College of Business and Innovation
2015-2016 Undergraduate Catalog

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Mission Statement (adopted 10/02/07)
"Developing Lifelong Leaders for the World of Business."

- Preparing a diverse body of students for life-long careers as leaders and contributing professionals
- Delivering influential research and publications
- Enhancing the world of business practice and serving as a resource for regional economic development

Accreditation

The University of Toledo College of Business and Innovation has two undergraduate programs fully accredited at the undergraduate level by The Association to Advance Collegiate Schools of Business (AACSB International). These include the bachelor of business administration (BBA) and the bachelor of science in information technology (BSIT). The Accounting Program has also received additional AACSB accreditation. The graduate programs are accredited by the AACSB as well.

Degrees Offered

Bachelor of Business Administration (BBA)
The Bachelor of Business Administration (BBA) undergraduate curriculum includes a broad liberal arts background, a general core of business courses, and a specific area of specialization.

- Accounting
- Electronic Commerce / Digital Marketing
- Entrepreneurship, Family, & Small Business
- Finance
- Financial Services
- General Management
- Human Resource Management
- Information Systems
- International Business
- Marketing
- Operations Management / Supply Chain Management
- Organizational Leadership and Management
- Professional Sales
**Bachelor of Science in Information Technology (BSIT)**
The Bachelor of Science in Information Technology (BSIT) program is offered jointly by the College of Engineering and the College of Business and Innovation. The BSIT program features a hands-on education leading to careers in the management of the technology infrastructure of organizations of all types and sizes. The program specifically focuses on the technology side of information technology and emphasizes interfacing technologies and the management of technologies. The curriculum covers the operational support and administration of diverse computing systems and the integration of existing technologies, components and products. The program will provide students with a breadth of skills in the core information technologies including programming, computer hardware and networking, databases and web technologies in order to prepare students for positions as information technologists providing operational and infrastructure support for computer and information systems in business, manufacturing and institutional organizations.

**Bachelor of Applied Organizational Technology (BAOT)**
The Bachelor of Applied Organizational Technology (BAOT) program is a 2+2 completion degree for students with a technical associate degree. It includes a general business focus as well as general education and higher level non-business coursework. Some students elect to include a minor from outside the college of business as part of their degree requirements. Students may also complete a business minor in addition to required courses. All transfer students must have a minimum GPA of 2.25 and have completed a technical associate degree to be accepted into the College of Business and Innovation for the bachelor of applied organizational technology. Transfer students’ admission will be determined by the higher education (HEd) grade point average. The HEd GPA is based on all letter grades attained at all institutions of higher learning and uses the point average scale of “A” equaling four points.

**Associate Degree Programs**
The Department of Applied Organizational Technology (DAOT) offers degrees in:
- Accounting Technology
- Business Management Technology
- Computer Network Administration
- Computer Software Specialist
- Graphic Design/Digital Imaging and Web Design (Technical Studies options)
- Information Services and Support
- Intermodal Transportation Technology
- Pre-Business (2+2 with BBA)
- Programming and Software Development
- Technical Studies - General
Workplace Certificates – Non-Degree Granting Programs
While not an official academic designation on a transcript, these workplace certificates have credit-bearing courses which appear on an official transcript and give added value to career goals. Coursework may also be applied to future degree programs. Review of these scenarios must be discussed with a COBI academic adviser.

If a student is not in another degree-granting program at the University of Toledo, they will need to apply to UT as a non-degree student in order to enroll in the courses. Students must meet prerequisites to take all courses including junior standing for the Financial Planning and Real Estate certificates. Post baccalaureate workplace certificates (noted below) are designed for those students who have already completed a bachelor degree of some kind.

- Accounting Technology
- Business Management Technology
- Computer Network Administration
- Computer Software Specialist
- Financial Planning
- Information Services and Support
- Programming and Software Development
- Real Estate
- Web Design
- Digital Marketing (post baccalaureate)
- Consultative Sales (post baccalaureate)

Admission Requirements/Policies

General Requirements

Bachelor of Business Administration (BBA)
To be admitted to the bachelor of business administration program (BBA) at The University of Toledo, students need a minimum 2.80 cumulative high school grade point average (GPA) or a minimum 25 ACT composite / 1150 SAT composite or a GED average score of 510 (2002 format)/710 (2014 format). Students who do not qualify for direct admission into the College of Business and Innovation BBA may be admitted to the associate of arts, AA, pre-business degree program. The AA PREB program is a 2+2 program with the bachelor of business administration degree, but students may move into the BBA program any time after they have earned a 2.4 UT GPA.
Bachelor of Science in Information Technology (BSIT)
To be admitted to the bachelor of science in information technology program (BSIT) at The University of Toledo, students need a minimum 2.5 cumulative high school grade point average (GPA) or a GED average score of 480 (2002 format)/700 (2014 format) with a Mathematical Reasoning subscore of 180 and a minimum 21 ACT composite or 990 SAT.

Bachelor of Applied Organizational Technology (BAOT)
Students must have an earned technical associate degree and a minimum GPA of 2.25 to be admitted to the bachelor of applied organizational technology at The University of Toledo. Transfer students’ admission will be determined by the higher education (HEd) grade point average. The HEd GPA is based on all letter grades attained at all institutions of higher learning and uses the point average scale of “A” equaling four points.

Associate Degree Programs
To be admitted to an associate degree program in the College of Business and Innovation at The University of Toledo, students need a minimum 2.00 cumulative high school grade point average (GPA) or a minimum 18 ACT composite /870 SAT composite or a passing GED average score of 450 (2002 format)/600 (2014 format). Students who do not qualify for admission to the College of Business and Innovation will be admitted to the University of Toledo Learning Collaborative and may transfer to the College of Business and Innovation when the minimum requirements are met.

Admission to Divisions - BBA
The qualifications for admission to the undergraduate degree program and to the upper division, the prerequisites for courses, and all other requirements apply equally to full-time, part-time and transfer students. For purposes of internal admissions, the College of Business and Innovation has the following divisions:

1. The Lower Division – Students admitted to the BBA enter this division upon admission to the University and to the college. In the lower division, students complete the pre-professional business and University Core/General Education Classes.

2. The Upper Division – Undergraduate students in the BBA apply for admittance to the upper division also known as the professional division or sequence when their earned hours plus their registered hours total at least 60 hours. In addition to the 60 hours, a student must have earned a minimum GPA of 2.25 in the following courses: BUAD 1010, 1020, 2040, 2050, 2060, 2070 and 2080; as well as an overall minimum GPA of 2.25. A student not meeting the overall standards but with a cumulative GPA of 2.0 upon appeal, will be reviewed by the college admission committee for admission to the upper division on an individual basis. Students may officially declare their major or area of specialization when applying to the upper division.

Students wishing to major in accounting have additional requirements which must be met to enter this major/area of specialization. To be admitted to the accounting area of specialization and to register for ACCT 3110, students must earn a minimum GPA of 2.750 in the introductory-level college accounting courses, including a grade of C (2.0) or higher in both BUAD 2040 and 2050 or equivalent courses, and an overall higher education minimum GPA of 2.750 in all prior college level courses. Any appeals are reviewed by the Accounting Department.
Transfer / Change of College Admission Requirement
All transfer students must have a minimum GPA of 2.40 to be accepted into the College of Business and Innovation to pursue a Bachelor of Business Administration (BBA), a minimum GPA of 2.25 to be accepted into Bachelor of Science in Information Technology (BSIT), a minimum GPA of 2.25 to pursue a Bachelor of Applied Organizational Technology (BAOT) and a minimum 2.00 GPA to pursue any associate degree in the College of Business. Transfer students’ admission will be determined by the higher education (HE) grade point average. The HE GPA is based on all letter grades attained at all institutions of higher learning and uses the point average scale of an equaling four points.

The admission of students wishing to change from another college within The University of Toledo to the College of Business and Innovation is the same as for a transfer student.

College of Business and Innovation Honors Program

Jesup Scott Honors College
The Jesup Scott Honors College is an opportunity for students of high ability and achievement to enrich their regular program of college work. Admission is based on grades, scores on achievement tests and an essay. The College of Business and Innovation’s Honors Program is offered as part of the Jesup Scott Honors College. Students take honors courses in the Honors College, as well as in the College of Business and Innovation. Enrollment in honors courses is limited. Approximately 30 freshman students are admitted each fall to a program leading to receipt of the College of Business and Innovation honors citation upon graduation.

Departmental Honors
Currently enrolled University of Toledo students and transfer students may apply during their last semester in the college’s lower division for admission to the College of Business and Innovation departmental Honors Program if they have completed at least 45 semester hours of college work and have earned a minimum GPA of 3.3 (4.0 scale). Students are admitted to the departmental honors program on a space-available basis.

Program Requirements

College of Business and Innovation College Honors Program
To be eligible for the College of Business and Innovation Honors Program citation, a student must:

1. Fulfill all requirements for an approved degree program within the college with a minimum overall GPA of 3.3.

2. Complete a minimum of 33 hours of honors courses, which must include the courses listed below.

3. If a student already has non-Honors credit for a required course, another honors course will be substituted.

Lower Division Courses:
BUAD 1010 Introduction to Business
BUAD 2040 Financial Accounting Information
HON 1010 Readings Conference I
HON 1020 Readings Conference II
HON 2020 Multicultural Literatures: The North American Experience
   Or
HON 2030 Multicultural Literatures: The Non-European World
Upper Division Courses:
BUAD 3010 Principles of Marketing
BUAD 3020 Principles of Manufacturing and Service Systems
BUAD 3030 Managerial and Behavioral Processes in Organizations
BUAD 3040 Principles of Financial Management
BUAD 4020 Senior Business Policy Forum – Honors Project

Plus a minimum of three hours earned by successful completion of one upper-division interdisciplinary seminar offered through the University Honors College.

College of Business and Innovation Departmental Honors Program
To be eligible for the College of Business and Innovation departmental Honors Program citation, a student must:
1. Fulfill all requirements for an approved degree program within the college with a minimum overall GPA of 3.3.

2. Complete a minimum of 15 hours of honors courses that must include the following:
   Upper Division Courses:
   BUAD 3010 Principles of Marketing
   BUAD 3020 Principles of Manufacturing and Service Systems
   BUAD 3030 Managerial and Behavioral Processes in Organizations
   BUAD 3040 Principles of Financial Management
   BUAD 4020 Senior Business Policy Forum-Honors Project

3. If a student already has non-Honors credit for a required course, another honors course will be substituted.

Honors Retention Standards
To remain in good standing in the College of Business and Innovation Honors Program, a student must earn a minimum overall GPA of 3.0 by the end of the first year (typically at least 30 hours), 3.1 by the end of the second year (typically at least 60 hours), and 3.2 by the end of the third year (typically at least 90 hours), and make satisfactory progress toward fulfillment of the requirements for a degree “with honors” in the college.

