UNIVERSITY COLLEGE

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UNIVERSITY COLLEGE

Divisions of University College

University College consists of three divisions designed and organized to address the University's goals of delivering high-quality academic programs, student support services and academic outreach. A brief description of each unit is presented below. For more information about the divisions/centers, visit the Web site at *http://www.ucollege.utoledo.edu*

Division of Degree and Special Programs

Dr. Dennis S. Lettman, associate dean

The division of degree and special programs houses the credit programs within University College. Bachelor's degrees are awarded by the department of interdisciplinary and special programs in the areas of individualized programs, adult liberal studies (ALS) and administrative services. Associate's degrees in business and computers are awarded through the department of business technology. Academic skills enhancement courses are provided through the division to students of all UT colleges as needed.

Division of Student Access and Success

Dr. Dennis S. Lettman, associate dean

The division of student access and success offers a wide range of academic and student services that enable students to formulate and achieve their academic, personal and career goals. The division houses many special services for students such as tutoring, academic advising, career counseling and life planning, testing and assessment, special enrollment programs for senior citizens, and specialized workshops and seminars. The division serves students who:

- Are adults who have been out for school for a while and need support in adjusting to college-level studies.
- Need assistance in changing majors or becoming qualified for a new major.
- Do not yet meet the academic requirements for admission into their chosen majors.
- Need refreshing or strengthening of their basic academic skills.

Division of Outreach and Engagement

Mary Jo Waldock, associate dean

As a major metropolitan university with a commitment to strong engagement with its communities, the University has formed a comprehensive outreach and community engagement function housed in the division of outreach and engagement of University College. Here the University's professional outreach staff joins with UT's eight colleges and area agencies, industries and individuals to provide wide-ranging academic programs and service support for professional and personal development.

Units of the Division of Outreach and Engagement

Community and Economic Development develops innovative partnerships with local, regional and national agencies and organizations toward more effective University roles in community and economic development.

Continuing Education supports our community's lifelong learning needs. This division provides access to high-quality instruction developed by The University of Toledo's colleges, divisions and departments. Here you'll connect with programs for youth, academic, physical and social development, continuing professional development for licensed and other regulated occupations, adult education, customized training, computer and technical training, and special institutes, certificate programs, and workshops.

SkillsMAX Center, through the Ohio Board of Regent's Enterprise Ohio Network, provides organizations with more than 400 nationally normed job-related assessments, as well as custom-designed job profiles and assessments to improve hiring decisions, retention, productivity, employee development, performance management, and succession planning.

Workforce Development, in partnership with northwest Ohio's network of educational institutions and workforce development agencies, helps The University of Toledo respond to our community's workforce development needs by drawing on UT's intermediate- and advanced-level education and training capabilities, specialized assessment tools, and technical facilities.

Workplace Credit Programs delivers quality UT courses and programs of study on-site to employers and employees. The division also houses a variety of workforce development initiatives to ensure a close link of our academic programs with the needs of the workplace.

Degrees Offered

University College offers bachelor's and associate's degrees. University College addresses the unique educational needs of students through special programs or individualized plans of study. Students seeking degrees through University College regularly meet with college advisers to develop plans of study.

The following degrees are offered through University College: bachelor of arts (individualized programs and ALS); bachelor of science (individualized programs and administrative services); associate of applied business (computer software specialist technology, administrative office technology - legal secretarial major, business management technology, business management technology - accounting major, information services and support, computer network administration, programming and software development, marketing and sales technology); associate of arts (prebusiness administration); and associate of technical studies (interdisciplinary studies for technical programs such as digital imaging and Web design).

General information on admission requirements for first-year (new) students is found in the General Section of this catalog.

Special Admission Requirements

Students must have a minimum 2.00 grade point average (GPA) for direct admission into a baccalaureate program in University College. In addition, students can be admitted to University College's individualized programs or administrative services degree programs when they have earned 20 semester hours (or 30 quarter hours) of academic credit from an accredited school. Adults who are 25 or older may enter the ALS program without this prerequisite. Direct-from-high-school students may apply to associate's degree programs. All entering students are required to meet with an adviser to determine and plan a program of study.

