College of Business and Innovation
2016-2017 Undergraduate Catalog

Administration

Gary Insch, Dean
(419) 530-2558

Anand S. Kunnathur, Executive Associate Dean for Graduate Programs, Research and Grant Development
(419) 530-5644

Terribeth Gordon-Moore, Senior Associate Dean and Director of Undergraduate Programs and Administration
(419) 530-4376

Barb Robertson, Director of Student Academic Success
(419) 530-2087

Academic Departments

Accounting (419) 530-2277
Chair: Dr. Hassan HassabElnaby (419) 530-2780

Applied Organizational Technology (419) 530-3246
Chair: Mr. Jeff Osthimer (419) 530-3357

Finance (419) 530-2436
Chair: Dr. Özcan Sezer (419) 530-2367

Information Operations Technology Management (419) 530-2420
Chair: Dr. P.S. Sundaraghavan (419) 530-2456

Marketing and International Business (419) 530-2098
Chair: Dr. Thomas Sharkey (419) 530-2285

Management (419)-530-2366
Chair: Dr. Sonny Ariss (419) 530-4060
Academic Support Services

Office of Student Retention and Academic Success (Student Services)
Savage & Associates Business Complex Suite 3130
Phone: 419.530.2087     Fax: 419.530.5353
COBladvising@utoledo.edu

Barb Robertson, Director of Student Academic Success
barb.robertson@utoledo.edu

Deborah A. Jones, Academic Initiatives/Transfer & Partnership Programs
deborah.jones2@utoledo.edu

Jennifer McDowell Tharpe, Academic Initiatives/Internal Processes & Honors Specialist
jennifer.mcdowell@utoledo.edu

Whitney Walker, Academic Initiatives/Internal Processes
whitney.walker2@utoledo.edu

Jessica Weigle, Academic Initiatives/Online Learning & 2 yr. Programs
jessica.weigle@utoledo.edu

Darlene Stevens, Enrollment Management Specialist
darlene.stevens@utoledo.edu

Carole Sedlock, Student Services Coordinator 2
carole.sedlock@utoledo.edu

Business Career Programs (BCP)
Savage & Associates Business Complex Suite 4120
Phone: 419.530.5400     Fax: 419.530.7744

Terribeth Gordon-Moore, Senior Associate Dean and Director of Undergraduate Programs and Administration
Terribeth.gordon@utoledo.edu

Craig Turner, Career Recruiter/Advisor
craig.turner@utoledo.edu

Carol Stamm, Employer Relations/Job Development Specialist - MBA, MSA, EMBA & Alumni
carol.stamm@utoledo.edu

Alison Devolder, Secretary 2
alison.devolder@utoledo.edu
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. Students must select at least one of the thirteen areas/majors listed below.

- Accounting
- Electronic Commerce / Digital Marketing
- Entrepreneurship, Family, & Small Business
- Finance
- Financial Services
- General Management
- Human Resource Management
- Information Systems
- International Business
- Marketing
- Operations & 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
- Information Services and Support
- Pre-Business (2+2 with BBA)
- Programming and Software Development
- Technical Studies - General as well as a Graphic & Web Design option. Only one degree in Technical Studies will be awarded

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 pre-requisites 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 with a minimum 20 ACT in Math or a minimum 990 SAT with a 480 Math subscore.

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 additional to the 60 hours, a student must have earned a minimum GPA of 2.25 in the following courses: BUAD 1010, 1020, 2030, 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 COBI Student Services 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>

UT Policy - Class Rank

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 through the myUT portal.

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 Registrar’s Office in conjunction with the College of Business and Innovation and other related colleges after the student has submitted official transcripts from all colleges/universities attended and has been accepted by the university. 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 (Student Services) assists in the evaluation of business coursework based on course equivalencies determined by the appropriate academic unit as coordinated through the Registrar’s Office. 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 for any of the CORE Business courses, 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 COBI Student Services 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/COBISTudentResources.asp](http://www.utoledo.edu/business/COBI/COBICCD/COBISTudentResources.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.

Multiple associate degrees may be awarded, but only one ATS, Technical Studies, degree will be awarded.