Study Abroad Opportunities for Business Majors
Participation in Study Abroad allows our students to gain hands-on, practical international experience for today’s global marketplace. The University of Toledo has partnered with various consortia to include USAC (University Studies Abroad Consortium) ISA (International Studies Abroad) GlobaLinks Learning Abroad – AustraLearn / AsiaLearn / EuroLearn, and Semester at Sea. These partnerships allow UT students the opportunity to study at top-ranked, international universities throughout the world. Our most popular sites include: Torino Italy, Bilbao Spain, Gold Coast Australia, Shanghai China, Luneburg Germany, and Puntarenas Costa Rica.

All College of Business and Innovation students, regardless of their intended major(s), are strongly encouraged to study abroad throughout their undergraduate degree program. Study abroad programs assist students in the development of academic, intellectual, personal, professional, and cross-cultural skills. Students may choose to study abroad over a traditional fall or spring semester, over non-traditional, intensive summer sessions, or throughout the full academic year. Students typically enroll in a combination of upper-level business courses and core curricular courses (taught in English). Elementary, intermediate, and upper-level foreign language tracks are also available; multiple courses may be
completed in only one semester (particular programs determine language requirements). Foreign language proficiency prepares students for international internship opportunities.

Additionally, the College of Business and Innovation offers 10-day, faculty-led, international intensive immersion trips to Eastern Europe, Western Europe, and Asia throughout the academic year (to include summer semester). Intensive immersion opportunities vary from year to year.

COBI students will meet with the COBI Study Abroad Specialist, Deborah Krohn, who works in conjunction with the Director of Student Academic Success and the COBI department chairs to identify which study abroad courses will transfer into their specific degree program.

Please note that current students are also eligible to receive a free travel grant from The University of Toledo’s Center for International Studies and Programs Office. For more information on any of the aforementioned programs, please contact Deborah Krohn, the College of Business and Innovation Study Abroad Specialist, at deborah.krohn@utoledo.edu or the OSRAS at 419-530-2087 for a referral. Please note that early preparation (first-year planning) is imperative to successful study abroad opportunities!

**Academic Policies**

**Class Rank**
In the College of Business and Innovation, class rank is determined as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29.99</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59.99</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89.99</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

**Academic Advising**
Students receive advising concerning their academic program from the college professional advisers located in the Office of Student Retention and Academic Success in Savage Business Complex Room 3130. Students may self-select which of the COBI advisers to work with or the office will make recommendations based on need and adviser level of expertise. Advisers are cross-trained in a variety of areas so that someone is always available to answer specific questions. Appointments and walk-in hours are available throughout the year. Students may also email general questions to the staff through COBIAdvising@utoledo.edu. Degree audits (DARS) are available in the office and online through Student Self-Service. Students are encouraged to keep current degree audits for their personal use and to discuss their degree audits with their academic advisers.

Although advisers assist students as needed, *the final responsibility for fulfilling all degree requirements rests with the student.*

**Degree Audit Requirement (DARS)**
The Degree Audit Reporting System is an automated record that contains all of a student’s graduation requirements and tracks that student’s progress toward meeting those requirements. Degree audits are available to students upon request from the Office of Student Retention and Academic Success and online through the myUT portal Student Self-Service. Students are encouraged to keep current degree audits for their personal use and to discuss their degree audits with their academic advisers.
Declaring or Changing a Major and/or Minor
Forms for declaring or changing a college major and/or minor are available in the Office of Student Retention and Academic Success or online at http://www.utoledo.edu/business/StuServ/Forms.html

Transfer /Change of College Degree Requirements
All College of Business and Innovation degree requirements are the same for students whether or not they begin at UT or transfer into a program at some point.

Transfer courses will be evaluated by the College of Business and Innovation after the student has submitted official transcripts from all colleges/universities attended and has been accepted by the college. The student must complete the evaluation process before the end of the first term of attendance at UT.

For purposes of determining the UT GPA, grades from another institution do not transfer. The GPA will be based on the course work taken while enrolled in The University of Toledo. For students transferring into the College of Business and Innovation from another college within The University of Toledo, all undergraduate hours attempted and earned, as well as the GPA, will transfer. To qualify for the bachelor of business administration degree, students must fulfill all College of Business and Innovation course and grade requirements.

Transfer students should note The University of Toledo will include all course work taken at all institutions of higher education in the calculation to determine if a student will graduate with honors. All college course work taken is computed in determining eligibility for graduation with honors, although no student will be awarded a level of honors above that indicated by The University of Toledo cumulative GPA. The University of Toledo requires a minimum of 30 semester hours of standard letter-graded courses from UT in order to qualify for graduation with honors.

Students must complete at least 50% of all business courses, as well as 50% of major/area of specialization courses and 50% of business minor courses at the University of Toledo.

Evaluation of Transfer Courses
The College of Business and Innovation Office of Student Retention and Academic Success (OSRAS) will complete the evaluations for business coursework based on course equivalencies determined by the appropriate academic unit. In many cases, courses from other universities/colleges have been pre-approved for equivalency and will transfer with confirmation. Equivalent courses from AACSB-accredited schools automatically transfer. When automatic transfer does not exist, it may be possible for a student to obtain course equivalency by petitioning to take a proficiency exam to validate the credit. Students should provide a course syllabus and/or any additional documentation with the petition. Students should contact the OSRAS for additional information. The evaluation of non-business coursework is coordinated by the Registrar’s Office and completed by the appropriate corresponding college.

Testing for Course Credit
In the College of Business and Innovation, there are two distinct areas of testing for credit related to COBI courses – (1) testing to validate transfer or native coursework that was not applied at the desired level of credit based on accreditation or other issues for credit and (2) testing based on knowledge earned outside the classroom as defined by the university policy on credit for prior learning.

Students who have transfer or native credit that was not initially accepted for course credit or course credit at the desired level, possibly based on accreditation issues, may pursue testing for credit based on departmental approval and test availability to hopefully validate their transfer credit to the desired level.
In many departments, testing for credit is only allowed for COBI CORE courses designated by a “BUAD/Business Administration” prefix. A maximum of 50% of major or minor courses as well as 50% of all business courses may be taken as transfer credit. Some departments/majors have transfer agreements in place with other Universities that set additional conditions or procedures which supersede this general college policy.

Students who feel they have significant knowledge in a COBI CORE subject area may pursue a “testing for credit” option through university procedures*. COBI CORE subject areas are limited to BUAD courses and are not major specific. Courses in the AOT department are currently not subject to these limitations and are open to any testing procedures as approved by the university. Please see the Credit By Assessment Form located on the Registrar’s Office website for additional information: http://www.utoledo.edu/offices/registrar/forms.html UT Policy - Credit for prior learning

There are no fees associated with the validation of transfer course credit, but university fees do apply for other testing options. All COBI testing procedures are coordinated through the specific department chairs, the Office of Student Retention and Academic Success and the Dean’s Office. Any test for a course may only be attempted once.

**Code of Student Academic Conduct and Student Academic Grievance Procedure**

Issues related to charges of student academic misconduct or disputes as to final course grades, and the procedures for resolving such issues are set forth by the specific language of the COBI Code of Student Academic Conduct and the procedures for resolution of such issues in the COBI Student Academic Grievance Procedure. For non-College of Business course grievances and in situations where a student has exhausted COBI procedures but is not satisfied with the outcome, students are directed to the UT Grievance Procedure. COBI Procedural guidelines are located on the college’s Web site at http://www.utoledo.edu/business/COBI/COBICCD/COBIStructure/CreditAssessment.asp

*UT Policy - Academic Dishonesty*
*UT Policy - Academic Grievance*

**GPA Recalculation for Repeated Courses**

Effective fall 2006, if a student repeats a UT course and receives a higher grade, a request to delete the original grade, as long as the original course grade was lower, can be made. Prior to fall 2006, if a student repeats a UT course and receives a grade of C (2.0) or higher, a request to delete the original grade, as long as the original course grade was a C- or lower, can be made. The request form is available in the Student Services Center. If the original grade was earned because of cheating or academic dishonesty, it will not be deleted. A maximum of 12 credit hours can be deleted by university policy. **UT Policy - GPA Recalculation for repeated courses**

**Residency Requirement**

To earn a BBA degree from the College of Business and Innovation, a student must complete at least 50 percent of business credits from the college as well as 50 percent of their major and minor course work. The senior year (final 30 semester hours) in the baccalaureate program must be taken in residence at UT by all business students. Under certain circumstances, appeals to the senior residency rule are approved for up to 15 semester hours. For associate degrees, the final 15 semester hours or a minimum 15 semester hours must be taken in residence at the University of Toledo. **UT Policy - Residency Requirement**

**Additional Degrees / Course work**

While students may return to complete additional course work or degrees after an initial bachelor degree is awarded, a second BBA will not be awarded if the initial degree was also a BBA or an equivalent degree in Business.
Academic Probation
When a student’s cumulative GPA falls below 2.0, the student is automatically placed on probation. Students are recommended to reduce their enrolled hours and meet with an adviser to develop a plan of action to improve their GPA.

Academic Suspension
Academic suspension means a student is not eligible to enroll in courses from The University of Toledo or any other college/university for a minimum period of one semester. A student is subject to academic suspension if he/she falls below the minimum requirements or fails to make sufficient progress toward attainment of the degree. No course work taken at any other educational institution during the student’s suspension shall be accepted as transfer credit without approval. However, students may remove incompletes while under suspension.

UT Policy - Academic Standing/Suspension

University standards for required minimum GPA associated with attempted quality hours
- Minimum 1.00 GPA, after attempting 10-19 semester hours
- Minimum 1.50 GPA, after attempting 20-29 semester hours
- Minimum 1.70 GPA, after attempting 30-39 semester hours
- Minimum 1.80 GPA, after attempting 40-49 semester hours
- Minimum 1.90 GPA, after attempting 50-59 semester hours
- Minimum 2.00 GPA, after attempting 60 semester hours

Readmission
Suspended students cannot enroll at UT for at least one semester. A suspended student must submit an appeal in writing for readmission to the College of Business and Innovation Academic Standards Committee at COBladvising@utoledo.edu. Students suspended for a second time cannot enroll at UT for at least one year. Appeals must be received at least one month prior to the beginning of the academic term.

Additional UT Undergraduate Academic Polices

- UT Policy - Enrollment Status
- UT Policy - Academic Forgiveness
- UT Policy - Adding/Dropping a course
- UT Policy - Dual Degrees
- UT Policy - Grades and Grading
- UT Policy - Priority Registration
- UT Policy - Graduation with Honors distinction; Dean's List; President's List
- UT Policy - Missed Class Policy
- UT Policy - Confidentiality of student records (FERPA)
- UT Policy - Administrative adjustment for extenuating circumstances
- UT Policy - Veteran and service members' support and assistance

Degree Requirements for the Bachelor of Business Administration (B.B.A.)

Grade and Hour Requirements

In order to earn a B.B.A. degree, students must complete a minimum of 126 semester hours of course work, with a minimum cumulative 2.0 GPA on a 4.0 scale. All General Education/University Core, lower division and upper division requirements must be satisfied. Students must earn a minimum of a
C (2.0) grade in each course in the major/area of specialization, in the Communication requirement, and in each course in a business minor (if one is completed). The departmental chair has the prerogative of substituting an additional course in the area of specialization or minor, rather than requiring the student to repeat the course in which a grade below C was received. The student must earn a C or higher in the substituted course for it to satisfy the requirements of the specialization or minor.