Transferring into University College

Students wishing to transfer into University College must meet the minimum entrance requirements of The University of Toledo. Students wishing to transfer into any University College baccalaureate program must have a minimum cumulative GPA of 2.00. Courses from an approved institution may be used, as applicable, toward a student's individualized or special program of study. However, the maximum number of effective transferable credits is 94 semester hours, with a limit of 84 hours at the 1000 or 2000 level. For associate's degree programs, no less than the final 25 percent of the total number of credits required for graduation must be earned from University College. The General Section of this catalog has information on admission and transfer.

A graduate of an accredited institution of higher education may apply to University College for a second bachelor's degree. An acceptable program of study in this case entails a minimum of 30 semester hours of additional work. Any student who has earned a bachelor's degree from University College in an individualized program may not earn a second degree in another individualized program.

Honors in University College

The University of Toledo offers all students of exceptional academic ability the opportunity to enter a special program of academic rigor and challenge. For further details on the Honors Program, students should contact their advisers. Students who have demonstrated exceptional promise may be invited to participate in University College Honors. These students' programs will be developed in close conjunction with the honors adviser. The minimum requirements for consideration for the University College Honors Program are 20 hours of completed course work and at least a 3.4 GPA.

General academic policies that apply to all students are found in the General Section of this catalog.

Academic Support and Preparation

Academic Skills Assessment

A new or transfer student entering the college may be required to take a skills assessment in reading, writing, mathematics and keyboarding. The need for testing will be determined by the student's academic background and college major. Skills assessments are not used to determine whether or n ot the student is admitted to the college; rather, they are used to determine the most appropriate courses to take in order to achieve success. Depending on the outcome of the assessments, specific developmental courses may be required as prerequisites to courses in the student's program. More information about skills assessment can be obtained by calling the University College division of student access and success.

Academic Skills Enhancement (ASE)

Academic Skills Enhancement is a comprehensive program of assessment, advising, a well-developed curriculum and support services designed to help students who need additional academic preparation prior to taking course work in their major field.

The following is a list of ASE courses offered. Students may be required to take some of these courses based on the results of their placement tests and the specific requirements of the ASE program and/or their academic major. The academic adviser will be able to tell students which courses, if any, will be required, and they can direct students to advisers in University College for further assistance.

SKLS	0980	College Reading (grades do not apply to the student's GPA)
SKLS	0990	Academic Writing (grades do not apply to the student's GPA)
SKLS	1150	College Study Strategies and Orientation

The following developmental math courses, offered through the College of Arts and Sciences, may be required based upon students' background and skills assessment scores. Grades for these courses will not apply to the student's GPA.

MATH	0910	Elementary Algebra I
MATH	0950	Elementary Algebra II
MATH	0980	Intermediate Algebra

For additional information about the program, contact University College.

Academic Policies

Grading

The option of a Pass/No Credit grade is not available to a University College bachelor's degree student unless this is the only grading option for the course. However, a grade of Pass obtained while a student was enrolled in another college may be transferred to University College provided it is applicable to the student's new program.

Probation and Suspension

1. This policy applies to all students with 12 or more attempted University of Toledo credit hours majoring in the following University College degree programs: individualized studies, administrative services, ALS and business technology.

2. Any qualified student who does not maintain a minimum 2.0 GPA in any semester will be placed on University College academic probation beginning the semester after the student's GPA falls below 2.0.

3. Academic Probation Process:
   - All students placed on academic probation shall receive a letter from the dean. The letter will inform students of the options they have to assist them with achieving a higher GPA and academic success.
   - These students will be required to contact the Student Development Office, which will assess the student's actual problem and give a written corrective action plan for improvement to assist them. All plans will become a part of the student's file.

- At the end of each spring semester, the academic review committee will meet to assess the student's progress and will make a determination for continued probation, release from probation or suspension.

4. Any student pursuing an associate's degree who has been on academic probation after earning 24 or more credit hours can be placed on academic suspension.