**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

Note: A student may be suspended if the student falls below a cumulative GPA of 2.0 for two consecutive semesters after attempting more than 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 Policies

- 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 125 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  Business Statistics and Analytics (*)
- BUAD 2080  Global Environment of Business (*) (or course equivalent)

Upper Division Curricular Requirements

All students make formal application for admission to the upper division beginning one semester prior to 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 (*)
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 125 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 may 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 125 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. Only one BBA will be awarded.

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.

Digital Marketing (formerly Electronic Commerce) — pending final approval of course title and program modifications
Irena Pentina, departmental mentor

The digital marketing specialization provides students with the managerial and technical skills for successful careers in the networked economy including Web design and maintenance as well as a study of business intelligence management in an e-commerce environment, including the use of data mining and warehousing tools for market analysis and business decision supports. These 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  Doing Business Digitally (E-Commerce and the Networked Economy)
EBUS 3180  Web Design and Data Analytics (Web Design for Business Communication)
EBUS 4040  Digital Business Intelligence (E-Commerce Intelligence Management)
EBUS 4150  Social Media Marketing (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 4590 Entrepreneurship and Small Business Management
EFSB 4010 Growing Family and Entrepreneurial Businesses
EFSB 4690 Innovation and Technology Commercialization
EFSB 4790 Franchising
or PSLS 3440 Professional Sales
BLAW 3570 Laws of Structuring and Operating a Business

Additionally, EFSB 4940 - Internship, or a 3000/4000 level business elective is the 7th course in the major requirement.

Finance
Ozcan 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 as well as their FINA courses and complete a total of 7 courses/21 hours in the area of specialization. Neither FINA 2000 nor 3060 may count toward credit for the FINA major.

Program Requirements
Corporate Finance major –

Required Courses: 4 courses/ 12 hours
FINA 3480 Investments
FINA 4080 Intermediate Corporate Finance
FINA 4090 Financial Markets and Institutions

Select one required course from:
FINA 3890 Financial Modeling with Excel
FINA 4100 Security Analysis & Portfolio Management
FINA 4200 Fixed-Income Securities
FINA 4340 Derivatives, Securities & Markets
FINA 4670 Advanced Corporate Finance
Elective Courses: 3 courses/9 hours
FINA 3070  Business Fluctuations and Outlooks (BANS 3070)
FINA 3080  Management Economics (BANS 3060)
FINA 3500  International Business Finance
FINA 3600  Risk Management
FINA 3890  Financial Modeling with Excel (if not selected as a required course)
FINA 4100  Security Analysis & Portfolio Management (if not selected as a required course)
FINA 4200  Fixed-Income Securities (if not selected as a required course)
FINA 4340  Derivatives, Securities & Markets (if not selected as a required course)
FINA 4480  Student Managed Portfolio – with departmental approval
FINA 4670  Advanced Corporate Finance (if not selected as a required course)
FINA 4900  Special Topics
FINA 4940  Finance Internship – 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.

The majors consist of 7 required and elective courses beyond BUAD 3040, to equal 21 hours. Neither FINA 2000 nor 3060 may count toward credit for the FINA major.

Program Requirements
Financial Services major –
Required Courses: 3 courses/9 hours
FINA 3480  Investments
FINA 4090  Financial Markets and Institutions
PSLS 3440  Professional Sales

Elective Courses: 4 course/12 hours
Recommended courses for Insurance and Financial Planning:
FINA 3600  Risk Management
FINA 3610  Life and Health Insurance
FINA 4890  Estate Planning
FINA 4900  Special Topics – Series 7

Additional elective options:
FINA 3660  Real Estate Principles
FINA 3670  Real Estate Valuation
FINA 3680  Real Estate Law Insurance & Taxes
FINA 3890  Financial Modeling with Excel
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
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 3480 Entrepreneurial Finance
EFSB 4590 Entrepreneurship and Small Business Management
EFSB 4690 Innovation and Technology Commercialization
EFSB 4790 Franchising
EFSB 4940 Entrepreneurship Internship (with departmental approval)
HURM 3220 Human Resource Management
HURM 4250 Performance Management for Individuals and Teams (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 (HURM 3630)
MGMT 3770 Ethics in Leadership and Management
MGMT 3910 Research in Management (with departmental approval)
MGMT 4210 Leading and Managing Organizational Improvement
MGMT 4880 Sports Leadership (previously offered under MGMT 4900)
MGMT 4330 Organizational Leadership and Management Practicum
MGMT 4780 Leadership & Managerial Competencies
MGMT 4900 Contemporary Issues in Management
MGMT 4940 Management Internship (with departmental approval)

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  OSCM  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 (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.

