

COBI Student Services – Undergraduate News

August 2018

Please read all of the great information in this edition...

Register NOW for your Fall classes – if you haven't already done so!!

I Need to See an Advisor! Walk-In Advising Times	Updates on Course Offerings for Fall 2018 & Things to Know

College of Business and Innovation (COBI)

[Office of Student Retention and Academic Success](#) (Student Services/Academic Advising)

Savage Business Complex, Suite 3130

COBIadvising@utoledo.edu (please include your R# when emailing any advisor)

419.530.2087

I Need to See an Advisor!
Walk-Ins or Call for Appointment?

Walk-In Advising Hours – SB 3130

Sign-in for Walk-in Advising begins ½ hour prior to the start time. All students who sign-in will be seen – but must be present by the scheduled end-time. Our queuing system is viewable in the lounge at the end of the third floor hallway (SB 3170) so that students have extra seating and study space if there is a wait once classes begin and in the classroom, SB 3140, before classes begin August 27. Please bring your Rocket ID or know your Rocket # so that you can successfully log into our queuing sign-in system.

Limited appointment times may be available by calling 419-530-2087 – but Walk-in advising is your main option since we are in the final weeks prior to fall term.

If you are a student in an on-line degree program and unable to come to campus during the first week of classes, please call our office for the on-line availability during those walk-in times. Online students may also inquire about phone appointments and email correspondence options by emailing COBIadvising@utoledo.edu or calling 419-530-2087.

August 2018 Walk-in Advising Schedule

Student Retention & Academic Success Office

Savage Business Complex - Room 3130

August 6	Monday	1 pm - 3 pm
August 9	Thursday	10 am - Noon
August 13	Monday	10 am - Noon
August 15	Wednesday	4 pm - 6 pm
August 16	Thursday	1 pm - 3 pm
August 20	Monday	10 am - Noon

August 22 Wednesday 1 pm - 3 pm
August 24 Friday 10 am - Noon

Fall term 2018 Classes Begin August 27, 2018

August 27 Monday 10 am - 6 pm
August 28 Tuesday 10 am - 6 pm
August 29 Wednesday 10 am - 3 pm
August 30 Thursday 10 am - 3 pm
August 31 Friday 10am - Noon

Last day to drop fall classes is 9/10/18

100% refund ends 9/2/18

Instructor & Dean Signature required to add classes begins 9/1/18

Updates on Course offerings for Fall 2018

Graduation Problems?

If you need a course for graduation and it is closed, have a time conflict or any other related problem – speak to your advising staff first. We may be able to help you resolve the issue.

New sections opened!!

New sections have been added in many BUAD courses as well as major courses. Check it out!!

Sample list of Open Classes for Fall 2018. Check the system for more options!

Required Business Core Classes – BBA programs

BUAD 1020 –

BUAD 1020- 903- Micro-Computer Applications In Business, CRN 46866, Online Distance Learning

Course provides an overview of the role of micro-computers and information systems in business applications. It provides good training in word processing and spreadsheets for problem solving.

CMPT 1100 – Fulfills the BUAD 1020 requirement

CMPT 1100- 007- Microsoft Office Applications, TR 7:00 pm-08:20 pm, ST 0127, CRN 40199

CMPT 1100- 902- Microsoft Office Applications, online, CRN 40202

Concepts and techniques of the application of Microsoft Word, Excel, Access and PowerPoint in the workplace.

BMGT 1010 – fulfills the BUAD 1010 requirement

BMGT 1010 -001– Business Principles, CRN 40175, MW 11:10am-12:30pm

BMGT 1010 -902– Business Principles, CRN 46322, MW 12:55-2:15pm

BMGT 1010 -902– Business Principles, CRN 51368, TR 11:10am-12:30pm

BMGT 1010 -902– Business Principles, CRN 51369, TR 9:35-10:55pm

BMGT 1010 -902– Business Principles, CRN 47067, TBA, OC DL ONLINE

BMGT 1010 -909– Business Principles, CRN 48541, TBA, OC DL ONLINE

An introduction to the world of business focusing on an overview of business operations with special emphasis on management, marketing, accounting and finance.