5. After receiving a letter of suspension, the student has a right to appeal. The appeal process is as follows:

   a. The student will submit a letter of appeal with supporting documentation to the dean within 21 days of the suspension letter date.

   b. After reviewing the letter, the academic review committee will submit a response to the student. The decision of the academic review committee is final.

6. Any student pursuing a bachelor's degree will follow the suspension policy of The University of Toledo. Refer to the General Section of this catalog for the University's policy on academic suspension.

7. Associate's degree students who are under academic suspension will be prevented from taking courses at University College for a period of at least one semester, following the semester in which the student qualifies for suspension.

8. Suspended students who desire to be readmitted to University College must make application in writing to the academic review committee at least four weeks prior to the beginning of the semester in which attendance is desired. If approval is granted, the student will be admitted on a one semester trial basis. Registration must be for not more than the minimum number of hours required to be a full-time student of the University. Probation will be continued if the trial semester is successfully completed with a grade point average of 2.0 or better. Failure to meet the standards for the trial semester will result in automatic and final dismissal from University College.

Academic Grievance Procedure

Specific procedures for filing an academic grievance are found in the General Section of this catalog.

Alternative College Credit
College Level Examination Program (CLEP)

The CLEP policies as stated in the General Section of this catalog apply to all University College programs. University College also recognizes DANTES and ACE evaluated academic credit. ALS students need to see special CLEP information in the ALS section of University College.

Credit By Examination

These examinations are conducted by the instructor(s) of courses in which credit is desired. An examination may be sought for many of the courses offered by the college. The student is responsible for making arrangements for examination with the instructor. Application forms are available in the Office of the Registrar.

Portfolio Development

Credit may be earned for certain courses in which a student has had previous learning or practical experience. Credit is obtained via portfolio, which involves compiling a portfolio detailing the student's prior college level learning. Portfolio credit is available to University College students, and that credit may reflect course work from other baccalaureate-granting colleges within The University of Toledo. Students desiring credit by this process should contact the portfolio coordinator in University College.

Field Experience and Internship for University College Students

University College students have the opportunity to earn credit hours toward their degree while completing a practical experience outside the classroom. The internship is meant to be an exposure to a new career field, while the field experience is a project-based experience. The maximum number of credit hours that can be earned through an internship or field experience is eight.

Degree Requirements and Options

College Core Curriculum for Bachelor's Degrees

With the exception of the Adult Liberal Studies (ALS) program, the University Undergraduate Core Curriculum requirements detailed in the General Section of this catalog must be fulfilled by all baccalaureate students. In fulfilling The University of Toledo Core Curriculum, University College baccalaureate students must meet the following specific requirements:

∗ One English literature course
∗ One philosophy course
∗ One political science course, which is related to American government, or one American history course
∗ One economics course
∗ One course from anthropology, geography, psychology or sociology
∗ One speech course

Other Degree Requirements

1. Completion of an orientation course.

2. 40 semester hours must be completed in upper division-courses (numbered 3000 or 4000) for baccalaureate programs.

3. Baccalaureate students must complete a minimum of 30 semester hours of work in residence as a University College student. Associate's degree students must complete no less than 25 percent of the total number of credits as a University College student.

4. The minimum number of approved credit hours required for completion of a bachelor's degree from University College is 124 semester hours and may be more, depending on the agreed program content.

General Education Requirements for the Associate of Applied Business Degree

For students pursuing the associate of applied business degree, the minimum general education requirement for the degree is as follows:

English Composition...6
Humanities/Fine Arts 3
Social Science 3
Humanities/Fine Arts or Social Science * 3
Total General Education hours 15

* Determined by the individual program

Programs of Study

Baccalaureate Programs

Individualized programs
Adult liberal studies
Administrative services

Associates Degree Programs

Administrative office technology - legal secretarial major
Associate of technical studies
Business management technology
Business management technology - accounting major
Computer network administration
Computer software specialist technology
Information services and support
Marketing and sales technology
Programming and software development

Transfer Programs

Prebusiness administration
Interdisciplinary studies for technical programs

Program Requirements

Baccalaureate Programs

Department of Interdisciplinary and Special Programs

Individualized Programs

An individualized program of study is based on a student's unique interests and goals, which would not be addressed by a traditional program of study. The degree awarded is the bachelor of arts or the bachelor of science, depending upon the program. The designated major is interdisciplinary studies.