Program Requirements
Required Courses: 9 hours
- INFS 3150 Business Application Development I
- INFS 3770 Data Base Management Systems
- INFS 4510 Systems Analysis & Design

Electives: choose four from the following – 12 hours
Any additional INFS elective

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**

- IBUS 3600  International Management
- IBUS 4360  Global Business Strategies
- MKTG 3140  International Marketing
- FINA 3500*  International Finance
  
*Students may replace this course with MKTG 4220 with departmental approval.

**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
- PSL 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 specialization 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 will acquire the knowledge and skills to manage people and resources. They are given a broad overview of operations from product design, process selection, TQM, production planning and scheduling, will understand sourcing, industrial marketing, logistics, transportation, quality, information systems, as well as emerging practices in supply chain management and e-commerce.  

**Program Requirements**  

**Operations & Supply Chain Mgmt Required Courses: 9 hours (3 courses)**  
OSCM 3340  Quality Management & Process Improvement  
OSCM 3610  Operations Planning and Control  
OSCM 3660  Strategic Sourcing  

**Elective Courses: 12 hours (4 courses)**  
MKTG 3130  Supply Chain Management  
MKTG 4220  International Sourcing, Logistics, and Transportation  
OSCM 4420  Service Operations Management  
OSCM 4760  Simulation Modeling and Analysis of Manufacturing/Service Systems  
OSCM 4940  Internship  
OSCM 4150  Supply Chain Analytics and Cases  
OSCM 4210  Project Management  
OSCM 4450  Business Forecasting  
OSCM 4980  Contemporary Topics in OSCM  
INFS 4980  Contemporary Topics in INFS
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 courses: 21 hours
PSLS 3080  Purchasing & Business Relationship Management
PSLS 3440  Professional Sales
PSLS 3450  Account & Territory Management
PSLS 4710  Sales Force Leadership
PSLS 4740  Advanced Sales
MKTG 4540*  Business Marketing
Or
PSLS 4500*  International Sales Negotiation
*Select one from these two courses. Dual majors may also be able to utilize another course from their other major.
PSLS 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
As part of the 10 course required in the area of specialization requirement in the BBA degree, students complete 3 junior/senior level Business electives or a 3 courses toward an approved Business minor in addition to the 7 courses required in their major. A second Business minor may be completed with 9 additional hours.

The following minors are **ONLY** available for College of Business and Innovation students. The only exception to this is for engineering students in the BS Information Technology major. Since this is a shared program with the College of Business, students are treated as Business majors for the purpose of selecting a business minor. 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 beginning with ACCT 3110.

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

Digital Marketing (Electronic Commerce)
**Required Courses:**
- EBUS 3090 Doing Business Digitally (E-Commerce and the Networked Economy)
- EBUS 3180 Web Design and Data Analytics (Web Design for Business Communication)

**Elective: Choose one of the following**
- EBUS 4040 Digital Business Intelligence (E-Commerce Intelligence Management)
- MKTG 3280 Internet Marketing
- INF3380 Web Application Development I
- EBUS 4150 Social Media Marketing (E-Com. Bus Models/Proj Mgmt) (with dept. approval)
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  FINA 4900  (PSLS 3440 with dept approval)

Information Systems

Required course:
- INFS 3150  Business Application Development I

Any two additional electives:
- INFS 3380  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 4130  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:
OSCM 3340  Quality Management
OSCM 3610  Production Planning and Scheduling
OSCM 3660  Materials Management and Purchasing
OSCM 4760  Simulation Modeling or OSCM substitution

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
OSCM 3340  Quality Management
OSCM 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.