BUAD 2020 –

BUAD 2020- 007- Information Technology Management, CRN 53622, time is TBA, SB 1200B

The role of computers and information systems in business decision-making, particularly with regard to achieving key business goals such as competitive advantage, operational efficiency, and customer satisfaction in today's digital global economy, will be carefully examined. The student is also expected to become proficient in applying a range of software tools, such as SAP, advanced Excel, Microsoft Access, and Vizio, for business decision making and problem solving.

BUAD 2040 –

BUAD 2040- 901- Financial Accounting Information, Online Distance Learning, CRN 40002

This course is an introduction to financial accounting from the perspective of a financial statement user. Where appropriate, it provides a small and mid-sized company's perspective.

BUAD 2050 –

BUAD 2050- 001- Accounting For Business Decision-Making, TR 2:30pm-3:50pm, CRN 49388

BUAD 2050- 002- Accounting For Business Decision-Making, TR 9:35am-10:55am, CRN 53328

This course is an introduction to management accounting, including the use and limitations of cost-volume-profit analysis for fundamental decisions concerning products, services and activities

BUAD 2060 –

BUAD 2060- 001- Data Analysis for Business, MW 2:30- 3:50, CRN 40023

BUAD 2060- 005- Data Analysis For Business, TR 5:30- 6:50, CRN 44168

Course will cover the concepts of data representations, probability, probability distributions, sampling theory, interval estimation, and hypothesis testing. The collection and analysis of data for business decision-making using spreadsheet or other tools such as projects/cases where appropriate.

BMGT 2110- fulfills the BUAD 2080 requirement

BMGT 2110-001- Managing In A Global Economy, CRN 46113, MW 9:35-10:55 am, ST 0107

BMGT 2110-001- Managing In A Global Economy, CRN 40184, MW 12:55-2:15 pm, ST 0107

Students will examine one particular industry and learn the various economic factors associated with operating a business in an international setting.

BUAD 3020 –

BUAD 3020-005- Principles Of Manufacturing And Service Systems, TR 5:30-6:50, CRN 40029

This course provides an overview of the functions, problems, solution techniques and decision making processes within the manufacturing and service environment. Topics include concept of supply chain, sales and operations planning, MRP, materials management, quality management, and project management.

BUAD 3030 –

BUAD 3030- 004- Managerial And Behavioral Processes In Organizations, MW 11:10- 12:30,
SB 3140, CRN 53387

BUAD 3030- 005- Managerial And Behavioral Processes In Organizations, MW 4-5:20,
ST0129, CRN 53388

Introduction to managerial and organizational concepts designed to develop knowledge, attitudes, techniques and skills in creating and managing innovative, adaptive organizations. Interactive exercises, videos, cases, discussions and lectures will be used.

BUAD 3040 –

BUAD 3040- 006- Principle of Financial Management, MW 11:10- 12:30, ST0111, CRN 53704

This course help students develop the skills necessary to understand how financial managers make value-maximizing decisions in their organization. Content stresses fundamentals of financial analysis, short and long-term investments, time value of money, stock and bond valuation, risk and return, and corporate structure.

Major/Minor classes – BBA programs

Accounting

ACCT 3210 –

ACCT 3210-001- Individual Taxation, CRN 44235, MW 4:00 -05:20 pm, SB 2140

ACCT 3210-901- Individual Taxation, CRN 44236, TBA, OC DL ONLINE

This class focuses on the concepts and principles applicable to the taxation of individuals.

ACCT 3320 –

ACCT 3320-901- Cost Accounting- CRN 46757, TBA, OC DL ONLINE

Internal Reporting focuses on budgeting, product, service costing, and the ability to recognize and provide management with relevant information for strategic cost management and performance evaluation.

ACCT 4130 –

ACCT 4130 -001- External Financial Reporting III, CRN 45951, TR 12:55 -02:15 pm, SB 3160

ACCT 4130 -002- External Financial Reporting III, CRN 52566, TR 4:00-5:20 pm, SB 3160

This is the third course in the external financial reporting sequence. This course covers topics such as foreign exchange, partnerships, business consolidations and mergers.