Students contemplating an individualized program of study will receive assistance from an adviser in preparing an individualized program. Important considerations in the formulation of a program are:

1. The program must be interdisciplinary or intercollegiate in nature (broad in scope, incorporating course work from more than one discipline).

2. The program must not duplicate an existing program of study in another college of the University.

3. The student's objectives must be clearly stated and appropriate courses identified for achieving these objectives.

A University College student will be guided in the design of an individualized program. Typically, multiple advising sessions are needed to accomplish this. The program is reviewed by a committee consisting of faculty from other colleges in the University. If the program meets all University College requirements, it is accepted and must be followed. If a program is denied, a student may appeal the decision to the University College policy council. Prior written approval of the associate dean is necessary to make any course substitutions.

The individualized program of study is particularly useful for students with associate's degrees and those with a variety of credits – serving as a degree completion option. In those areas of study in which a structured baccalaureate program does not exist within the University, a program may be developed to earn a bachelor's degree.

Special note: Students may take no more than 30 semester hours of course work from the College of Business Administration, with no more than three courses in any one department, but up to eight courses are permitted in business administration (BUAD).

Adult Liberal Studies (ALS)

Adult students may earn bachelor of arts degrees by completing a broad, liberal arts-based curriculum. Courses in this program are scheduled to facilitate attendance by those having other full-time responsibilities. Students follow the program as specified below with the guidance of a University College academic adviser.

Students begin by enrolling in the adult liberal studies introductory seminar. In conjunction with individual advising, students are introduced to liberal studies by emphasizing processes that build effective critical thinking and writing as foundations. Students progress to topical seminars that utilize skills developed earlier in the program.

CLEP Scores for the ALS Program

Students may have the potential to take the CLEP (College Level Examination Program). These examinations are given to establish competency in the general education discipline areas of mathematics, humanities, social sciences and natural sciences. These four discipline areas are required for graduation. The required general education credit hours and the regulations for the CLEP exams for this program are as follows:

1. Students earning a CLEP exam score of below 50 or those choosing not to take the CLEP exam must earn a minimum of three semester hours of credit in a math general education course and a minimum of nine semester hours of credit in general education courses in each area of the humanities, social science and natural science. Independent studies may not be substituted for any general education course.

2. Students who take any courses in these four discipline areas after entry into the ALS program forfeit their right to apply CLEP credit in that discipline toward their ALS degree. In addition, passing scores on the general education courses are required as prerequisites to enroll in the ALS topical seminars. Therefore, students are encouraged to take the CLEP exams early in their academic endeavors.

3. Students who have taken course work in any of these discipline areas prior to entry into the ALS program and subsequently earn CLEP credit cannot have both count toward meeting general education requirements.

4. Students earning a CLEP exam score of 50 will have 10 semester hours of credit posted to their transcripts.

5. Students earning a CLEP exam score of 45 to 49 may retake the exam after a period of six months.

Program Requirements
Topical Seminars

These seminars are upper-division courses in the humanities, social sciences and natural sciences that change each semester (syllabi posted in the University College office). Students are required to take three seminars in each discipline area in order to graduate and may take a 10th seminar as an elective. Students are responsible for fulfilling the program's prerequisites and should seek an academic adviser's guidance before enrolling in courses. Students who enroll in a topical seminar without the required prerequisites may be administratively dropped from the course.

Prerequisites for the ALS Topical Seminars
1. Completion of both a freshman orientation course and the ALS Introductory Seminar.
2. Earned credits in College Composition I and II by passing the English essay exam or taking and passing the courses.
3. Completion of a minimum of nine credit hours in the discipline area of the topical seminar or passing the CLEP examination in the discipline of the seminar with a 50 or above score.

