identify safety concerns to the satisfaction of their immediate supervisor;

- The ability to prepare and/or interpret detail drawings or sketches that incorporate dimensions, conventional tolerances and surface textures;
- The ability to prepare and/or interpret assembly drawings and three-dimensional computer models, to verbally communicate and apply information on the relationship among parts, parts required, geometric tolerances and revision tables;
- Working collaboratively with production and management personnel, the ability to contribute to the effective implementation and utilization of modern industrial management practices that maximize customer and employer satisfaction;
- The ability to collect, analyze and interpret quantitative and qualitative data to control manufacturing processes and provide feedback for continuous improvement.

### First year

General education

ENG 110, 111 and/or 112 (3-8)

General education elective (3)

Basic courses

MATH 120 and 129; or 128 (5-7)

MIS 200 or CS 101 (3)

DESN 104 (3)

Core courses

MFG 112, 126, 220, 240 (10)

DESN 131 (3)

ENVT 270 (3)

### Second year

General education

IPC 102 or 306 (3)

General education elective (3)

Basic courses

PHYS 201 (5)

Core courses

MFG 227 (3)

DESN 204 (3)

DESN 231 or MFG 329 (3)

ECT 191 (3)

STAT 200 (3)

Technical electives (6)

## Allied health programs

### ♦Associate of Applied Science in Health Information Technology

Mona M. Burke, M.A., RHIA, program director

Health information is found in many places in a variety of formats. As a health information practitioner, a Registered Health Information Technician (RHIT) specializes in evaluating, controlling and maintaining the information contained in all types of health records. Career opportunities include positions in group practices, long-term care facilities, hospital health information management departments, attorneys' offices, health maintenance organizations, professional

review organizations, ambulatory care facilities, public health agencies, mental health facilities and many others. The positions include all aspects of medical record technical-level tasks: filing and retrieval, analyzing, coding, indexing, compiling statistics, answering subpoenas, utilization review, quality assessment, medical research, legal correspondence, abstracting, and compiling and presenting medical data through the use of computer based systems.

Directed practice allows the student to apply theory learned in the classroom and technical-level skills developed in the laboratory to a health information management department setting. This clinical direction takes place during the second year of study. Students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision. Students may be employed in the clinical facility outside regular education hours provided the work is limited so it does not interfere with regular or academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

The program has been granted accreditation status through the Commission on Accreditation of Allied Health Educational Programs, in cooperation with the Council on Accreditation of the American Health Information Management Association. This accreditation allows graduates to sit for a national examination sponsored by the American Health Information Management Association. Upon successful completion of the accreditation examination, the student receives RHIT credentials.

The health information technology curriculum is consistent with and responsive to the demonstrated needs and expectations of the health care community served by BGSU Firelands.

### Learning Outcomes

The health information curriculum encompasses the following areas which will be demonstrated by the successful graduate of the HIT program:

- The ability to apply the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data;
- The ability to accurately assign diagnostic and procedural codes and classification systems;
- The ability to apply principles of organization and supervision in order to develop effective skills in leadership, motivation and team-building techniques;
- The ability to apply principles of legal and ethical behavior as they relate to issues applicable to health information and the BGSU core values;
- The ability to establish and implement security, confidentiality, retention, integrity and access health information standards.

To be admitted to, as well as continue in, the professional program in health information technology (directed practice or other clinical experience), the student must meet the following matriculation standards:

1. Successful completion of HIT 100, 112; AHTH 110, 131, 230;
2. GPA of at least 2.5 or better in all HIT coursework attempted and an overall GPA of 2.0 or better;
3. Permission of instructor.

Students who have been academically suspended or otherwise suspended/dismitted from the University and later reinstated must also reapply for reinstatement to the program. Reinstatement to the University does not carry with it automatic reinstatement to the program.

Any HIT student enrolled in a course that involves a clinical experience (HIT 201, 220) may not participate in that clinical experience if he or she is currently on academic or other college-related warning, probation, suspension or dismissal.

Before a clinical assignment can be made the student must have the results of a physical examination on file with the HIT program director, show evidence of auto insurance policy, apply for liability insurance through BGSU and receive permission from the program director for clinical assignment.