ACCT 4420 -

ACCT 4420-001- Auditing- CRN 52568, MW 12:55 -02:15 pm, SB 1160

ACCT 4420-901- Auditing- CRN 40012, TBA, OC DL ONLINE

Auditing integrates financial and cost accounting, ethics, accounting theory, information systems and control structure concepts into a systematic process of obtaining, evaluating and reporting on economic events and activities.

Finance

FINA 3890 –

FINA 3890-002- Financial Modeling with Excel, CRN 53407, TR 2:30-3:50 pm SB 3200

This course help students develop spreadsheet modeling skills necessary to evaluate common financial problems encountered. The course provides hands-on experience in obtaining financial data and using Excel to manipulate and analyze data for a wide variety of subjects in finance.

FINA 4670 – (pre-req FINA 3480 & 4080)

FINA 4670-001- Advanced Financial Management, CRN 40238, TR 2:30-3:50 pm, SB 2160

Applies financial analysis techniques to real-world problems using computer simulations and case studies. Topics include capital budgeting, working capital management, cost of capital, capital structure, leasing, valuation of levered firms, and options.

FINA 4870 – (pre-req FINA 4090)

FINA 4870-001- Advanced Financial Institutions & Markets, CRN 53123, TR 12:55-2:15 pm, SB 4160

While this may not be listed in your DARS – this does count for both FINA & FSER majors and minors! Seminar focusing on current issues in financial institutions and services management.

International Business

IBUS 3150 –

IBUS 3150-001- Understanding Cultural Differences For Business, CRN 46662, M 2:30-3:50 PM SB 1160

Course focuses on understanding cultures and managing cultural differences for competitive advantage in global business.

IBUS 3600 –

IBUS 3600-001- International Management, CRN 40098, MW 4:00-5:20 PM SB 3140

An overview of management in different geographic regions of the world. Case studies will be used to compare and contrast national models of management

IBUS 4360 –

IBUS 4360-001- Global Business, CRN 44154, MW 5:30-6:50 pm SB 4160

Students will learn to integrate international business functions, develop strategies that respond to environmental changes, and understand the challenges faced by small, mid-sized and multinational firms operating in a global environment.

Management

MGMT 3700 –

MGMT 3700-001 – Best Practices in Diversity Leadership, CRN 51493, TR 11:10-12:30

MGMT 3700-903 – Best Practices in Diversity Leadership, CRN 52675, DL ONLINE

Organizations must be able to draw on their most important resource -- the skills of the workforce. With the increasing richness of diversity in the world and in the workforce, organizational leaders need to expand their outlook and use creative strategies to effectively leverage diversity in the workplace.

MGMT 4210 –

MGMT 4210-001 – Leading And Managing Organizational Improvement, CRN 40082, T 5:45-8:30pm

Covers theory, practice, and techniques in identifying major organizational problems and issues and leading the organization through change efforts.

EFSB 4690 –

EFSB 4690-001- Innovation and Technology Commercialization, CRN 47985, W 4:00-5:20 pm, SB 1200B
The course addresses the entire technology commercialization process from an innovative idea to market. A strategic technology plan to bring the idea forward to a launch of a new product is required.

Marketing And Professional Sales

MKTG 3910 –

MKTG 3910- 901 – Direct Marketing, CRN 53572, Online Distance Learning

Techniques used and problems encountered in direct marketing. Analysis of the various marketing strategies, with an emphasis on promotions and media employed. Analysis of the social issues of direct marketing is included.

MKTG 4980 –

MKTG 4980- 002 - Special Topics - Sales for the Social Good with online portion, CRN 52697, R 5:30pm-6:50pm, SB 4160.

PSLS 3080 –

PSLS 3080-002- Purchasing and Business Relationship Management, CRN 53402 MW 9:35-10:55 am SB 2100

Purchasing and Business Relationship Management is designed for students interested in a career in sales, purchasing or general marketing. You will be exposed to the industrial buyer behavior and buying processes, strategic purchasing, relationship management and supply chain management. You will develop skills in communication, planning, analytical thinking and negotiation.

Operation/Supply Chain Management

OSCM 4760 – Also an option for INF majors – just ask for a substitution!

