

- Start your own business ■
- Manage a company ■
- Work for the government

sound like you?

Business Management Technology at UT

Did you know that many entrepreneurs do not possess the management skills necessary to keep their businesses operating? Business management technology prepares students for supervisory or management positions in the service and production industries. This associate degree program provides students with the necessary skills for small business ownership. Business management technology professionals are trained in the areas of planning, organizing and supervising. Also, students gain experience in accounting and computer applications, which are vital subjects in the modern workplace.

One of the most often overlooked management planning tools is the most effective. Ask the people doing the work for their input.



UT's business management technology program is very flexible. Students can choose between full- and part-time attendance with day, evening, or Web-delivered classes. The program combines real world management skills with theories and concepts to provide the best learning environment. Also, the faculty has many years of experience in a variety of business fields.

What to expect when you graduate

Business management technology graduates find their leadership, team-building and analytical skills to be valuable in a variety of jobs. They find management and supervising opportunities in the service, manufacturing and governmental sectors.



BUSINESS MANAGEMENT TECHNOLOGY

University College has the highest average age of students of any UT college with a range of students from age 18, to working adults, to highly active retirees.

Sample Curriculum*

Degree Requirements

ENGL 1100 or 1110 College Composition I	3
ENGL 1130, 1140, 1150 or 2960 College Composition II	3
MATH 1010, 1180 or 1260	3
CMPT 1100 Computer Info Applications	3
BMGT 1500 Workplace Communication & Presentations	3
CMPT 1430 Microsoft Word	2
MARS 1010 Marketing Principles	3
BMGT 1000 Business Technology/ College Orientation	1
BMGT 2700 Managing Diversity in the Workplace	3
BMGT 1010 Business Principles	3
BMGT 2110 Managing in a Global Economy	3
BMGT 1540 Organizational Behavior	3
ACTG 1040 Financial Accounting	3
ACTG 1050 Managerial Accounting	3
BMGT 2020 Human Resource Development	3
BMGT 2010 Workplace Management	3
BMGT 2310 Legal Environment of Business	3
Technical Electives	6
Humanities/Fine Arts Electives	6
Social Science Electives	6
Total hours for the program	66 hrs.

Prepare Yourself

The University of Toledo advises completion of the following college-prep courses to help prepare you for college course work:

- 4 years/units of English
- 3 years/units of math (algebra I, II, geometry or equivalent)
- 3 years/units of natural sciences
- 3 years/units of social sciences
- 2 years/units of a single foreign language

High school preparation requirements do not apply to adult or transfer students.

Come See Us

A campus visit is the best way to decide if a university is right for you. Group campus tours are available Monday through Friday at 10:30 a.m. or 2:30 p.m., and on Saturday at 11:15 a.m., year round, with the exception of national holidays. Individual admission appointments are available by request. Individualized college or department visits are also available weekdays at 1:15 p.m. by appointment.

www.admission.utoledo.edu/campusvisit
800.5TOLEDO

*Sample curriculum is subject to change. Please consult the department for up-to-date information. For more detailed program requirements go to <http://catalog.utoledo.edu>.

For more information about Business Management Technology, contact:

Mary Humphrys, Department Chair
Business Technology Department
University College
The University of Toledo
Toledo, OH 43606-3390
419.530.3077
mary.humphrys@utoledo.edu
www.ucollege.utoledo.edu