#### **First year**

General education

ENG 110, 111 and/or 112 (3-8)

Basic courses

BAT 209 (3)

AHTH 110, 131, 230, 240 (14)

Core courses

HIT 100, 104, 112, 203 (10)

#### **Second year**

General education

IPC 102 (3)

PSYC 201 (4)

Electives (6)

Basic courses

MIS 200 (3)

MATH 115 or STAT 200 (3)

Electives (3)

Core courses

HIT 160, 200, 201, 205, 210, 211, 213, 215, 220 (18)

### **♦Associate of Applied Science in Nursing—Lorain County Community College Satellite Program**

Judith L. Pulito, R.N., M.S.N., coordinator  
M. Ellen Naderer, administrative assistant

Lorain County Community College brings its National League for Nursing accredited associate degree nursing program to the campus of BGSU Firelands. This program offers the citizens of Erie, Huron, Ottawa and Sandusky counties the opportunity to obtain registered nurse status from a state-assisted college. All support courses should be taken at BGSU Firelands and will transfer to Lorain County Community College. The nursing

courses are LCCC courses that are offered on the Firelands campus. All students are enrolled as BGSU students for support courses and as LCCC students for nursing courses. Clinical work is done at area hospitals and agencies. The associate of applied sciences in nursing degree is earned from Lorain County Community College.

#### **Support courses**

BIOL 314 (3)

BIOL 315 (1)

BIOL 331 (4)

BIOL 332 (4)

ENG 110, 111 and/or 112 (3-8)

PSYC 201 (4)

PSYC 310 (3)

SOC 101 (3)

High school chemistry or CHEM 100 (3)

#### **First year**

NRSG 110 (1) Introduction to Nursing

NRSG 115 (7) Basic Nursing Concepts

NRSG 117 (2) Health Assessment

NRSG 125 (4) Psychiatric-Mental Health Nursing

NRSG 126 (3) Maternal-Newborn Nursing

NRSG 127 (3) Child health Nursing

NRSG 211 (4) Comprehensive Adult Nursing I

#### **Second year**

NRSG 212 (10) Comprehensive Adult Nursing II

NRSG 213 (4) Comprehensive Adult Nursing III

NRSG 205 (2) Applied Clinical Ethics

NRSG 240 (6) Advanced Concepts in Nursing

### **♦Associate of Applied Science in Respiratory Care Technology**

Rod C. Roark, M.S., R.R.T., program director

"Respiratory therapists evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. The scope of practice for respiratory therapy includes: acquiring and evaluating clinical data; assessing the cardiopulmonary status of patients; performing and assisting in the performance of prescribed diagnostic studies, such as drawing blood samples, performing blood gas analysis and pulmonary function testing; utilizing data to assess the appropriateness of prescribed respiratory care; establishing therapeutic goals for patients with cardiopulmonary disease; participating in the development and modification of respiratory care plans; case management of patients with pulmonary disease; initiating ordered respiratory care, evaluating and monitoring patients' responses to such care and modifying the prescribed respiratory therapy and cardiopulmonary procedures, and life support endeavors to achieve desired therapeutic objectives; initiating and conducting prescribed pulmonary rehabilitation; providing patient, family and community education; promoting cardiopulmonary wellness, disease prevention and disease

management; participating in life support activities as required; promoting evidence-based medicine; research, and clinical practice guidelines.

Respiratory therapists should demonstrate behavior and ethics that are consistent with the standards and ethics of all health care professionals. In addition to performing respiratory therapy procedures, respiratory therapists are involved in clinical decision making (such as patient evaluation, treatment selection and assessment of treatment efficacy) and patient education." (CoARC Standards and Guidelines of Accredited Educational Programs for the Respiratory Therapist, 1998)

This RC program provides opportunities for the development of knowledge, skills and behaviors consistent with those required by the respiratory therapist. Theory and laboratory practices precede clinical experiences. Clinical experience is achieved in a variety of settings while under the supervision of selected clinical instructors.

Graduates are eligible to sit for the National Board for Respiratory Care examinations to become a Certified Respiratory Therapist and Registered Respiratory Therapist. Graduates must also satisfy all requirements of the Ohio Respiratory Care Board (ORCB) to obtain a license to practice in Ohio. Requirements to practice respiratory care in other states are dictated by individual state law. Students who are enrolled and in good standing can also apply to the ORCB for a limited permit to practice in Ohio.