<table>
<thead>
<tr>
<th>The University of Toledo College of Business and Innovation BS in Information Technology Degree Requirements 2016-2017</th>
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</thead>
<tbody>
<tr>
<td><strong>Sample Full-Time Plan of Study</strong></td>
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<table>
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<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<td><strong>Freshman Year</strong></td>
<td><strong>Freshman Year</strong></td>
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<tr>
<td>BUAD 1000 Orientation</td>
<td>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>
<td>* Intro to Social Science Elective</td>
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<tr>
<td>ECON 1150 Intro to Macro Economics</td>
<td>* Social Science Lecture</td>
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<tr>
<th>Sophomore Year</th>
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<tr>
<td>ENGT 2500 Tech Project Mgmt</td>
<td>CSET 1200 GUI Programming</td>
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<td>BUAD 2040 Financial Accounting Info</td>
<td>BUAD 2050 Accounting for Decision Making</td>
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<tr>
<td>ITEC 3100 Small Computer Systems</td>
<td>CSET 2200 PC &amp; Industrial Networks</td>
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<tr>
<td>* Humanities</td>
<td>* Humanities/PC-Non-Western</td>
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<td>* Multicultural U.S. Diversity</td>
<td>* Communication Elective</td>
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<th>Junior Year</th>
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<tr>
<td>ENGT 3010 Appl Statistics and DOE</td>
<td>CSET 3250 Client Side Scripting</td>
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<tr>
<td>CSET 3100 Adv Website Design</td>
<td>CSET 3300 Database Driven Websites</td>
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<tr>
<td>CSET 3200 Client Server Computing</td>
<td>CSET 3400 Unix System Admin./Tech Elective</td>
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<td>INFS 3770 Database Mgmt Systems</td>
<td>BUAD 3030 Managerial &amp; Behavioral Proc.</td>
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<tr>
<td>BUAD 3050 Information Technology Mgmt.</td>
<td>INFS 4300 Dist. Sys &amp; Web Design</td>
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<td><strong>Total Hours</strong> 16</td>
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<th>Senior Year</th>
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<tr>
<td>CSET 4100 CGI Prog w/ Perl &amp; Java</td>
<td>CSET 4250 Applied Program Languages</td>
</tr>
<tr>
<td>CSET 4150 Web Server Administration</td>
<td>CSET 4510 Systems Analysis &amp; Design</td>
</tr>
<tr>
<td>BUAD 3020 Manufacturing and Service Systems</td>
<td>BUAD 3040 Prin. of Financial Mgmt./Tech Elect.</td>
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<tr>
<td>BUAD 3010 Principles of Marketing/Tech Elect.</td>
<td>* Natural Science Lecture</td>
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<tr>
<td><strong>Total Hours</strong> 16</td>
<td><strong>Total Hours</strong> 16</td>
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</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 120 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 in to 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
     - Diversity - non-U.S. (non-western): 3 hrs

2. General Business Focus
   A. Prerequisites:
      - BUAD 2060 or statistics equivalent: 3 hrs
      - BUAD 1020 or computing 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.

   B. Required Foundation Course:
      - BUAD 2040**: Financial Accounting Information: 3 hrs
      - OR
      - ACTG 1040**: Principles of Financial Accounting: 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**: Business Statistics and Data Analytics: 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, OSCM, 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 the indicated (**) courses with a minimum grade of C (2.0).

3. Upper Level Courses
24 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. Some course exceptions to meet career goals may be considered upon appeal to the Dean’s Office through your academic adviser in COBI Students Services.

• 12 hours of the 24 upper level hours must be from the Colleges of Arts & Letters and Natural Sciences and Mathematics.

• An additional 12 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 Arts & Letters and Natural Sciences and Mathematics with the proper selection of classes.

4. Additional courses/credit hours may be necessary to make up the difference toward the minimum 120 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 meet all requirements and 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. While multiple associate degrees may be completed (with the exception of only one ATS degree), each subsequent associate degree must include a minimum 15 credit hours that were not previously used toward another degree program. All of the associate degrees are offered in a distance learning/online format. Many of the major courses are not available in-person. Please consult the Office of Student Retention and Academic Success and Fall 2016 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 2016-2017</th>
<th>Sample Full-Time Plan of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Spring Semester</td>
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<tr>
<td>BUAD 1000 Orientation</td>
<td>1 ENGL 2960 Organizational Report Writing 3</td>
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<td>ENGL 1110 College Composition I</td>
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<td>CMPT 1100 Computer Information Application</td>
<td>3 BMGT 1500 Workplace Communications 3</td>
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<tr>
<td>BMGT 1010 Business Principles</td>
<td>3 MATH 1180/1200/1320 3-4</td>
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<td>ACTG 1040 Financial Accounting</td>
<td>3 CMPT 1410 Microsoft Excel 2</td>
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<th>Spring Semester</th>
</tr>
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<tbody>
<tr>
<td>ACTG/CMPT 1200 QuickBooks 3</td>
<td>ACTG 2100 Intermediate Accounting 3</td>
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<tr>
<td>ACTG 2300 Cost Accounting 3</td>
<td>ACTG 2400 Fundamentals of Taxation 3</td>
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<td>BMGT 2310 Legal Environments of Business 3</td>
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</table>