**Lower Division Curricular Requirements**

Students earning bachelor degrees in all colleges and programs are required to complete 36 credit hours of courses that comprise the General Education/University Core Curriculum. The courses are distributed in the areas of English composition, humanities/fine arts, social sciences, natural sciences, mathematics and multicultural studies.

Lower Division courses that each student is required to take in the College of Business and Innovation, regardless of area of specialization, are identified below. Students must earn a minimum 2.25 GPA in the subset courses (*) to meet graduation requirements. Students must also earn a grade of “C” (2.00) or higher in their Executive Communication course.

- BUAD 1000  Orientation for Business Students
- BUAD 1010  Introduction to Business (*) (or course equivalent)
- BUAD 1020  Microcomputer Applications (*) (or course equivalent)
- BUAD 2000  Career Development I
- BUAD 2030  Executive Communication Essentials (or equivalent) Grade of C (2.00) or higher
- BUAD 2040  Financial Accounting Information (*) (or course equivalent)
- BUAD 2050  Accounting for Business Decision Making (*) (or course equivalent)
- BUAD 2060  Data Analysis for Business (*) (or course equivalent)
- BUAD 2070  Application of Statistics in Business Decision Making (*)
- BUAD 2080  Global Environment of Business (*) (or course equivalent)

**Upper Division Curricular Requirements**

All students must make formal application for admission to the upper division one semester before the semester in which they earn 60 hours. The core junior and senior years of the curriculum consist of the following upper division business requirements, an area of specialization, and a minor or business elective courses. Students must earn a minimum 2.25 GPA in the subset courses (*) to meet graduation requirements. Students must also earn a grade of “C” (2.00) or higher in all major and minor courses.

- BUAD 3000  Career Development II
- BUAD 3010  Principles of Marketing (*)
- BUAD 3020  Principles of Manufacturing and Service Systems (*)
- BUAD 3030  Managerial and Behavioral Processes in Organizations (*)
- BUAD 3040  Principles of Financial Management (*)
- BUAD 3050  Information Technology Management (*)
- BUAD 3470  Legal and Ethical Environment of Business (*)
- BUAD 4020  Senior Business Policy Forum (*)
Generic BBA Degree Requirements Beginning With MATH 1730

Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman Year</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000 Orientation</td>
<td>BUAD 1020 Micro-Computer Applications</td>
</tr>
<tr>
<td>BUAD 1010 Intro. To Business</td>
<td>ENGL 2960 Organizational Report Writing</td>
</tr>
<tr>
<td>ENGL 1110 College Composition 1</td>
<td>ECON 1200 Intro to Micro Economics</td>
</tr>
<tr>
<td>Math 1730 Calculus w/ Apps to Bus. And Fin.</td>
<td>* Natural Science Lecture</td>
</tr>
<tr>
<td>ECON 1150 Intro to Macro Economics</td>
<td>* Natural Science Lab</td>
</tr>
<tr>
<td></td>
<td>* Humanities</td>
</tr>
<tr>
<td><strong>Total Hours 15</strong></td>
<td><strong>Total Hours 16</strong></td>
</tr>
</tbody>
</table>

| **Sophomore Year** | **Junior Year** |
| BUAD 2060 Data Analysis for Business | BUAD 3010 Principles of Marketing |
| BUAD 2040 Financial Accounting Info | BUAD 3020 Principles of Manuf-Service Systems |
| BUAD 2000 Career Development I | BUAD 3030 Managerial and Behav. Processes |
| * Social Science | BUAD 3040 Principles of Financial Mgmt. |
| * Natural Science Lecture | BUAD 3050 Information Technology Mgmt. |
| * Humanities | BUAD 3000 Career Development II |
| **Total Hours 16** | **Total Hours 16** |

| **Senior Year** | **Total Hours 15** |
| Major /Area of Specialization | Major /Area of Specialization |
| Major /Area of Specialization | Major /Area of Specialization |
| Major /Area of Specialization | Minor / Business Elective |
| Minor/ Business Elective | BUAD 4020 Senior Business Policy |
| * Multicultural Non Western | Elective |
| Elective | **Total Hours 15** |
| **Total Hours 16** | **Total Hours 16** |

Notes: * Select from approved General Education/University Core course work, see Degree Audit for course selections.

Sample plans beginning with Math 1200 or Math 1320, possible prerequisites to Math 1730 based on placement, may be found on the COBI homepage. These plans may still be completed within the minimum 126 credit hours required for the BBA.

Requirements for areas of specialization and minors are identified by functional area in the following pages. Students in the College of Business and Innovation wishing to pursue a second area of specialization can count up to two relevant courses (6 hours) taken in their first specialization toward a second specialization. Relevance of the courses is at the discretion of the two departments. Such a program may require taking more than the minimum of 126 hours for the B.B.A. degree.
Programs of Study - BBA

Areas of Specialization / Majors
Students must take a minimum of 10 courses between their area of specialization/major and either a business minor, second specialization or other 3000/4000 level business electives. Courses in the area of specialization may consist of required and/or elective courses and an internship opportunity. Students should consult their degree audit for specific degree and major requirements. Students wishing to complete 2 COBI majors may only double count up to 2 courses in their majors. While 3 majors are allowed, the DARS system cannot display 3 majors. Therefore it is a student’s responsibility to notify their adviser prior to any advising appointment or questions regarding degree completion so that additional steps may be taken to access the correct information.

Accounting
Dr. Hassan HassabElnaby, departmental mentor

Accountants work as financial consultants who help their clients or employers find creative solutions to business problems. Accountants provide the necessary information and analysis companies need to become more effective and efficient. Accountants perform a wide range of services, requiring a broad-based skill set.

The department of accounting offers courses in the areas of financial accounting, management accounting, auditing, accounting systems and taxation. Completion of an accounting area of specialization leads to professional careers in public accounting, business and government and begins the preparation for the Certified Public Accountant (CPA), Certified Management Accountant (CMA) and Certified Internal Auditor (CIA) examinations.

The specialization in accounting is designed to enable students to advance more rapidly to positions of responsibility and leadership in their chosen fields. In the state of Ohio, all candidates taking the CPA exam must have completed 150 credit hours. Accounting career fields other than public accounting have not adopted the 150-hour requirement. Students should discuss additional CPA requirements with their Accounting faculty members.

The department of accounting offers a graduate degree, the MS in Accounting, which can be pursued after completion of the bachelor’s degree.

Program Requirements
No junior-level accounting courses may be attempted until a student is admitted to the upper division and the Accounting major by the College of Business and Innovation Accounting Department.

Required Courses: 19 hours
ACCT 3110 External Financial Reporting I (4 hrs)
ACCT 3120 External Financial Reporting II
ACCT 3210 Individual Taxation
ACCT 3310 Accounting Information Systems and Controls
ACCT 3320 Internal Reporting
ACCT 4420 Auditing

Elective: Choose one of the following - 3 hours:
ACCT 4130 External Financial Reporting III
ACCT 4250 Taxation of Business Entities
ACCT 4410 Governmental and Not-For-Profit Accounting
Students wishing to register for ACCT 3110 must meet the following prerequisites: a GPA of 2.750 or better in all introductory level college accounting courses, including a grade of C (2.0) or higher in BUAD 2040 and 2050 or equivalent courses, and an overall higher education GPA of 2.750 or higher in all prior college-level courses. A permit must be entered to allow a student to register for ACCT 3110.

Electronic Commerce / Digital Marketing
Irena Pentina, departmental mentor

The electronic commerce (e-commerce) specialization provides students with the managerial and technical skills for successful careers in the Internet economy. E-commerce competencies are essential for business professionals in fields such as marketing, financial services, international business, purchasing, information systems, operations management and professional sales.

Program Requirements
Required Courses: 12 hours
EBUS 3090 E-Commerce and the Networked Economy
EBUS 3180 Web Design for Business Communication
EBUS 4040 E-Commerce Intelligence Management
EBUS 4150 E-Commerce Business Models & Project Management

Electives – Choose one of the following career tracks: 9 hours
Digital Technology Track
INFS 3380 Web Application Development I
INFS 3240 Business Intelligence Systems
INFS 3780 Enterprise Wide Information System Management

Or

Digital Marketing Applications Track
MKTG 3280 Internet Marketing (required in this career track)
and 2 courses from
MKTG 3260 Global Framework for E-commerce/Mobile marketing
MKTG 4980 Special Topics
MKTG 4940 Internship

Entrepreneurship, Family, & Small Business
Sonny Ariss, departmental mentor

Entrepreneurship can be viewed as a personal passion for success, the desire to operate your own business, and spread your own wings. Success in your own business can be an exhilarating experience, but success does not just happen; it takes knowledge, preparation and skilled application.

The major in entrepreneurship educates and prepares students to succeed in their own business, or to achieve enhanced success in an existing business. Several key disciplines are pursued within the major, including finance, management, communications, human resources, ethics and critical thinking. Graduates of the entrepreneurship major will be prepared to begin implementing their own business idea, acquire a franchise, or work for an established company seeking creative people to develop and manage new products.
Program Requirements
Required Courses: 18 hours
EFSB 3480 Entrepreneurial Finance
EFSB 3590 Entrepreneurship and Small Business Management
EFSB 4010 Growing Family and Entrepreneurial Businesses
EFSB 4690 Innovation and Technology Commercialization
EFSB 4790 Franchising
BLAW 3570 Laws of Structuring and Operating a Business

Additionally, EFSB 4940 - Internship, or a 3000/40000 level business elective is the 7th course in the major requirement.

Finance
Özcan Sezer, departmental mentor

Finance is the management of money, banking, investments and credit. Finance majors gain an understanding of how to acquire, manage and invest corporate funds. They also study financial institutions, financial markets, security analysis and investments.

For this area of specialization, students must earn a grade of C (2.0) or higher in BUAD 3040 and complete a total of 21 hours. The Finance Department offers two majors in Corporate Finance and Financial Services leading to challenging careers in the business, government, and the non-profit sectors. Within the majors, students will select a career track with specialized coursework. The majors consist of four–six required courses beyond BUAD 3040, and additional finance electives to equal the 21 hours.