Admission to the program is limited to the number of students that can be accommodated by clinical sites. Following admission to the University the student is responsible for filing a separate application with the respiratory care program. Criteria for and information about program admission is available upon request or can be obtained from the RCT Web site at [www.firelands.bgsu.edu/as/rt/](http://www.firelands.bgsu.edu/as/rt/).

The program is fully accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation for Respiratory Care (CoARC).

Students interested in the respiratory care technology program must make formal application to the program. Students must meet the following criteria for consideration:

1. Be formally admitted to BGSU;
2. Be a graduate of an accredited high school and have attained an overall GPA of 2.0 or have completed twelve semester hours of college work with an overall GPA of 2.0 or higher;
3. Achieve placement test scores exceeding entrance into or successful completion of MATH 095; ENG 112 and EDCI 100;
4. Have completed one year of high school chemistry or its equivalent with a grade of "C" or better within the past seven years or have credit for CHEM 100 with a grade of "C" or better;

- Complete a tour of a clinical setting where respiratory care is performed and submit an Observation Verification Form, which can be obtained from the program director.

After gaining admittance into the program, students must continue to meet the following standards to progress in the program:

- Maintain a cumulative GPA of 2.25 or higher;
- Earn a grade of "C" or better in all RC courses;
- Successfully complete the following NBRC/AMP self assessment examinations prior to graduation. Entry Level Exam, Advanced Practitioner Exam (RRT Written);
- Comply with RC clinical policies and procedures.

To be admitted to the clinical portion of the program, students must meet the following requirements:

- Successful completion of all prerequisite coursework;
- Obtain and provide documentation for all required health work, including a physical examination, lab work and immunizations according to clinical policy (see RC policy and procedure manual).
- Submit evidence of an auto insurance policy;
- Apply for liability insurance through BGSU;
- Submit a copy of a CPR card indicating successful completion of an AHA Health Care Providers course;
- Comply with RC policies and procedures (see RC Policy and Procedure Manual).

Clinical slots may be limited during a given year. In the event that more students meet clinical admission standards than there are slots available, admission will be determined by a rank ordering based upon grade point average and program hours completed.

The student is responsible for the following expenses incurred as a result of participation in clinical training. Prospective students may contact the program director for information on estimated costs for:

- Pre-clinical physical exam, lab work and immunizations;
- Professional liability insurance (minimum \$1,000,000/\$3,000,000 coverage);
- Textbooks and/or clinical training manuals and folders;
- Transportation to and from clinical training sites;
- Meals while at clinical sites (students generally receive any cafeteria discounts offered to employees);
- Scrub attire, lab coats and/or uniforms;
- Stethoscope;
- BGSU Firelands student nametag;
- NBRC/AMP Self-Assessment Examinations (students are required to take the Entry Level, Written Advanced Practitioner and Clinical Simulation exams).

The following are generally provided at no cost to the student:

- Hospital ID/nametags;
- Parking at most clinical sites.

Hospital-sponsored scholarships are available for deserving respiratory care students through the BGSU Firelands Scholarship Program. Other organizations also sponsor scholarships for which students preparing for allied health careers may be eligible.

### Learning Outcomes

Graduates from this program are expected to achieve the following:

- Meet all requirements for graduation by completing capstone coursework that contains National Board for Respiratory Care (NBRC) self-assessment examinations, utilizing NBRC "cut scores" for the entry-level examination and the advanced practitioner written examination;
- Demonstrate favorable performance ratings on student and employer surveys that specifically assess psychomotor, cognitive and behavior components;
- Consistently demonstrate those competencies required of the advanced respiratory care practitioner.