OSCM 4760-001- Sim Mod/Analysis Supply Chain System, CRN 53693, TR 2:30-3:50 pm, SB 1160

This course provides an introduction to the use of computer simulation for business decision making. Students are introduced to modeling uncertainty in supply chain systems using various techniques including Monte Carlo simulation, waiting line analysis, discrete event simulation and other emerging techniques using simulation software (such as @Risk, Simul8 and ARENA) and business cases.

Other 3000/4000 level Business electives

BUAD 3500 –

BUAD 3500- 001- Sustainable Business Practices, TR 4:00 pm-05:20 pm, SB2160, CRN 50601

This course examines the current state of business practice through the lens of sustainability. Coverage includes models and systems that businesses are using to address the social, environmental and economic challenges faced by our global community.

EBUS 3090 –

EBUS 3090-001- Doing Business Digitally, CRN 47524, MW 12:55-2:15 pm, SB 2160

This course is an introduction to the networked economy, e-commerce and business transformation. It covers the technological trends, business opportunities, competitive threats, marketing responses and public policy issues concerning e-commerce.

FINA 3060 –

FINA 3060-902- Personal Finance, CRN 45968, TBA, OC DL ONLINE
FINA 3060-903 - Personal Finance, CRN 53120, TBA, OC DL ONLINE

This course covers the fundamentals of personal finance and will help you make informed decisions in your financial future. Topics included: how to manage credit, planning for retirement, mortgages and home ownership, understanding life insurance, types of mutual funds, personal taxation principles, how loans work, and estate planning. Not applicable toward finance major.

Additional Associate degree courses, electives and CORE Check your Degree audit for possible uses or consult an advisor

ACTG 1050 –

ACTG 1050-001- Principles of Management Accounting, CRN 47866, MW 09:35-10:55 am, SB 2160
ACTG 1050- 002-Principles of Management Accounting, CRN 47867, MW 02:30-3:50 pm, RH 1549

Management uses of accounting data for analysis, decision making, financial planning and control. Topics include understanding cost behavior, job order and activity-based costing, cost-volume profit analysis and budgeting. Emphasis on development of critical thinking skills.

ACTG 1200

ACCT 1200-901- QuickBooks, CRN 40173, TBA, OC DL ONLINE

This course will introduce students to QuickBooks software. Students will record financial transactions for fictional companies. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing receipts.

MARS 1010 –

MARS 1010-901- Marketing Principles, CRN 40205, TBA, OC DL ONLINE

A theoretical and practical understanding of marketing issues from both a micro and macro perspective: environmental forces, ethical and social responsibility, consumer buying behavior, target market analysis, market segmentation, branding and packaging, promotion, advertising, personal selling and pricing decisions.

BMGT 1500 –

BMGT 1500-902-Workplace Communication And Presentations, CRN 40180, TBA OC DL ONLINE

Covers all aspects of communicating in the workplace including oral, written and group communications. Specific subjects covered include composing agendas, conducting interviews and organizing meetings. Students will learn a computer graphics program and prepare a presentation.

BMGT 2010 –

BMGT 2010-001- Workplace Management, CRN 45988, MW 2:30-3:50 pm, ST 0114

Covers issues dealing with managing a company in a predominantly service-oriented marketplace. Topics include training employees to deal with customers/clients, creating a customer-friendly business environment, problem-solving and strategic planning.

BMGT 2030 –

BMGT 2030-909- Supervision, CRN 40183, TBA, OC DL ONLINE

Explores the role of first-line managers in organizations with special emphasis on the responsibilities of supervisors. These responsibilities include delegation, communication, problem-solving, training and leading.

BMGT 2050 –

BMGT 2050- 901- Small Business Management, CRN 44753, TBA, OC DL ONLINE

Examines entrepreneurship with a special emphasis on formulating, developing and operating a small business.

BMGT 2700 –

BMGT 2700-003- Managing Diversity In The Workplace, CRN 40188, TR 5:45-7:00 pm, ST 0131

BMGT 2700-904- Managing Diversity In The Workplace, CRN 43149, TBA, OC DL ONLINE

This course offers a conceptual framework for understanding diversity and its effects on organizational behavior. It will also provide action tools for effective management of diversity in organizations.

BMGT 2750 –

BMGT 2750-901- Cultural Communications In The Workplace, CRN 40191, TBA, OC DL ONLINE

Strategies taught to increase communication effectiveness among employees from differing cultural backgrounds. Students will also learn market-specific tips and taboos and develop strategies for negotiating across cultures.