Program Requirements
Finance major - Investments and Financial Analysis Track
Required Courses: 4 courses/ 12 hours
FINA 3480 Investments
FINA 4080 Intermediate Corporate Finance
FINA 4090 Financial Markets and Institutions
FINA 4100 Security Analysis & Portfolio Management

Elective Courses: 3 courses/9 hours
FINA 3070 Business Fluctuations and Outlooks (formerly BANS 3070)
FINA 3080 Management Economics (formerly BANS 3060)
FINA 3500 International Business Finance
FINA 3600 Risk Management
FINA 3890 Financial Modeling with Excel
FINA 4200 Fixed-Income Securities
FINA 4340 Derivatives, Securities & Markets
FINA 4480 Student Managed Portfolio – with departmental approval
FINA 4940 Finance Internship – with departmental approval

Program Requirements
Finance major – Corporate Finance Track
Required Courses: 4 courses/ 12 hours
FINA 3480 Investments
FINA 4080 Intermediate Corporate Finance
FINA 4090 Financial Markets and Institutions
FINA 4670 Advanced Corporate Finance
Elective Courses: 3 courses/9 hours
FINA 3070  Business Fluctuations and Outlooks (formerly BANS 3070)
FINA 3080  Management Economics (formerly BANS 3060)
FINA 3500  International Business Finance
FINA 3890  Financial Modeling with Excel
FINA 4200  Fixed-Income Securities
FINA 4340  Derivatives, Securities & Markets
FINA 4940  Finance Internship – with departmental approval
FINA 4480  Student Managed Portfolio – with departmental approval

Financial Services
Özcan Sezer, departmental mentor

Whereas finance is the management of money, banking, investments and credit, those in financial services take these skills further to communicate and advise customers about finance decisions. Financial markets are quickly changing by incorporating e-commerce and sales management into the field. Financial services majors focus more on the interpersonal side of finance to meet the needs as professionals in this rapidly changing environment. Often times, the workload of a financial service major is mostly self-determined.

Within the major, students will select one of two career tracks with specialized coursework. A third career track in Banking Management may be available in the future. The majors consist of six required courses beyond BUAD 3040, and an additional finance elective to equal the 21 hours.

Program Requirements
Financial Services major – Financial Planning Track
Required Courses: 6 courses/18 hours
FINA 3480  Investments
FINA 4090  Financial Markets and Institutions
PSLS 3440  Professional Sales
FINA 3600  Risk Management
FINA 3610  Life and Health Insurance
FINA 4890  Estate Planning

Elective Course: 1 course/3 hours
FINA 4100  Security Analysis
FINA 4200  Fixed-Income Securities
FINA 4340  Derivatives, Securities & Markets
FINA 4480  Student Managed Portfolio – with departmental approval
FINA 4940  Finance Internship – with departmental approval

Program Requirements
Financial Services major – Real Estate Track
Required Courses: 6 courses/18 hours
FINA 3480  Investments
FINA 4090  Financial Markets and Institutions
PSLS 3440  Professional Sales
FINA 3660  Real Estate Principles
FINA 3670  Real Estate Valuation
FINA 3680  Real Estate Law, Insurance & Taxes
Elective Course: 1 course/3 hours
Any FINA course EXCEPT: FINA 2000 & 3060

General Management
Sonny Ariss, departmental mentor

This area is designed to be more of a General Business option for students possibly interested in completing their degree or wishing to focus in a variety of Business courses in addition to a general management focus. Students seeking the complete array of course work in an intense Management curriculum should select the Organizational Leadership and Management area of specialization/major listed later in this section.

Program Requirements
Required Departmental Courses: 12 hours
Select four courses from with a maximum two courses from each alpha code:
BLAW 3550 Legal and Safety Compliance
BLAW 3570 The Laws of Structuring and Operating a Business
BLAW 3670 International Business Law
BLAW 4570 Legal and Ethical Aspects of Managing Innovation and Technology
BLAW 4580 Detection and Prevention of Deceptive Business Practices
EFSB 4010 Growing Family and Entrepreneurial Businesses
EFSB 4040 Entrepreneurial Finance
EFSB 4590 Entrepreneurship and Small Business Management
EFSB 4690 Innovation and Technology Commercialization
EFSB 4790 Franchising
EFSB 4940 Internship
HURM 3220 Human Resource Management
HURM 4250 Performance Management for Individuals and Teams (formerly MGMT 4250)
HURM 4640 Benefits, Health and Wellness
HURM 4650 Compensation
HURM 4660 Planning, Selection & Recruitment
HURM 4710 Training and Evaluation
MGMT 3630 Conflict Management: Mediation and Negotiations (formerly HURM 3630)
MGMT 3770 Ethics in Leadership and Management
MGMT 4210 Leading and Managing Organizational Improvement
MGMT 4880 Sports Leadership (previously offered under 4900)
MGMT 4330 Organizational Leadership and Management Practicum
MGMT 4780 Leadership & Managerial Competencies
MGMT 4940 Management Internship

Electives: choose three additional courses from the following – 9 hours
Any 3000/4000 Business level courses not used in a minor from:
ACCT  BANS  EBUS  FINA
IBUS  INFS  MKTG  OPMT  PSLS
Human Resource Management
Sonny Ariss, departmental mentor

Human resource managers are needed in every size and type of organization. They help attract, develop and retain the people who make the organization successful. Human resource managers also work with team-building, problem-solving and interpersonal communication talents.

UT’s human resource management program teaches students about a wide variety of HR issues – selection, training, recruitment, compensation, benefits, legal issues, employee relations and safety. Human resource management is designed to prepare candidates to assume positions as human resource practitioners in domestic and international business organizations, hospitals, nonprofit organizations, and local, state and federal government agencies.

Program Requirements
Required Courses: 21 hours
BLAW 3550 Legal and Safety Compliance
HURM 3220 Human Resource Management
HURM 4250 Performance Management for Individuals and Teams (formerly MGMT 4250)
HURM 4640 Benefits, Health and Wellness
HURM 4650 Compensation
HURM 4660 Planning, Selection & Recruitment
HURM 4710 Training and Evaluation

Information Systems
P.S. Sundar, Departmental mentor

Information systems provides the student with the managerial and technical skills required to enter the challenging and dynamic field of computers and information systems. The student acquires knowledge involving a variety of topics, including widely used business programming languages, the design and implementation of management information systems, networking and communications, the managerial aspects of system development and the latest technological developments in database management, computer software and information technology. COBI students wishing to add INF as a second major within the College of Business may be eligible to double count two courses from their current COBI major. A COBI adviser will evaluate a student’s eligibility to double count course work.

Program Requirements
Required Courses: 9 hours
INFS 3380 Web Application Development I
INFS 3770 Data Base Management Systems
INFS 4510 Systems Analysis & Design

Electives: choose four from the following – 12 hours
INFS 3150 INFS 3160 INFS 3240 INFS 3250 INFS 3370 INFS 3780
INFS 3980 INFS 4300 INFS 4320 INFS 4620 INFS 4810 INFS 4940
International Business  
*Thomas Sharkey and Sam Okoroafo, departmental mentors*

The international business area of specialization plays a key role in preparing future business managers for today’s dynamic global marketplace. The program provides training for careers in small, mid-sized and large companies and government and international agencies with a global orientation, particularly multinational corporations, export-import firms, banks, transportation and logistics firms, and government and international agencies involved in international trade, finance and economic development.

**Program Requirements**
**Required Courses: 12 hours**
- FINA 3500  International Finance  
- IBUS 3600  International Management  
- IBUS 4360  Global Business Strategies  
- MKTG 3140  International Marketing  

**Electives: Select any two – 6 hours**
- BLAW 3670  International Business Law  
- IBUS 3150  Understanding Cultural Differences for Business  
- MKTG 3260  Global Framework for E-Commerce  
- MKTG 4220  International Sourcing, Logistics and Transportation  
- PSLS 4500  International Sales Negotiation  

Other courses subject to approval as electives, including study abroad courses and IBUS 4100.

Plus IBUS 4940 or 3000/4000 level business elective as the 7th course in the major requirement.

**Foreign Language Requirements for International Business Area of Specialization**
Students with an area of specialization in international business must demonstrate foreign language proficiency by satisfying one of the following requirements:
- a) Completing four years of one foreign language in high school with a grade of B or higher in each course; or  
- b) Completing a university-level fourth semester (2150 or Intermediate II) foreign language course; or  
- c) Have a proficiency in a native language other than English.

Marketing  
*Thomas Sharkey, Departmental mentor*

The marketing specialization provides the student with the skills to make decisions about product design and quality, pricing, channels of distribution, advertising and personal selling in ways that enhance consumer satisfaction and further the goals of the organization. The student learns to approach problems with a clear understanding of the relationship between marketing and other business functions.
Program Requirements

Required Courses: 9 hours (3 courses)

MKTG 3850  Buyer Behavior and Relationship Marketing
MKTG 3880  Marketing Research & Data-Based Management
MKTG 4130  Marketing Analysis & Decision Making

Electives: Select 6 hours (2 courses) from module I and an additional 6 hours (2 courses) from either module I or module II to equal 12 hours (4 courses)

Module I:
MKTG 3140  International Marketing
MKTG 3280  Internet Marketing
MKTG 3690  Principles of Marketing Communication
MKTG 4540  Business Marketing
MKTG 4940  Internship
PSLS 3440  Professional Sales

Module II:
MKTG 3130  Supply Chain Management
MKTG 3260  Global Framework for E-Commerce
MKTG 3870  Advertising Strategy
MKTG 3910  Direct Marketing
MKTG 4110  Sports Marketing
MKTG 4120  Marketing Channels Management
MKTG 4220  International Sourcing, Logistics & Transportation
MKTG 4520  Advanced Market Analysis
MKTG 4570  Product & Pricing Management
MKTG 4980  Special Topics
MKTG 4990  Independent Study
PSLS 3080  Purchasing & Business Relationship Mgmt
PSLS 4710  Sales Force Leadership

Operations / Supply Chain Management

Paul Hong, departmental mentor

Operations & Supply Chain Management is designed for students who are interested in the revitalization and enhancing the competitiveness of America’s industrial base or who want to pursue careers in the rapidly expanding service sector. Students select either the Operations or Supply Chain track. In operations management, students acquire the knowledge and skills to manage people and resources. Students are given a broad overview of operations from product design, process selection, TQM, production planning and scheduling. In supply chain management, the emphasis will lie in sourcing, industrial marketing, logistics, transportation, quality, information systems, emerging practices in supply chain management and e-commerce.

Program Requirements

Operations & Supply Chain Mgmt Required Courses: 9 hours
OPMT 3340  Quality Management & Process Improvement (proposed code OSCM 3340)
OPMT 3610  Operations Planning and Control (proposed code OSCM 3610)
OPMT 3660  Strategic Sourcing (proposed code OSCM 3660)
Elective Courses: 12 hours (4 courses)
- MKTG 3130   Supply Chain Management
- MKTG 4220   International Sourcing, Logistics, and Transportation
- OPMT/OSCM 4420  Service Operations Management
- OPMT/OSCM 4760  Simulation Modeling and Analysis of Manufacturing/Service Systems
- OPMT/OSCM 4940  Internship
- OPMT/OSCM 4150  Supply Chain Analytics and Cases
- OPMT/OSCM 4210  Project Management
- OPMT/OSCM 4450  Business Forecasting
- INFS 4980  Contemporary Topics

Organizational Leadership and Management
Sonny Ariss, departmental mentor

The area of specialization in organizational leadership and management prepares students to enter a variety of organizations, both for profit and not-for-profit. Graduates of this program receive assessment and training in a number of areas that are crucial to a manager’s success – planning, ethical decision-making, interpersonal skills, team-building, performance development and evaluation, conflict management, motivation and leading change.