### First year

General education

ENG 112 (3)  
IPC 102 or 306 (3)

Basic courses

STAT 200, MATH 115 or 120 (3-5)  
AHTH 131; or BIOL 331 and 332 (4-8)  
CHEM 109, 110 (4)  
AHTH 130 or BIOL 314/315 (4)

Core courses

RC 105 (2)  
RC 120 (3)  
RC 121 (3)  
AHTH 140 (3)  
RC 151 (2)  
RC 202 (3)

### Summer session

Core courses

RC 221 (4)  
RC 252 (2)

### Second year

General education

PSYC 201 (4)  
PHIL 342 (4)  
Elective (3)

Basic courses

RC 203 (4)

Core courses

RC 222 (3)  
RC 240 (2)  
RC 253 (4)  
RC 254 (4)  
RC 260 (2)  
RC 290 (1-3) optional

## Public service programs

### Associate of Applied Science in Criminal Justice

Timothy J. Jurkovac, Ph.D., program director

The associate degree in criminal justice focuses principally on the administrative and theoretical aspects of communication processes, ethnic relations, public administration, procedural justice, criminology, abnormal psychology, statistics and professional ethics. It is not oriented toward technical training, but is a logical sequence for further education for someone trained in police science.

### Learning Outcomes

Graduates with this major will possess the following knowledge and skills:

- An awareness and understanding of the criminal justice system and its role in a democratic society, from structural components of various institutions to problems confronted in the law enforcement and corrections agencies;
- A knowledge of the organizational structure and policy procedures of police agencies in contemporary society, as well as an appreciation for the issues and dilemmas the institution confronts;
- An understanding of the law—criminal, civil and personal liability/injury, due process, equal protection under the law and the role investigations play in the process, focusing on investigation techniques and the evaluation and preservation of data;
- A knowledge of the nature, causes, treatment and prevention of crime and evidence from the physiological, psychological and sociological perspectives.

### First year

General education

ENG 112 (3)  
General education (9-11)

Basic courses

MATH 115 (3)  
PSYC 201 (4)  
POLS 110 (3)  
SOC 101 (3)

Professional core

CRJU 210 (3)  
CRJU 220 (3)

### Second year

General education

General education (3)

Basic courses

PHIL 102 (3)

Professional core

CRJU 230 (3)

Professional electives

Select eight courses from: (24)

CRJU 340, 395; IPC 306; POLS 303, 347, 417; PSYC 311 or SOC 301; PSYC 405; SOC 316, 340, 341, 440 or any course listed as a major core course or elective by the College of Health and Human Services, p. 115.

### ♦Associate of Applied Science in Human Services

Tatiana W. Panas, Ph.D., program director

This program prepares students for employment as paraprofessionals in social and human service agencies. It also provides a means for those currently employed in these organizations to improve their proficiencies and move toward promotion. The two-year degree program combines academic courses and supervised field experiences, and may be applied toward several baccalaureate programs offered by the College of Health and Human Services.

The human services program trains the student to deal with a broad range of human service issues, populations and agencies.

#### Learning Outcomes

Graduates from the program will possess the following knowledge and skills:

- A basic level of clinical skills;
- A basic level of skill in case management theory and practice;
- An understanding of the major contemporary approaches to understanding human behavior;
- An understanding of basic descriptive statistics;
- The ability to dialog theory with practice.

#### First year

General education

ENG 112 (3)

BIOL 104 (4)

General education electives (6-7)

Basic courses

MATH 115 (3)

CS 100 (3)

SOC 101 (3)

POLS 110 (3)

Professional core

PSYC 201 (4)

SOWK 110 (3)

#### Second year

General education

IPC 306 (3)

Basic courses

PHIL 102 (3)

Professional core

SOWK 227 (3)

DHS 330 (3)

PSYC 405 (3)

ECON 200 (3)

SOC 301 or PSYC 311 (3)

PSYC 240, SOWK 320 or 321 (3)

SOSC 289 or SOWK 325 (3)

Professional elective

Select one course: (3)

PSYC 303; PSYC 305 or any other PSYC course; SOC 202, 231, 361, 441 or any course listed in the program core by the College of Health and Human Services for the bachelor of science degree in social work, see p. 120.

## Other degrees

### ♦Associate of Technical Study

James M. Smith, Ph.D., adviser

The associate of technical study degree is awarded for successful completion of an individually planned technical education program designed to respond to the needs for specialized technical education not currently available in the degree programs available at BGSU Firelands. The program must have an area of concentration in technical studies which is clearly identifiable with a career objective.