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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 2016-2017

#### Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>BUAD 1000</td>
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<td>ENGL 1110</td>
<td>College Composition I</td>
<td>3 BMGT 1500 Workpace Communications</td>
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<td>MATH 1180/1200/1320</td>
<td>3-4 BMGT 1540 Organizational Behavior</td>
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<td>Business Principles</td>
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<td>Computer Information Applications</td>
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<tr>
<td>BMGT 2010</td>
<td>Workplace Management</td>
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<td>3 BMGT 2020 Human Resource Development</td>
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</table>

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.

### AAB Requirements for Computer Network Administration 2016-2017

#### 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>
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<td>PC Operating Systems</td>
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<tr>
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</table>
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 2016-2017

#### Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th></th>
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<td>CMPT</td>
<td>1420 Microsoft Access</td>
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<td>1420 Microsoft Access</td>
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<tr>
<td>CMPT</td>
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<td>CMPT</td>
<td>1420 Microsoft Access Database Appl.</td>
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<td>CNET</td>
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<td><strong>Total Hours</strong> 15</td>
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</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.

### AAB Degree Requirements for Information Services and Support 2016-2017

#### Sample Full-Time Plan of Study

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<td><strong>Freshman Year</strong></td>
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<td>CMPT</td>
<td>1100 Microsoft Office Applications</td>
<td>3</td>
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<td><strong>Total Hours</strong> 16</td>
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<td>CMPT</td>
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<tr>
<td></td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>Total Hours</strong> 15</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.

### AA Degree Requirements for Pre-Business Administration 2015-2016

#### 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>Sophomore Year</strong></td>
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<tr>
<td>BUAD 1000 Orientation</td>
<td>ENGL 2960 Organizational Report Writing 3</td>
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<td>ENGL 1110 College Composition I</td>
<td>* Humanities Elective 3</td>
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<td>MATH 1320 College Algebra</td>
<td>MATH 1730 Calculus for Business with Applications 5</td>
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<td>ECON 1150 Principles of Macroeconomics 3</td>
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<td><strong>Total Hours 16</strong></td>
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<tr>
<td>ECON 1200 Principles of Microeconomics</td>
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<td>BUAD 2060 Data Analysis for Business</td>
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<tr>
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</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.

### AAB Degree Requirements for Programming and Software Development 2015-2016

#### 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>Sophomore Year</strong></td>
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<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>
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<td>CMPT 1020 Computer Concepts 4</td>
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<td>CMPT 1120 Visual Basic Programming 4</td>
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<tr>
<td><strong>Total Hours 16</strong></td>
<td><strong>Total Hours 15</strong></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 – Graphic & Web Design

<table>
<thead>
<tr>
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<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
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<tbody>
<tr>
<td>BUAD 1000</td>
<td>Orientation</td>
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<th>Spring Semester</th>
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<tr>
<td>MATH 1180/1200/1320</td>
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<td>Beginning Adobe Illustrator</td>
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<tr>
<td><strong>Total Hours</strong></td>
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Business Minors for Non-Business Students at The University of Toledo

The College of Business and Innovation offers a general minor and eight specialty minors (accounting; business analysis; electronic commerce/information technology; entrepreneurship, family and small business; international business; marketing; 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 course requirements of business minors and contact advisers in their home college to determine how the business minor will fit into their degree 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

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**  Business Statistics and Data Analytics
BUAD 2080  Global Environment of Business (or BMGT 2110)
BUAD 3010**  Principles of Marketing (or MARS 1010)
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 (or BMGT 2310)

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, OSCM, 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.