Program Requirements
Complete the following courses: 21 hours
- HURM 3220  Human Resource Management
- HURM 4250  Performance Management for Individuals and Teams (formerly MGMT 4250)
- MGMT 3630  Conflict Management: Mediation and Negotiations (formerly HURM 3630)
- MGMT 3770  Ethics in Leadership and Management
- MGMT 4210  Leading and Managing Organizational Improvement
- MGMT 4330  Organizational Leadership and Management Practicum
- MGMT 4780  Leadership & Managerial Competencies

Professional Sales
Ellen Pullins, departmental mentor

In business, nothing happens until somebody sells something. Sales is the part of a firm that is responsible for generating the revenue. The sales force is the direct link between the firm and its customers. Professional salespeople consult with customers to understand their business, needs and problems, and offer specific solutions to each customer’s situation. The professional sales area of specialization prepares students for distinguished careers in business-to-business selling.

Program Requirements
Required professional sales and business courses: 21 hours
- PSL 3080  Purchasing & Business Relationship Management
- PSL 3440  Professional Sales
- PSL 3450  Account & Territory Management
- PSL 4710  Sales Force Leadership
- PSL 4740  Advanced Sales
- MKTG 4540*  Business Marketing
  Or
- PSL 4500*  International Sales Negotiation
  *Select one from these two courses
- PSL 4940  Sales Internship
Recommended courses to fulfill General Education/University Core requirements:
COMM 1010  Communication Principles and Practices
PHIL 1020  Critical Thinking
PSY 1010  Introduction to Psychology
SOC 1010  Introduction to Sociology

Minors

Business Minor or Business Electives for Business Students – 9 hours
Students complete 3 junior/senior level Business electives or a 3 courses toward an approved Business minor as part of their degree requirements.

The following minors are ONLY available for College of Business and Innovation students. Students cannot duplicate credit in their minor, area of specialization and upper division core. The minor consists of three courses (9 hours), unless otherwise noted. Business minors for non-business majors are listed later in this section.

Accounting
Non-Accounting major Accounting courses are currently not being offered. Students who meet the eligibility requirements to enroll in Accounting major courses (minimum 2.75 higher ed GPA and 2.75 in BUAD 2040 + 2050 or equivalent courses), may select any 3 ACCT major courses to meet the requirements of an ACCT minor.

Business Analysis
FINA 3070  Business Fluctuations and Outlooks (BANS 3070)
Or
FINA 3080  Managerial Economics (BANS 3060)
INFS 3250  Software Applications in Business
OPMT 4450  Forecasting

Business Economics
FINA 3070  Business Fluctuations & Economic Outlook (BANS 3070)
FINA 3080  Managerial Economics (BANS 3060)
OPMT 4450  Forecasting
Or
FINA 3500  International Finance

Business Law
Complete any three of the following:
BLAW 3550  Legal & Safety Compliance Issues in Human Resource Management
BLAW 3570  The Laws of Structuring and Operating a Business
BLAW 3670  International Business Law
BLAW 4570  Legal and Ethical Aspects of Managing Innovation and Technology
BLAW 4580  Detection and Prevention of Deceptive Business Practices
MGMT 3770  Ethics in Leadership and Management
Commercial Real Estate
Required Courses:
FINA 3660  Real Estate Principles, Practices and Finance
FINA 3670  Real Estate Valuation
FINA 3680  Real Estate Law, Insurance and Taxes

Electronic Commerce / Digital Marketing
Required Courses:
EBUS 3090  E-Commerce & the Networked Economy
EBUS 3180  Web Design for Business Communications

Elective: Choose one of the following
EBUS 4040  E-Commerce Intelligence Management
EBUS 4150  E-Commerce Business Models & Project Management (with dept approval)
INFS 3150  Principles of Structural Computer Programming & Problem Solving
MKTG 3280  Internet Marketing

Entrepreneurship, Family, & Small Business
Required Courses:
EFSB 4590  Entrepreneurship and Small Business Management
EFSB 4010  Growing Family and Entrepreneurial Businesses
EFSB 3480  Entrepreneurial Finance

With departmental approval, EFSB 4690 or 4790 may be used as a substitution in the minor – consult an adviser
EFSB 4690  Innovation and Technology Commercialization
EFSB 4790  Franchising

Finance
Required Courses:
FINA 3480  Investments
FINA 4080  Intermediate Corporate Finance
FINA 4090  Financial Institutions and Markets

Financial Services
Complete three of the following:
FINA 3480  FINA 3660  FINA 4090  FINA 3600
FINA 3670  FINA 4870  FINA 3610  FINA 4100
FINA 4890  (PSLS 3440 with dept approval)

Information Systems
Required course:
INFS 3250  Software Applications in Business

Or
INFS 3770  Database Management Systems

Any two additional electives:
INFS 3150  INFS 3160  INFS 3240  INFS 3250
INFS 3370  INFS 3770  INFS 3980  INFS 4300
INFS 4320  INFS 4620  INFS 4810
Insurance and Risk Management
Required Courses:
FINA 3600  Risk Management
FINA 3610  Life and Health Insurance
FINA 4890  Financial and Estate Planning

International Business
Select three courses, taking into consideration any prerequisites:
BLAW 3670  International Business Law
FINA 3500  International Finance
IBUS 3600  International Management
IBUS 4360  Global Business Strategies
IBUS 3150  Understanding Cultural Differences for Business
MKTG 3140  International Marketing
MKTG 3260  Global Framework for E-Commerce
MKTG 4220  International Sourcing, Logistics and Transportation
PSLS 4500  International Sales Negotiation

Management
Complete three of the following:
HURM 3220  Human Resource Management
HURM 4250  Performance Management for Individuals and Teams (formerly MGMT 4250)
MGMT 3630  Conflict Management: Mediation and Negotiations (formerly HURM 3630)
MGMT 3770  Ethics in Leadership and Management
MGMT 4210  Leading and Managing Organizational Improvement
MGMT 4780  Leadership and Managerial Competencies

Marketing
Required:
MKTG 3850  Buyer Behavior and Relationship Management
or
MKTG 3880  Marketing Research and Data-Based Management

Electives:
Select two courses (6 hours)
MKTG 3140  International Marketing
MKTG 3280  Internet Marketing
MKTG 3690  Principles of Marketing Communication
MKTG 4540  Business Marketing
MKTG 3130  Supply Chain Management
MKTG 3260  Global Framework for E-Commerce
MKTG 3870  Advertising Strategy
MKTG 3910  Direct Marketing
MKTG 4110  Sports Marketing
MKTG 4120  Marketing Channels Management
MKTG 4220  International Sourcing, Logistics & Transportation
MKTG 4520  Advanced Market Analysis
MKTG 4570  Product & Pricing Management
MKTG 4980  Special Topics
MKTG 4990  Independent Study
PSLS 3080  Purchasing & Business Relationship Mgmt
PSLS 3440  Professional Sales  
PSLS 4710  Sales Force Leadership

**Operations Management**

**Select three courses:**  
OPMT 3340  Quality Management  
OPMT 4760  Simulation Modeling  
OPMT 3610  Production Planning and Scheduling  
OPMT 3660  Materials Management and Purchasing

**Professional Sales:**

**Required:**  
PSLS 3440  Professional Sales

**Electives: Select two from the following**  
PSLS 3080  Purchasing and Business Relationship Management  
PSLS 3450  Account and Territory Management  
PSLS 4500  International Sales Negotiation  
PSLS 4710  Sales Force Leadership  
PSLS 4740  Advanced Sales  
MKTG 4540  Business Marketing

**Supply Chain Management**

**Required:**  
MKTG 3130  Intro to Supply Chain Management

**Electives: Select two from the following**  
OPMT 3340  Quality Management  
OPMT 3660  Materials Management & Purchasing  
MKTG 4220  International Sourcing, Logistics, Transportation

**Degree Requirements for the Bachelor of Science in Information Technology (BSIT)**

**Grade and Hour Requirements**

The information technology (IT) program is a unique program offered jointly by the College of Engineering and the College of Business and Innovation. The program features a hands-on education leading to careers in the management of the technology infrastructure of organizations of all types and sizes.

In order to earn the B.S. degree, students must complete a minimum of 128 hours of course work, with a minimum cumulative 2.0 GPA on a 4.0 scale. All General Education/University Core requirements must also be satisfied. Since many of the courses offered though the College of Engineering are term specific, it is very important to do courses in sequence to avoid delaying graduation.
The University of Toledo College of Business and Innovation
BS in Information Technology Degree Requirements 2015-2016

Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Freshman</td>
<td>Fall Semester: BUAD 1000 Orientation</td>
<td>Spring Semester: ENGL 2960 Organizational Report Writing</td>
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<td>ENGL 1110 College Composition I</td>
<td>ECON 1200 Intro to Micro Economics</td>
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<td>MATH 1730 Calculus w/Apps to Bus. &amp; Fin.</td>
<td>ENGT 3050 Fundamentals of Electricity</td>
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<td>CSET 1100 Intro to CSET</td>
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<td>ECON 1150 Intro to Macro Economics</td>
<td>* Natural Science Lecture</td>
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<td>* Natural Science Lab</td>
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<td>ENGT 2500 Tech Project Mgmt</td>
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<td>* Humanities</td>
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<td>* Multicultural U.S. Diversity</td>
<td>* Communication Elective</td>
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<td>Junior</td>
<td>ENGT 3010 Appl Statistics and DOE</td>
<td>CSET 3250 Client Side Scripting</td>
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<td>CSET 3100 Adv Website Design</td>
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<td>CSET 3200 Client Server Computing</td>
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<td>INF 3770 Database Mgmt Systems</td>
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<td>BUAD 3050 Information Technology Mgmt.</td>
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<td>CSET 4250 Applied Program Languages</td>
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<td>CSET 4150 Web Server Administration</td>
<td>CSET 4510 Systems Analysis &amp; Design</td>
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<td></td>
<td>CSET 4750 Computer Network &amp; Data Comm</td>
<td>INF 4510 Systems Analysis &amp; Design</td>
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<td></td>
<td><strong>Total Hours: 16</strong></td>
<td><strong>Total Hours: 16</strong></td>
</tr>
</tbody>
</table>

Notes: * Select from approved General Education/University Core course work, see Degree Audit for course selections.

Bachelor of Applied Organizational Technology (BAOT)
The applied organizational technology program is designed for students who already have a technical associate’s degree. These students can complete a bachelor’s degree in the equivalent of two additional years of full-time study at The University of Toledo including a business focus along with an individualized plan to meet career goals.

Grade and Hour Requirements
In order to earn the B.A.T. degree, students must complete a minimum of 126 hours of course work, with a minimum cumulative 2.0 GPA on a 4.0 scale. The total hours include transfer hours as well as hours completed at The University of Toledo. Requirement categories are listed below. Students must complete a minimum of 30 hours at the University of Toledo to meet senior residency requirements. Additional grade requirements are listed below. All General Education / University Core requirements must also be satisfied.
Degree requirements

Because each Associate Degree may contain courses that transfer into a variety of requirements in the program, degree requirements are evaluated on an individual basis. Because of this, it is impossible to list a plan of study for the remaining requirements. Below is a listing of the overall degree requirements prior to transfer evaluations.