The area of concentration can be formed either by:

- A coherent combination of technical courses selectively drawn from two or more technical programs currently offered by BGSU Firelands to serve a career objective which would not be adequately addressed by one of the existing programs; or
- Courses completed or training received at other institutions of higher education, vocational centers and/or other educational enterprises judged by BGSU Firelands to be of college level and worthy of college credit.

The development of the educational plan will be done jointly by the student and the adviser. Each candidate for this degree must complete an associate of technical study application that identifies the area of concentration and designates courses to be taken to complete the degree. The application will be forwarded to the Academic Review Board for review and approval. Any changes in the educational plan will require the signature of the academic adviser and the approval of the Academic Review Board. A student unable or unwilling to meet the college degree requirements, or who has submitted a proposal deemed unacceptable will be denied admission into program.

This degree is awarded for the satisfactory completion of a minimum of 62 semester credit hours. Prior to the completion of 40 semester credit hours, each degree candidate must complete an associate of technical study application form outlining his or her intended area of concentration and designating course areas for further study to accommodate this plan. Each student's individual curriculum must meet the minimum requirements of 34 semester credit hours of technical studies, 14 semester credit hours of basic foundation courses and 14 semester credit hours of general studies.

Following approval of the application each candidate must complete no fewer than 22 semester credit hours of coursework under the supervision of BGSU Firelands. At least 15 semester credit hours must be completed at BGSU Firelands.

A maximum of 30 semester credit hours will be recognized by BGSU Firelands for coursework completed at other public, private or proprietary post secondary institutions, vocational centers and schools conducted by business and industry, prior to the declaration of candidacy for this degree.

## One-year certificate programs

Students who complete a one-year certificate program will be able to acquire employment upon completion of the program and/or complete an associate degree at BGSU Firelands or at another institution that has an appropriately related associate degree program. Students must complete 30 semester credit hours of coursework, of which no fewer than 18 semester and no more than 22 semester credit hours are technical courses.

## Office administration certificates

Teresa A. Marano, Ph.D., program director

### ♦Desktop Publishing Specialist

The one-year desktop publishing specialist program prepares students to integrate basic design principles with desktop publishing skills. Students receive training with word processing, spreadsheet and database software and the integration of these software programs with desktop publishing.

The program is arranged so that credits received in a one-year program may be transferred if a student decides to pursue a two- or four-year degree in a related field. To receive the desktop publishing specialist certificate, the student must have at least a 2.0 grade point for all work attempted.

#### One-year certificate

General education

ENG 110, 111 and/or 112 (3-8)

IPC 102 (3)

Basic course

BUSE 101 (3)

Core courses

BUSE 111, 201, 204, 205, 206, 207, 210, 304, 305, 306, 307, 335 (20)

### ♦Information Processing Specialist

The one-year information processor option prepares students for positions working with computers. Students receive training with word processing, spreadsheet and database software and develop skills in preparing documents through the use of transcription equipment.

The program is arranged so that credits received in a one-year program may be transferred if a student decides to pursue a two-year degree in a related field. To receive the information processor certificate, the student must have at least a 2.0 grade point average for all work attempted.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3-8)

IPC 102 (3)

Basic course

BUSE 101 (3)

Core courses

BUSE 111, 201, 204, 205, 206, 207, 210, 217, 304, 305, 306, 335 (19)

**♦Medical Transcribing Specialist**

The medical transcriber is responsible for transcribing medical information and reports from transcription equipment onto paper in a complete and accurate manner. Career opportunities exist in the medical record departments of hospitals, physicians offices, private clinics and other settings.

The program consists of selected courses from both the secretarial administrative sciences program and the health information technology program, and students may continue in either program for an associate degree. To receive the medical processor certificate, the student must have at least a 2.0 grade point average for all work completed.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3-8)

IPC 102 (3)

Basic course

BUSE 101 (3)

Core courses

BUSE 111, 201, 204, 205, 206, 210, 304, 335 (13)

AHTH 110, 111 (4)

**♦Office Support Specialist**

The one-year administrative support secretary option prepares students for entry-level receptionist/secretary positions.