Prerequisites for an MBA can also be fulfilled by completing the indicated (**) courses with a minimum grade of C (2.0).

**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

ACCT 3110 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) and a co-requisite or pre-requisite of ACCT 3110.

ACCT 3320  Internal Reporting
Prerequisite: ACCT 3110 with a grade of C (2.0) or better
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 with a grade of C (2.0) or better

**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. A grade of “C” (2.00) or higher is required in all courses.

**Required Courses: 9 hours**

- FINA 3080  Managerial Economics (BANS 3060)
- FINA 3070  Business Fluctuations and Economic Outlooks (BANS 3070)
- OPMT 4450  Forecasting or approved substitution

**Electives: Select two courses from the following: 6 hours**

- FINA 3480  EBUS 3090
- FINA 3590  MKTG3880
- FINA 4090  PSLS3080
- INFS 3250

**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. A grade of “C” (2.00) or higher is required in all courses.

**Required: 6 hours**

- EBUS 3090  Doing Business Digitally/ 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. A grade of “C” (2.00) or higher is required in all courses.

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. A grade of “C” (2.00) or higher is required in all courses.

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
Prerequisites: 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBUS 3600</td>
<td>International Management</td>
<td>Prerequisite: BUAD 3030, Junior standing</td>
</tr>
<tr>
<td>MKTG 3140</td>
<td>International Marketing</td>
<td>Prerequisite: BUAD 3010</td>
</tr>
<tr>
<td>FINA 3500</td>
<td>International Finance</td>
<td>Prerequisite: BUAD 3040</td>
</tr>
</tbody>
</table>

If needed, select additional hours from the following, pending availability:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBUS 3150</td>
<td>Understanding Cultural Differences in Business</td>
<td>Prerequisite: Junior standing</td>
</tr>
<tr>
<td>IBUS 4100</td>
<td>Study Abroad Program*</td>
<td>Prerequisite: Permission of Chair and Faculty</td>
</tr>
<tr>
<td>IBUS 4180</td>
<td>North American Business Practices</td>
<td>Prerequisite: Junior standing</td>
</tr>
<tr>
<td>MKTG 3260</td>
<td>Global Framework for E-commerce</td>
<td>Prerequisite: BUAD 2080</td>
</tr>
<tr>
<td>MKTG 4220</td>
<td>International Sourcing, Logistics, and Transportation</td>
<td>Prerequisite: Junior standing</td>
</tr>
<tr>
<td>BLAW 3670</td>
<td>International Business Law</td>
<td>Prerequisite: BUAD 3030</td>
</tr>
</tbody>
</table>

* Subject to approval of departmental chair or IB faculty adviser

### Marketing for Non-Business Students
The marketing minor for non-business students requires 18 hours. Prerequisites for all courses must be fulfilled. A grade of “C” (2.00) or higher is required in all business courses.

**Required Course:**

**Economics Pre-requisite: 1 course/3 hours**
Select from ECON 1200 or MIME 2600

**Required Marketing Courses: 2 courses/6 hours**

- BUAD 3010 Principles of Marketing
- MKTG 3850 Buyer & Relationship Behavior

**Marketing Electives: Select 3 from the following: 9 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 3140</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MKTG 3280</td>
<td>Internet Marketing</td>
</tr>
<tr>
<td>MKTG 3690</td>
<td>Principles of Marketing Communication</td>
</tr>
<tr>
<td>MKTG 4110</td>
<td>Sports Marketing</td>
</tr>
<tr>
<td>MKTG 4540</td>
<td>Business Marketing</td>
</tr>
<tr>
<td>PSLS 3440</td>
<td>Professional Sales</td>
</tr>
</tbody>
</table>
Professional Sales Minor for Non-Business Students

Program Requirements
The professional sales minor for non-business students requires 15 hours. Prerequisites for all courses must be fulfilled. If a student elects to take BUAD 3010 as an elective, ECON 1200 or MIME 2600 is required as an additional pre-requisite. A grade of “C” (2.00) or higher is required in all courses.

Required Business Courses: 9 hours
PSLS 3440  Sales
PSLS 3450  Account and Territory Management
PSLS 4740  Advanced Sales

Business Elective: Select two from the following: 6 hours
BUAD 3010  Principles of Marketing
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  Doing Business Digitally / 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

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