1. General Education/University Core (36 credit hours) including:

   - English Composition 6 hrs
   - Core Math (excluding Statistics) 3 hrs
   - Humanities/Fine Arts 6 hrs
   - Social Science 6 hrs
   - Natural Sciences (including lab) 7 hrs
   - Multicultural:
     - Diversity of U.S. 3 hrs
     - Non-western 3 hrs

2. General Business Concentration

   A. Prerequisites:
      A minimum cumulative GPA of 2.25 is required in the following prerequisite courses or their equivalents.
      - ECON 1150 and 1200, or equivalent 3-6 hrs
      - Any Core MATH 3-5 hrs
      - BUAD 2060 or equivalent 3 hrs
      - BUAD 1020 or equivalent 3 hrs
      Eighteen (18) hours are required beyond the prerequisite courses above. A grade of C (2.0) or better is required in each of the following courses (maximum of 2 courses may transfer towards minor)

   B. Required Foundation Course:
      - BUAD 2040** Financial Accounting Information 3 hrs

   C. Additional Requirements:
      Select three (3) courses from the following (one must be 3000 level to avoid additional course work):
      - BUAD 1010 Introduction to Business 3 hrs
      - BUAD 2030 Executive Communication Essentials 3 hrs
      - BUAD 2050** Accounting for Business Decision Making 3 hrs
      - BUAD 2070 Application of Statistics in Bus Decision Making 3 hrs
      - BUAD 2080 Global Environment of Business 3 hrs
      - BUAD 3010** Principles of Marketing 3 hrs
      - BUAD 3020** Principles of Manufacturing and Service Systems 3 hrs
      - BUAD 3030 Managerial and Behavioral Processes in Organization 3 hrs
      - BUAD 3040** Principles of Financial Management 3 hrs
      - BUAD 3050 Information Technology Management 3 hrs
      - BUAD 3470 Legal & Ethical Environment of Business 3 hrs

      Select two (2) additional courses from the eight listed above or select two courses at the 3000- or 4000-level from ACCT, FINA, INFS, MGMT, EFSB, IBUS, EBUS, OPMT, HURM, PSLS, BANS, BLAW, or MKTG to complete the additional requirements. (Prerequisites for selected courses must be fulfilled.) Prerequisites for an MBA can also be fulfilled by completing any of the indicated (**) courses with a minimum grade of C (2.0).
3. Upper Level Courses
30 hours must be taken as upper division courses (numbered 3000-4000) from a college outside the College of Business and Innovation at UT. All prerequisites must be met.

- 15 hours of the 30 upper level hours must be from the Colleges of Languages, Literature and Social Sciences; Natural Sciences and Mathematics; and Visual and Performing Arts.

- An additional 15 hours of upper level hours must come from any college except the College of Business and Innovation at UT.

- Students have the opportunity to complete a minor in the Colleges of Languages, Literature and Social Sciences; Natural Sciences and Mathematics; and Visual and Performing Arts with the proper selection of classes.

4. Additional courses/ credit hours may be necessary to make up the difference toward the minimum 126 hours required for the degree program.

Additional Notes:
- Approximately 60-66 hours will be transferred in from an Associate Degree. This may include some General Education core and business classes as well as technical courses. These technical courses will be at the 1000-2000 level and credit will be counted under Additional Courses.

Programs of Study – Associate Degrees
In order to earn any associate degree, students must complete a minimum of 60 semester hours of course work, with a minimum cumulative 2.0 GPA on a 4.0 scale. A minimum of 15 hours must be complete through the University of Toledo. Please consult the Office of Student Retention and Academic Success and Fall 2015 Degree Audits for additional information.

Accounting Technology – minimum 60 hours
Accounting is often called the language of business. Business owners, executives, managers and other decision-makers rely on accountants to give them relevant, understandable financial information. In today’s rapidly changing environment, accountants must be prepared to deal with increasingly complex concepts and accounting principles

<table>
<thead>
<tr>
<th>ABA Degree Requirements for Accounting Technology 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample Full-Time Plan of Study</strong></td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000 Orientation                                      1</td>
</tr>
<tr>
<td>ENGL 1110 College Composition I                            3</td>
</tr>
<tr>
<td>CMPT 1100 Computer Information Application                 3</td>
</tr>
<tr>
<td>BMGT 1010 Business Principles                              3</td>
</tr>
<tr>
<td>ACTG 1040 Financial Accounting                             3</td>
</tr>
<tr>
<td>Total Hours 16</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>ENGL 2960 Organizational Report Writing                     3</td>
</tr>
<tr>
<td>ACTG 1050 Managerial Accounting                             3</td>
</tr>
<tr>
<td>BMGT 1500 Workplace Communications                          3</td>
</tr>
<tr>
<td>MATH 1180/1200/1320                                         3-4</td>
</tr>
<tr>
<td>CMPT 1410 Microsoft Excel                                   2</td>
</tr>
<tr>
<td>Total Hours 14/15</td>
</tr>
<tr>
<td><strong>Sophomore Year</strong></td>
</tr>
<tr>
<td>ACTG/CMPT 1200 QuickBooks                                   3</td>
</tr>
<tr>
<td>ACTG 2300 Cost Accounting                                   3</td>
</tr>
<tr>
<td>BMGT 2110 Managing in a Global Economy                      2</td>
</tr>
<tr>
<td>BMGT 2700 Managing Diversity in the Workplace               3</td>
</tr>
<tr>
<td>* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *</td>
</tr>
<tr>
<td>Total Hours 15</td>
</tr>
<tr>
<td><strong>Freshman Year</strong></td>
</tr>
<tr>
<td>ACTG 2100 Intermediate Accounting                           3</td>
</tr>
<tr>
<td>ACTG 2400 Fundamentals of Taxation                           3</td>
</tr>
<tr>
<td>BMGT 2310 Legal Environments of Business                    3</td>
</tr>
<tr>
<td>BMGT 2310 Legal Environments of Business                    3</td>
</tr>
<tr>
<td>* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *</td>
</tr>
<tr>
<td>Total Hours 14/15</td>
</tr>
</tbody>
</table>
Business Management Technology – minimum 60 hours
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. In addition, students gain experience in accounting and computer applications, which are vital subjects in the modern workplace.

ABM Degree Requirements for Business Management Technology 2015-2016

<table>
<thead>
<tr>
<th>Sample Full-Time Plan of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000 Orientation</td>
</tr>
<tr>
<td>ENGL 1110 College Composition I</td>
</tr>
<tr>
<td>MATH 1180/1200/1320</td>
</tr>
<tr>
<td>BMGT 1010 Business Principles</td>
</tr>
<tr>
<td>CMPT 1100 Computer Information Applications</td>
</tr>
<tr>
<td>* Social Science Elective</td>
</tr>
<tr>
<td><strong>Total Hours</strong> 16</td>
</tr>
</tbody>
</table>

Sophomore Year

| BUAD 2010 Workplace Management | ACTG 1050 Managerial Accounting |
| ACTG 1040 Financial Accounting | BMGT 2020 Human Resource Development |
| BMGT 2110 Managing in a Global Economy | BMGT 2310 Legal Environments of Business |
| BMGT 2700 Managing Diversity in the Workplace | MARS 1010 Marketing Principles |
| * Natural Science Elective | * Humanities Elective |
| **Total Hours** 15 | **Total Hours** 15 |

Computer Network Administration – minimum 60 hours
Computer network administration prepares students for work in the computer networking industry. Students learn about operating systems management, programming, networking fundamentals and computer integration. The course work prepares students for professional certifications for companies like Microsoft, CompTIA and Cisco. The associate degree offers students the fastest track to a successful career.

AAB Requirements for Computer Network Administration 2015-2016

<table>
<thead>
<tr>
<th>Sample Full-Time Plan of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000 Orientation</td>
</tr>
<tr>
<td>ENGL 1110 College Composition I</td>
</tr>
<tr>
<td>CMPT 1110 PC Operating Systems</td>
</tr>
<tr>
<td>MATH 1180/1200/1320</td>
</tr>
<tr>
<td>* Social Science Elective</td>
</tr>
<tr>
<td><strong>Total Hours</strong> 14</td>
</tr>
</tbody>
</table>

Sophomore Year

| CNET 2100 Microsoft Operating Systems | ACTG 1050 Managerial Accounting |
| ACTG 1040 Financial Accounting | BMGT 1500 Workplace Communications |
| CNET 2150 Computer Hardware | CNET 2410 Network Services and Infrastructure |
| BMGT 2700 Managing Diversity in the Workplace | CNET 2300 Linux Operating Systems |
| * Humanities Elective | * Natural Science Elective |
| **Total Hours** 15 | **Total Hours** 16 |
Computer Software Specialist – minimum 60 hours –
Graduates of the computer software specialist degree program are knowledgeable of the most important software packages used in today’s workplace. Along with the ability to produce professional spreadsheets, databases, documents, and presentations, students will gain important communication and decision-making skills.

AAB Requirements for Computer Software Specialist 2015-2016

Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall Semester</th>
<th></th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 1000</td>
<td>Orientation</td>
<td>1</td>
<td>ENGL 2960</td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>College Composition I</td>
<td>3</td>
<td>BMGT 2010</td>
</tr>
<tr>
<td>MATH 1180/1200/1320</td>
<td>3-4</td>
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<td>Managing Diversity in the Workplace</td>
</tr>
<tr>
<td>BMGT 1010</td>
<td>Business Principles</td>
<td>3</td>
<td>CMPT 1440</td>
</tr>
<tr>
<td>CMPT 1430</td>
<td>Microsoft Word</td>
<td>2</td>
<td>CMPT 1410</td>
</tr>
<tr>
<td>* Social Science Elective</td>
<td>3</td>
<td>* Humanities Elective</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Hours</strong></td>
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Sophomore Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th></th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPT 1420</td>
<td>Microsoft Access</td>
<td>2</td>
</tr>
<tr>
<td>ACTG 1040</td>
<td>Financial Accounting</td>
<td>3</td>
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<tr>
<td>CMPT 1600</td>
<td>Internet Design and Publishing</td>
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<tr>
<td>CMPT 1320</td>
<td>Internet and WWW</td>
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<tr>
<td>BMGT 1500</td>
<td>Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td>* Technical Elective</td>
<td>3</td>
<td>* Technical Elective</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Hours</strong></td>
</tr>
</tbody>
</table>

Information Services and Support – minimum 60 hours
Information services and support prepares students for work in the computer industry as software and hardware support professionals, information technology staff and computer technicians. The industry is continually expanding and certain areas will see significant growth in the near future. As uses for computers continue to grow, there will be an increased need for new applications, software and technology.