The program is ideal for individuals wishing to re-enter the secretarial field. The program is arranged so that credits received in a one-year program may be transferred if a student decides to pursue a two-year degree in a related field. To receive the administrative support secretary certificate, the student must have at least a 2.0 grade point for all work attempted.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3-8)

IPC 102 (3)

Basic course

BUSE 101 (3)

Core courses

BA 203 (3)

BUSE 111, 201, 204, 205, 206, 210, 213, 217, 335 (16)

**Business management certificates**

Cynthia L. Miglietti, Ph.D., program director

**♦Bookkeeping**

This one-year program is designed for the part-time evening student. The program will prepare students for clerical positions in industrial, governmental or public accounting. All of the courses in this certificate program are applicable to the associate of applied business degree.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3)

BA 203 (3)

Basic courses

MATH 120 (3)

MIS 200 (3)

Core courses

BAT 102

ACCT 221, 222 (6)

ACT 231\*, 241\*, 251\* (9)

\*Designed only for the bookkeeping certificate and associate degree in accounting.

**♦Management and Supervision**

This one-year program provides students with the general management skills and knowledge necessary to become employable in a variety of positions in business and industry. The program is ideal for students who are interested in beginning a business career, updating skills or learning new management techniques. The program is arranged so that classes can be taken part-time in the evening and credits received in this certificate program can be applied to the associate of applied business degree.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3)

BA 203 (3)

IPC 102, 201 or 306 (3)

General education elective (3)

Basic courses

BUSE 101 (3)

MIS 200 (3)

Core courses

ACCT 221 (3)

BAT 201 (3)

BAT 209 (3)

BAT 205 or MFG 112 (3)

BAT 290 or technical elective (3)

**♦Real Estate Management**

This one-year program is designed for students who have an interest in working in the real estate field. Students enrolled in this program take courses that provide them with the skills and knowledge necessary to be employed in a real estate position. The program is arranged so that credits received in this certificate program can be applied to the associate of applied business degree.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3)

BA 203 (3)

IPC 102, 201 or 306 (3)

General education elective (3)

Basic courses

BUSE 101 (3)

MIS 200 (3)

Core courses

ACCT 221 (3)

BAT 100 (2)

BAT 101 (2)

BAT 209 (3)

BAT 213 (3)

BAT 215 (2)

**♦Small Business Management**

This one-year program is designed for students who have an interest in managing a small business. Students enrolled in this program take courses that provide them with the knowledge necessary to successfully manage a small business. The program is geared to the part-time evening student and arranged so that credits received in this program can be applied to the associate of applied business degree.

**One-year certificate**

General education

ENG 110, 111 and/or 112 (3)

BA 203 (3)

IPC 102, 201 or 306 (3)

General education elective (3)

Basic courses

BUSE 101 (3)

MIS 200 (3)

Core courses

ACCT 221 (3)

BAT 201 or 280 (3)

BAT 208 (3)

BAT 209 (3)

BAT 290 or technical elective (3)

**Other educational opportunities****Graduate education**

The goal of graduate education is to develop the resourcefulness and responsibility of post-baccalaureate individuals by furthering in them the ability to handle effectively the materials of their field and related human interactions, and to use critically the reports of others, judging both their value and limitations. To address the educational needs of the residents of north central Ohio, Bowling Green State University offers graduate courses in arts and sciences and in professional fields of study.

### Post Secondary Enrollment Program

Deborah E. Knigga, M.Ed., coordinator of educational partnerships

This program provides qualified high school students the opportunity to strengthen and enrich their educational experience by enrolling in regular University classes that may be taken concurrently for both college and high school credit. Students accepted into this program are not required to pay for instructional costs or textbooks.

### College Credit Program

This program provides a means for high school students who do not qualify for the Post Secondary Enrollment Options Program to enroll in credit courses which may be used to supplement coursework available to them in their home school. Students who participate in this program must pay all costs associated with their enrollment, including tuition and textbooks.

### Developmental education

BGSU Firelands is committed to providing an effective array of developmental courses designed to enhance the academic skills of under-prepared students. All new students are assessed for proper placement in English, reading, mathematics and science. Students who transfer to BGSU Firelands are evaluated using Bowling Green State University's transfer module and articulation requirements.