CMPT 1020 –

CMPT 1020- 001- Computer concepts, MW 09:00 am-10:50 am, CRN 5104, ST0111

Introduction to computer software, hardware, and processes associated with contemporary computer systems. Topics include operating systems, user applications, e-mail, WWW, and search capabilities. Emphasis is placed on the Internet and networking.

CMPT 1110 –

CMPT 1110- 901- Pc Operating Systems, Online, CRN 46021, TBA, OC DL ONLINE

A+ certification aligned study of both command line and graphical user-based current PC operating systems. Topics include installation and upgrade, configuration, management, troubleshooting and network connectivity.

CMPT 1320 –

CMPT 1320- 908- Internet And The World Wide Web, CRN 44754, TBA, OC DL ONLINE

Topics include history of the Internet, IP addressing, World Wide Web, HTML, and CSS. Students will learn the history and functionality of the Internet and create a two-page website using HTML and CSS.

CMPT 1400 –

CMPT 1400- 901- Dreamweaver Web Page Developmnt, CRN 43151, TBA, OC DL ONLINE

Using Dreamweaver students will learn how to plan and develop a successful Web site, organize page content, format Web sites using CSS styles, produce dynamic Web pages and add animation using rich media and reusable assets and forms.

CMPT 1410 –

CMPT 1410- 001- Microsoft Excel Spreadsheet Application, MW 02:30 pm-03:50 pm, ST0127, CRN 51405

CMPT 1410- 908- Microsoft Excel Spreadsheet Application, online, CRN 42463

CMPT 1410- 909- Microsoft Excel Spreadsheet Application, online, CRN 43042

Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry. Hands-on exercises include entering data; creating formulas; professional formatting; creating charts; adding visual interest, creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on proofing methods to ensure accuracy and critical thinking to determine what data to present and how to present it.

CMPT 1420-

CMPT 1420- 908- Microsoft Access Database Applications, online, CRN 42464

CMPT 1420- 909- Microsoft Access Database Applications, online, CRN 45959

Hands-on analysis of the use of Access in solving workplace problems with an emphasis on the entering, updating, manipulating, storing and retrieving of information.

CMPT 1430-

CMPT 1430- 909- Microsoft word, online, CRN 42466

Introduces the basic features of Microsoft Word and word processing concepts to create, edit, and print documents for use in business, industry, and to enhance professional documents. Hands-on exercises include creating and formatting letters, memos, and business documents; producing multi-page documents; creating headers and footers; becoming familiar with the writing/editing tools; enhancing documents with images; creating and formatting tables, and producing mail-merged letters, envelopes, and mailing labels.

CMPT 1440-

CMPT 1440- 908- Microsoft Powepoint Presentation, online, CRN 42467

CMPT 1440- 909- Microsoft Powepoint Presentation, online, CRN 42468

Introduces the basic features of Microsoft PowerPoint and electronic presentation concepts to create, edit, and deliver presentations for use in business, industry, and to enhance informational presentations. Emphasis includes planning, creating, and editing presentations for delivery on a projection system, personal computer, or to run automatically on a kiosk system. Exercises include designing using themes; applying animations, sound, and transitions; using and customizing templates; and adding tables, charts and graphics for improved comprehension and clarity.

CMPT 1450-

CMPT 1450- 908- Microsoft Outlook, online, CRN 44247

CMPT 1450- 909- Microsoft Outlook, online, CRN 44248

Students will learn a popular messaging and personal information management program used to send and receive e-mail and manage messages, contacts, appointments and tasks.

CMPT 1510-

CMPT 1510- 901- Digital Design Fundamentals, online, CRN 53168

Theory and the practical application in working with digitally-produced documents to provide well-designed business communication pieces for print and online distribution. The basic principles of good layout/design, image creation via scanner/camera, font selection/technology, image file formats, and typography are addressed. Also the fundamentals of print technology from the desktop user's perspective with attention to image resolution, halftones/screen frequency, stock selection, bindery, job scheduling concerns, and color use and theory to prepare files for professional print production are covered.