AAB Degree Requirements for Information Services and Support 2015-2016

Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall Semester</th>
<th></th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 1000</td>
<td>Orientation</td>
<td>1</td>
<td>ENGL 2960</td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>College Composition I</td>
<td>3</td>
<td>BMGT 2700</td>
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<td>MATH 1180/1200/1320</td>
<td>3-4</td>
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<td>Computer Concepts</td>
</tr>
<tr>
<td>BMGT 1010</td>
<td>Business Principles</td>
<td>3</td>
<td>CMPT 1120</td>
</tr>
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<td>CMPT 1100</td>
<td>Microsoft Office Applications</td>
<td>3</td>
<td>CMPT 1410</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>14</strong></td>
<td><strong>Total Hours</strong></td>
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</table>

Sophomore Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th></th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 1040</td>
<td>Financial Accounting</td>
<td>3</td>
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<tr>
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<td>CNET 2200</td>
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<td>CMPT 1440</td>
<td>Microsoft PowerPoint</td>
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<td>BMGT 1500</td>
<td>Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 1420</td>
<td>Microsoft Access Database Appl.</td>
<td>2</td>
</tr>
<tr>
<td>CNET 2150</td>
<td>Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>16</strong></td>
<td><strong>Total Hours</strong></td>
</tr>
</tbody>
</table>
**Pre-Business Administration** – minimum 60 hours
The Associate of Arts in Pre-Business is designed as the first half of the Bachelor of Business Administration degree. It is a general studies associate degree as it contains mostly the general education courses required of all students plus the beginning general business requirements.

<table>
<thead>
<tr>
<th>AA Degree Requirements for Pre-Business Administration 2015-2016</th>
<th>Sample Full-Time Plan of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000 Orientation</td>
<td>ENGL 2960 Organizational Report Writing 3</td>
</tr>
<tr>
<td>ENGL 1110 College Composition I</td>
<td>* Humanities Elective 3</td>
</tr>
<tr>
<td>MATH 1320 College Algebra</td>
<td>MATH 1730 Calculus for Business with Applications 5</td>
</tr>
<tr>
<td>BMGT 1010 Business Principles</td>
<td>ECON 1150 Principles of Macroeconomics 3</td>
</tr>
<tr>
<td>CMPT 1100 Microsoft Office Applications</td>
<td></td>
</tr>
<tr>
<td>* Social Science Elective</td>
<td></td>
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<tr>
<td><strong>Total Hours</strong> 16</td>
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</tr>
<tr>
<td><strong>Sophomore Year</strong></td>
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<tr>
<td>ECON 1200 Principles of Microeconomics</td>
<td>BMGT 2110 Managing in a Global Economy 3</td>
</tr>
<tr>
<td>ACTG 1040 Financial Accounting</td>
<td>ACTG 1050 Managerial Accounting 3</td>
</tr>
<tr>
<td>BUAD 2060 Data Analysis for Business</td>
<td>BUAD 2070 Applications of Statistics 3</td>
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<tr>
<td>BMGT 2700 Managing Diversity in the Workplace</td>
<td>* Natural Science Elective 3</td>
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<tr>
<td>* Natural Science Elective</td>
<td>* Humanities Elective 3</td>
</tr>
<tr>
<td><strong>Total Hours</strong> 15</td>
<td><strong>Total Hours</strong> 15</td>
</tr>
</tbody>
</table>

**Programming and Software Development** – minimum 60 hours
Programming and software development prepares students with a strong foundation of software and database design. The degree features the most popular programming languages and relates them to business and Web applications. As uses for computers continues to grow, there will be a resulting need for new applications, software and technology.

<table>
<thead>
<tr>
<th>AAB Degree Requirements for Programming and Software Development 2015-2016</th>
<th>Sample Full-Time Plan of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000 Orientation</td>
<td>ENGL 2960 Organizational Report Writing 3</td>
</tr>
<tr>
<td>ENGL 1110 College Composition I</td>
<td>BMGT 1500 Workplace Communications 3</td>
</tr>
<tr>
<td>MATH 1180/1200/1320</td>
<td>CMPT 1020 Computer Concepts 4</td>
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<tr>
<td>BMGT 1010 Business Principles</td>
<td>CMPT 1120 Visual Basic Programming 4</td>
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<td>CMPT 1100 Microsoft Office Apps</td>
<td>CMPT 1420 Microsoft Access Database Appl. 2</td>
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<tr>
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<tr>
<td><strong>Sophomore Year</strong></td>
<td></td>
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<tr>
<td>ACTG 1040 Financial Accounting</td>
<td>CNET 2200 Network Technologies 4</td>
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<td>CMPT 2030 C Family Programming</td>
<td>BMGT 2700 Managing Diversity in the Workplace 3</td>
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<tr>
<td>CNET 2150 Computer Hardware</td>
<td>ACTG 1050 Managerial Accounting 3</td>
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</tr>
</tbody>
</table>

The University of Toledo 2015-2016 Catalog – College of Business and Innovation
Intermodal Transportation Technology – minimum 60 hours
This program will help prepare students for a variety of entry level positions with in the transportation fields including truck, air, water and rail. Positions will be available in industries such as manufacturing for larger retails and establishments.

AAB Degree Requirements for Intermodal Transportation Technology 2015-2016
Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 1000</td>
<td>Orientation</td>
<td>ENGL 2960</td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>College Composition I</td>
<td>ACTG 1040</td>
</tr>
<tr>
<td>BMGT 1010</td>
<td>Business Principles</td>
<td>BMGT 2010</td>
</tr>
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<td>CMPT 1100</td>
<td>Microsoft Office Apps</td>
<td>TPDT 1010</td>
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<td>MATH 1200</td>
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<tr>
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<td>Total Hours</td>
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</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>TPDT 2010</td>
<td>Regulation of Transportation</td>
<td>TPDT 2130</td>
</tr>
<tr>
<td>TPDT 2070</td>
<td>Technology Uses in Logistics</td>
<td>TPDT 2210</td>
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<td>BMGT 1500</td>
<td>Workplace Communications</td>
<td>TPDT 2990</td>
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<td>BMGT 2700</td>
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<td></td>
<td>* Natural Science Elective</td>
<td>BUAD 2000</td>
</tr>
<tr>
<td>Total Hours</td>
<td>15</td>
<td>Total Hours</td>
</tr>
</tbody>
</table>

Technical Studies - minimum 60 hours
COBI’s interdisciplinary program in technical studies is useful for students who want to gain technical expertise in more than one discipline. Students must have an approved educational plan in order to be eligible for any A.T.S. program. Students explore their interests in a variety of technical areas, achieve specific career goals and have the opportunity to apply their credits to a bachelor’s degree in Applied Organizational Technology through The College of Business and Innovation.

Degree Requirements minimum 60 hrs.

- English Composition 6 hrs.
- General Education/University CORE Requirements 15 hrs.
  - including Humanities, Social Science, Natural Science, Multicultural and Math areas
- Technical Field #1 15 hrs.
- Technical Field #2 12 hrs.
- Occupational Objective/additional Technical Competence 12 hrs.

Technical Fields and Occupational Objectives must be planned in coordination with an academic adviser in the College of Business and Innovation.
# Sample Plan of Study Technical Studies – Web Design

<table>
<thead>
<tr>
<th>Sample Full-Time Plan of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>BUAD 1000</td>
</tr>
<tr>
<td>ENGL 1110</td>
</tr>
<tr>
<td>* Social Science Elective</td>
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<tr>
<td>BMGT 2700</td>
</tr>
<tr>
<td>CMPT 1100</td>
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<tr>
<td></td>
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<tr>
<td><strong>Total Hours</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Sophomore Year</strong></th>
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</thead>
<tbody>
<tr>
<td>MATH 1180/1200/1320</td>
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<tr>
<td>CMPT 1530</td>
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<td>BMGT 2010</td>
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<tr>
<td>BMGT 2310</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</table>

## Business Minors for Non-Business Students at The University of Toledo

The College of Business and Innovation offers a general minor and seven specialty minors (accounting; business analysis; electronic commerce/information technology; entrepreneurship, family and small business; international business; professional sales and operations/supply chain management) for students in non-business programs at The University of Toledo. These minors are recommended for students who want to enhance their academic programs with business-related course work. Students taking courses in the business minor must meet course prerequisite requirements. These minors are designed specifically for non-business students and should not be confused with the individual minors offered for College of Business and Innovation students. Students can complete a maximum of two minors and may take no more than one course that fulfills the requirements of both minors. Students should contact advisers in the College of Business and Innovation for additional details about the minors and advisers in their college to check on the fit into their curriculum.

## General Minor for Non-Business Students

### Requirements for the General Minor in Business for Non-Business Students
1. A minimum cumulative GPA of 2.25 is required in the following prerequisite courses or their equivalents. A student who does not meet the minimum standards but has at least a cumulative 2.0 in the prerequisites will be reviewed by the College of Business and Innovation on an individual basis.

#### Economics
Select from ECON 1150 and 1200, MIME 2600 or equivalent

#### Mathematics
Select from any UT CORE Math course except statistics

#### Computing
Select from BUAD 1020, CMPT 1100 or approved equivalent

#### Business Statistics
Select from BUAD 2060, MATH 2630, 2600, or equivalent

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2. Eighteen hours are required beyond the prerequisite courses above. A grade of C (2.0) or higher is required in each of the following courses, at least one of which must be at the 3000 level to avoid additional course work:

**Required Foundation Course**

- BUAD 2040  Financial Accounting Information
- OR
- ACTG 1040  Principles of Financial Accounting

**Additional Requirements**

A. Select 3 courses from the following with at least one course at 3000 level to avoid additional coursework. Approved associate degree equivalents courses are shown in ( ). (Prerequisites for selected courses must be fulfilled.):

- BUAD 1010  Introduction to Business (or BMGT 1010)
- BUAD 2050  Accounting for Business (or ACTG 1050)
- BUAD 2070  Application of Statistics in Business Decision Making
- BUAD 2080  Global Environment of Business (or BMGT 2110)
- BUAD 3010  Principles of Marketing
- BUAD 3020  Principles of Manufacturing and Service System
- BUAD 3030  Managerial and Behavioral Processes in Organizations
- BUAD 3040  Principles of Financial Management
- BUAD 3050  Information Technology Management
- BUAD 3470  Legal & Ethical Environment of Business

B. Select **two** additional 3000 or 4000 level courses from the 6 listed above or select two courses at the 3000 or 4000 level from ACCT, FINA, INFS, MGMT, EFSB, IBUS, EBUS, OPMT, HURM, PSLS, BANS, BLAW or MKTG to complete the additional requirements. (Prerequisites for selected courses must be fulfilled.)

C. At least three of the five courses selected to fulfill the additional minor in business requirements must be at the 3000 or 4000 level.

**Accounting Minor for Non-Business Students**

**Program Requirements**
The accounting minor for non-business students requires 16 credit hours. A grade of C (2.0) or higher is required in all courses used to fulfill the accounting minor requirements. Prerequisites for all courses must be fulfilled.