BGSU Firelands offers developmental coursing in reading, writing and mathematics. In addition three full-time professionals with credentials in reading/study skills, mathematics and science are available to provide out-of-class tutoring. A certified special needs assistant is available for students with learning disabilities and/or physical handicaps.

### Tech Prep Program

Deborah E. Knigga, M.Ed., coordinator of educational partnerships

Tech prep means "technology prepared." The Tech Prep Program is an educational opportunity for students to learn the highly competitive technical skills needed to succeed in an ever-changing work environment. This two-year technical and academic program begins in the junior year of high school, giving students the opportunity to earn both high school and college credit. This program prepares students for high tech careers and advanced educational opportunities through a partnership with BGSU Firelands, EHOVE Career Center, high schools in Erie, Huron and Ottawa counties, the Workforce Development Council, and business and industry.

Current Tech Prep Programs include engineering and industrial technician, health technician, computer communications network technician and computer business

systems. These programs are designed to offer students a broad-based education in their desired field through high school and college courses, preparing them to enter the world of work and/or to continue their education.

Eligible students will:

- Be juniors at their high school;
- Have a 2.5 grade point average;
- Have earned a "C" or better in algebra and biology;
- Receive their high school counselor's or principal's recommendation;
- Have been accepted through an interview by tech prep counselors and staff;
- Show interest in post secondary technical education.

Students interested in the Tech Prep Program should contact the Office of Educational Partnerships or their high school counselors.

### Educational outreach

The Office for Educational Outreach offers a wide variety of lifelong learning opportunities, courses, workshops and seminars. The chief purpose of the offerings is to provide area residents with opportunities to develop new skills or to stimulate new interests. Special workshops and seminars are also offered in many topical areas, such as management, education, computers, total improvement management, and personal and professional enrichment.

Lifelong learning courses, workshops, seminars and in-service training programs may be customized for a particular firm, school, organization or interest group. Inquiries relative to the offering of such specific programs should be directed to the Office for Educational Outreach at BGSU Firelands.

### Business & Industry Training Center

Loretta M. Peugeot, coordinator for continuing education

The Business & Industry Training Center is housed in the Office for Educational Outreach. The center provides credit and non-credit seminars, workshops, courses and custom-designed employee training and development programs all of which can be offered at a company's work site. A representative from the Office for Educational Outreach works with area employers to develop and offer special training programs for employees. The center is capable of providing a wide variety of educational opportunities in leadership development, software applications and the total improvement management component with emphasis in the business, manufacturing and automotive processes.

The center's aim is to put new technology and technical skill training and communication development within reach for business and industry. The extended goal is to bring

about improvement in a company's productivity, quality, market share and the "bottom line."

The center is a member of EnterpriseOhio, a statewide network of public two-year colleges, that provides job training and retraining services to business and industry.

### IDEACenter

Lisa M. Hammond, administrative assistant, Interactive Distance Education and Conferencing

The Interactive Distance Education and Conferencing Center utilizes interactive distance education and conferencing to increase area citizens' access to University resources. Its services include teleconferences and distance education at the upper-division and graduate level for continuing education and for training programs. Area high schools, agencies and businesses can also access the facilities of the IDEACenter.

### Caryl Crane Children's Theatre Program

Ronald M. Ruble, Ph.D., artistic director

The Caryl Crane Children's Theatre Program exists as a community-campus venture bringing quality theatre productions and workshops to the tri-county area and beyond. Any area youth, age 10 and up, is eligible to participate in productions of children's musicals, children's classics and original works performed for audiences. BGSU Firelands students can also participate either for academic credit or as non-credit volunteers. The Caryl Crane Children's Theatre is the only resident children's theatre program on a regional campus in Ohio and the only one with an on-going guest artist program.

The goals are to recognize the existence of alternative programs of instruction in the arts which can be found in our geographic area and to avoid replicating such instruction; to be centered on the music, dance and human experiences that are reflected in literature for, about or involving youth; to encourage more participation in children's theatre in our geographic area; to teach children the wonder of the art of theatre; to perform high-quality children's plays for the public, and to promote a love for the theatre as an enriching and nourishing art form in our lives.

Workshops for children ages 10-18 are offered fall, winter and spring on a variety of theatre topics. Educational outreach into area schools has also been a feature of this program. One or two productions with multiple performances are offered each year.