CMPT 1520-

CMPT 1520- 901- Beginning Adobe Illustrator, online, CRN 44755

Introduces the creation of professional vector images using Adobe Illustrator Creative Cloud. Hands-on exercises include creating logos, illustrations, brochures, and posters. Techniques studied include drawing basic shapes, creating vector paths, using the pen and pencil tools, brushes, and symbols, transforming artwork, creating patterns, gradients, blends, symbols, and creating compound paths. Additional topics covered are color theory, typography, 3D vector effects, drawing in perspective, creating illustration components for the web, and importing images

CMPT 1530-

CMPT 1530- 901- Beginning Adobe Photoshop, online, CRN 49550

Introduces the creation of professional raster photos using Adobe Photoshop Creative Cloud, Camera Raw, and Bridge. Hands-on exercises include photo retouching and repairing; color painting; applying masking, layer styles, and filters; advanced compositing; designing with type; vector drawing techniques; preparing files for the Web; and using Photoshop's automation features. Additional topics covered are image resolution; file formats; color theory; ethical and copyright issues involving photo editing; and using various tools and features.

CMPT 1600-

CMPT 1600- 909- Internet design and Publishing, Online, CRN 46808

This course offers a broad overview and extensive practical experience in the design and production of Web pages. Students learn current Web design technology.

CMPT 1700-

CMPT 1700- 909- Podcasting, Vodcasting, and Blogging, online, CRN 45960

This course offers a broad overview and extensive practical experience with blogging and social media. In this course, you will learn about designing a blog site and gain practical experience. You will also be learning about all the new social media available on the web.

CMPT 2030-

CMPT 2030- 901- C Family Programming, online, CRN 40203

Students are introduced to the C family of programming languages. Students will write computer programs using the most up-to-date versions of this language family.

CNET 2100 –

CNET 2100-901- Microsoft Operating Systems, CRN 40204, TBA, OC DL ONLINE

In-depth study of a contemporary network operating system. Topics include operating system installation and upgrade, configuration, management and troubleshooting.

CNET 2410 –

CNET 2410-901- Network Services and Infrastructures, CRN 53128, TBA, OC DL ONLINE

This course culminates the CNET server curriculum by focusing on vital network services and supporting network infrastructure. Topics include network budgeting, design, planning and implementation, as well as enterprise-wide internetworking.

Things our Advisors want you to know:

1. If you have Registration Problems....pre-requisite error??

As you register for fall term on the web – if you have been advised to register for a course and the system states that you do not meet a pre-requisite – **please call** the COBI Student Services Center at 419-530-2087. Let us know your Rocket # and the course or courses you are having difficulty registering for. We will verify the prerequisite, enter an approval into the system and then you will be able to register for the course.

2. December graduation letters were mailed in July – IF you applied to graduate Fall 2018 by the deadline

The letters along with a copy of your degree audit were mailed to whatever address is listed as your Permanent address in the UT portal. (Always be sure your addresses are up to date!!) If no deliverable address is available, the letters are emailed to you. The letters and DARS contain information as to whether or not you are registered correctly for your last term. If not – you are instructed as to what you can do to correct this and still graduate. If you believe you applied or applied late and did not receive your letter, please email us at COBIadvising@utoledo.edu with your Rocket # and we will check into this for you.

3. Always ask

If you have a question, always ask an advisor or our Student Services staff. If we are not the appropriate office to answer your question – the least we will do is give you the referral to who may be able to assist you.



Graduation Application Deadlines

EVERY student must apply to graduate, and that usually takes place several months before the term in which you intend to graduate. Below are the graduation application deadlines for the next three academic terms:

- **Summer 2018** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Fall 2018** – ****PAST DUE – ACTION REQUIRED IMMEDIATELY**
- **Spring 2019** – **Due November 2018**

******Contact us **immediately** at COBIadvising@utoledo.edu if you are planning to graduate in **August or December 2018 and have not yet applied to graduate.**

NEW! Students can now apply for graduation via the MyUT portal. The “apply to graduate” link is under the My Records Section of the Student Tab. You will want to select the current term and then it will allow you to select Summer 2018, Fall 2018, Spring 2019 as your graduation term. You have the ability to review your information prior to submitting it.