**Required Course: 4 hours**

- ACCT 3110  External Financial Reporting I

Prerequisite: Junior standing; a higher education GPA of 2.750 or higher and a 2.750 or higher GPA in BUAD 2040 and 2050 (or equivalent courses), which must include a grade of C (2.0) or higher in BUAD 2040 and 2050 (or equivalent courses).
Electives: Select four courses from the following: 12 hours

ACCT 3310  Accounting Information Systems and Controls  
Prerequisite: ACCT 3110 with a grade of C (2.0) or better

ACCT 3210  Individual Taxation  
Prerequisite: Junior standing; a higher education GPA of 2.750 or higher and a 2.750 or higher GPA in BUAD 2040 and 2050 (or equivalent courses), which must include a grade of C (2.0) or higher in BUAD 2040 and 2050 (or equivalent courses).

ACCT 3320  Internal Reporting (formerly 4310)

ACCT 3120  External Financial Reporting II  
Prerequisite: ACCT 3110 with a grade of C (2.0) or better

FINA 4080  Intermediate Financial Management  
Prerequisite: BUAD 3040

Business Analysis Minor for Non-Business Students

Program Requirements  
The business analysis minor for non-business students requires 15 hours. Prerequisites for all courses must be fulfilled.

Required Courses: 9 hours

FINA 3080  Managerial Economics (formerly BANS 3060)
FINA 3070  Business Fluctuations and Economic Outlooks (formerly BANS 3070)
OPMT 4450  Forecasting

Electives: Select two courses from the following: 6 hours

EBUS 3090  OPMT3310
FINA 3480  OPMT 3750
FINA 3890  OPMT 4750
FINA 4090  MKTG3880
INFS 3250  PSLS3080

E-Business and Information Technology Applications Minor for Non-Business Students

Program Requirements  
The e-business and information technology applications minor requires basic business computer proficiency (e.g., BUAD 1020, CMPT 1100 or equivalent); MIME 2600 or ECON 1200, or equivalent, Meet all course prerequisites; and 15 credit hours from selected EBUS- and INFS-related courses.
Required: 6 hours

EBUS 3090  E-Commerce and the Networked Economy Prerequisite: junior standing
INFS 3250  Software Applications in Business Prerequisite: junior standing and BUAD 1020 or equivalent

Electives: 9 hours

INFS 3770  Database Management Systems  Prerequisite: junior standing
EBUS 3180  Web Design for Business Communication  Prerequisite: junior standing
INFS 3370  Business Data Communications  Prerequisite: BUAD 3050
MKTG 3260  Global Framework for E-Commerce  Prerequisite: BUAD 2080
MKTG 3280  Internet Marketing  Prerequisite: BUAD 3010
BUAD 3050  Information Technology Management  Prerequisite: junior standing and BUAD 1020 or equivalent
INFS 3980  Special Topics in Information Systems

Entrepreneurship, Family, and Small Business Minor for Non-Business Students

Prerequisites for all courses must be fulfilled.

Required Business Courses: 15 hours

EFSB 3500  Introduction to Entrepreneurship
BUAD 2040  Financial Accounting  OR ACTG 1040  Principles of Financial Accounting
EFSB 3480  Entrepreneurial Finance
EFSB 4590  Entrepreneurship & Small Business Management
EFSB 4010  Growing Family & Entrepreneurship Business

Business Elective: Select one from the following: 3 hours

BUAD 3010  Principles of Marketing
EFSB 4690  Technology Commercialization
EFSB 4790  Franchising

International Business Minor for Non-Business Students

Program Description:
The international business minor for non-business students requires 18 to 21 hours of business courses (including international business electives). Prerequisites for all courses must be fulfilled.

I. Required Course in Economics:
Select from ECON 1150 and ECON 1200 OR MIME 2600 or equivalent
(These are not business course hours and do not count toward the 18 to 21 hours of business courses required in the program)

II. Required Business Courses: 9 hours
BUAD 2080  Global Environment of Business  Prerequisite: Sophomore standing
AND

Select two courses from the following: 6 hours

BUAD 3010  Principles of Marketing
Prerequisite: ECON 1200 Or MIME 2600, Junior standing
BUAD 3030  Managerial and Behavioral Processes in Organizations
Prerequisite: Junior standing
BUAD 3040  Principles of Financial Management
Prerequisite: BUAD 2040 Financial Accounting Information

III. International Business Electives: 9 hours
Select at least two courses from the following:

IBUS 3600  International Management
Prerequisite: BUAD 3030, Junior standing
MKTG 3140  International Marketing
Prerequisite: BUAD 3010
FINA 3500  International Finance
Prerequisite: BUAD 3040

If needed, select additional hours from the following:

IBUS 3150  Understanding Cultural Differences in Business
Prerequisite: Junior standing
IBUS 4100  Study Abroad Program*
Prerequisite: Permission of Chair and Faculty
IBUS 4180  North American Business Practices
Prerequisite: Junior standing
MKTG 3260  Global Framework for E-commerce
Prerequisite: Junior standing
MKTG 4220  International Sourcing, Logistics, and Transportation
Prerequisite: BUAD 2080
BLAW 3670  International Business Law
Prerequisite: BUAD 3030

* Subject to approval of departmental chair or IB faculty adviser

Professional Sales Minor for Non-Business Students

Required Courses:
Economics: 3 hours
Select from MIME 2600 or ECON 1200 3

Required Business Courses: 12 hours
BUAD 3010  Principles of Marketing
PSLS 3440  Sales
PSLS 3450  Account and Territory Management
PSLS 4740  Advanced Sales

Business Elective: Select one from the following: 3 hours
PSLS 3080  Purchasing and Business Relationship Management
PSLS 4710  Sales Force Leadership
Operations Management/Supply Chain Management for Non-Business Students

Program Requirements
Students must complete statistics and BUAD 3020 or equivalent as prerequisite and 15 credit hours.

MKTG 3130  Introduction to Supply Chain Management
EBUS 3090  E-Commerce and the Network Economy
OPMT 3660  Materials Management and Purchasing
OPMT 3340  Quality Management
OPMT 3610  Production Planning and Control
MKTG 4220  Logistics and Transportation
OPMT 4420  Service Operations Management

Recommended for operations management track: OPMT 3340, 3610 and 3660 and any other two courses from above list
Recommended for supply chain management track: MKTG 3130, EBUS 3090, OPMT 3660 and 4220, and one other course from above list

Marketing for Non-Business Students - pending Faculty Senate Approval –2015

Workplace Certificates – Non-Degree Granting Programs
While not an official academic designation on a transcript, these workplace certificates have credit-bearing courses which appear on an official transcript and give added value to career goals. Coursework may also be applied to future degree programs. Review of these scenarios must be discussed with a COBI academic adviser.

Requirements:

- Accounting Technology - 6 courses - 17 hours
  ACTG 1040  Principles of Financial Accounting
  ACTG 1050  Principles of Management Accounting
  ACTG/CMPT 1200 QuickBooks
  ACTG 2100  Intermediate Accounting I
  ACTG 2400  Fundamentals of Taxation
  CMPT 1410  Microsoft Excel Spreadsheet

- Business Management Technology - 5 courses - 15 hours
  BMGT 1010  Business Principles
  BMGT 1540  Organizational Behavior
  BMGT 2010  Workplace Management
  BMGT 2020  Human Resource Development
  BMGT 2110  Managing in a Global Economy

- Computer Network Administration - 5 courses - 17 hours
  CMPT 1110  PC Operating Systems
  CNET 2100  Microsoft Operating Systems
  CNET 2150  Computer Hardware
  CNET 2200  Network Technologies
  CNET 2400  Network Operating Systems Support
- **Computer Software Specialist - 7 courses - 15 hours**
  - CMPT 1410  Microsoft Excel Spreadsheets
  - CMPT 1420  Microsoft Access Database Applications
  - CMPT 1430  Microsoft Word
  - CMPT 1440  Microsoft PowerPoint Presentations
  - CMPT 2410  Adobe InDesign Desktop Publishing
  - CMPT 2430  Advanced Microsoft Word
  - CMPT 2460  Advanced Microsoft Excel Spreadsheets

- **Financial Planning - 5 courses - 15 hours**
  (BUAD 2040/ACTG 1040 is also required, if not previously taken, as a prerequisite)
  - Required – 3 courses
    - FINA 3600  Risk Management
    - FINA 3610  Life and Health Insurance
    - FINA 4890  Financial and Estate Planning
  - Electives – select 2 courses
    - BUAD 3040 – Required if student has not taken Financial Principles,
    - FINA 3480  Investments
    - FINA 4090  Financial Markets and Institution
    - PSLS 3440  Professional Sales

- **Information Services and Support - 5 courses - 15 hours**
  - CMPT 1020  Computer Concepts
  - CMPT 1410  Microsoft Excel Spreadsheet Applications
  - CMPT 1420  Microsoft Access Database Applications
  - CNET 2150  Computer Hardware
  - CNET 2200  Network Technologies

- **Programming and Software Development - 4 courses - 15 hours**
  - CMPT 1020  Computer Concepts
  - CMPT 1120  Application Programming
  - CMPT 2030  C-Family Programming
  - CNET 2150  Computer Hardware

- **Real Estate - 5 courses - 15 hours**
  (BUAD 2040/ACTG 1040 is also required if not previously taken)
  - Required – 3 courses
    - FINA 3660  Real Estate Principle, Practices, and Finance
    - FINA 3670  Real Estate Evaluation
    - FINA 3680  Real Estate Law, Insurance, and Taxes
  - Electives – select 2 courses
    - BUAD 3040 – Required if student has not taken Financial Principles,
    - FINA 3480  Investments
    - FINA 4090  Financial Markets and Institution
    - PSLS 3440  Professional Sales

- **Web Design - 6 courses - 16 hours**
  - CMPT 1320  Internet & World Wide Web
  - CMPT 1400  Dreamweaver Web Page Development
  - CMPT 1500  Flash Web Animation
CMPT 1600  Internet Design & Publishing  
CMPT 1700  Podcasting, Vodcasting & Blogging  
CMPT 2620  Web Site Maintenance  

- **Digital Marketing (post baccalaureate) - 5 courses - 15 hours**  
  Required – 3 courses  
  MKTG 3280  Internet Marketing  
  MKTG 3260  Mobile Commerce & Marketing  
  EBUS 4150  E-Commerce Business Models and Project Management  
  Electives – select 2 courses  
  BUAD 3010 – Required if student has not taken Marketing Principles  
  EBUS 4040  E-Commerce Intelligence Management  
  MKTG 3690  Principles of Integrates Marketing Communications  
  MKTG 3850  Buyer Behavior and Relationship Marketing  
  MKTG 4980  Contemporary Topics in Digital Marketing  

- **Consultative Sales (post baccalaureate) - 5 courses - 15 hours**  
  Required – 3 courses  
  PSLS 3440  Professional Sales  
  PSLS 3450  Account and Territory Management  
  PSLS 3080  Purchasing  
  Electives – select 2 courses  
  BUAD 3010 – Required if student has not taken Marketing Principles  
  PSLS 4710  Sales Leadership  
  PSLS 4500  International Sales  
  MKTG 4540  Business Marketing