Electives

Students are to establish an emphasis area that ties together their educational interests and/or career aspirations. The objective of these courses should be academic investigation and should focus on sound educational goals. Students should seek the advice of an academic adviser in drafting their elective course components.

Area of Concentration

Students are required to complete a minimum of three classes (nine hours) of upper-division courses (3000/4000) that are associated with an area of academic investigation or a knowledge base that is related in theoretical content.

Senior Thesis

The senior thesis is the capstone requirement of the ALS program. It is a four-credit-hour project undertaken with a faculty member as the thesis adviser. Students should seek the advice of an academic adviser and must turn in the appropriate paperwork before enrolling in this final requirement. Students are expected to integrate their respective thesis themes with their concentration courses.

Administrative Services

Program Requirements

Administrative services is a program that gives graduates of two-year institutions who did not complete a business-related associate's degree program of study the opportunity to continue their education in a structured program that leads to the bachelor of science degree. The purpose of this program is to give students the basic skills necessary to work effectively in an organizational setting. These skills include competency in solving quantitative problems, an ability to communicate effectively, and an understanding of human behavior.

This interdisciplinary program is composed of required and elective courses from several colleges and a variety of departments. Students also must complete the University's Core Curriculum and University College general education requirements. The minimum credit requirement for the bachelor of science in administrative services degree is 124 semester hours. A minimum of 55 semester hours will be earned at the baccalaureate level, of which 40 hours must be in upper-division course work.

Special note: Students may take no more than 30 semester hours of course work from the College of Business Administration, with no more than three courses in any one department, except up to eight foundation (BUAD) courses are permitted. All transfer credits for business courses are included in the 30-semester-hour total.

The prerequisite core in this program consists of courses in communications, economics, mathematics, statistics and accounting – all areas of knowledge important for business managers. The core courses and the administrative electives allow students to be introduced to one of five broad areas of interest – accounting, management, finance, marketing, and information systems and operations management. Students who plan to enter the master of business administration program are urged to follow a general business sequence. Material describing the requirements and options in the administrative services program may be obtained from the University College office.

Required Courses

UT Core Requirements   27-30 hours
The following courses must be taken in order to fulfill the core requirements.

ENGL	2960	Organizational Report Writing	3
ENGL		English Literature	3
PHIL	3120	Business Ethics	3
		Multicultural Studies (U.S. Culture)	3
		Multicultural Studies (Non-Western)	3
ECON	1200	Principles of Microeconomics	3
MATH	1260	Modern Business Mathematics I	3
		ANTH/GEPL/PSY/SOC core course	3
		Natural Science	3
		Natural Science (with lab)	3

University College Core   11 hours
UC	1000	Orientation	1
ENGL	1110	College Composition I	3
COMM	3840	Interpersonal Communication	4
		U.S. Political Science or U.S. History	3

Program Required Courses   24 hours
BUAD	1020	Micro-Computer Applications	3
BUAD	2040	Financial Accounting Information	3
BUAD	2050	Accounting for Business Decision Making	3
BUAD	2070	Application of Statistics in Business	3
BUAD	3030	Managerial and Behavioral Processes	3
ECON	1150	Principles of Macroeconomics	3
MATH	1270	Modern Business Mathematics II	3
MATH	2630	Statistics for Business and Economics or	
BUAD	2060	Data Analysis For Business	3

Administrative Services Core   15 hours
Select a combination of five courses at the 3000/4000 level from the department of economics in the College of Arts and Sciences and/or specialization courses from the College of Business Administration, not to exceed a total of 30 hours of course work from the College of Business Administration. All transfer credits for business courses are included in the total of 30 hours of course work from the College of Business Administration.

Administrative and General Electives   44-47 hours
Courses are selected in consultation with an adviser. Many of these will come from an associate's degree program.

Note: All new University College students who have not already completed a comparable University of Toledo orientation course are required to take UC 1000.

Associate's Degree Programs

Department of Business Technology

Computer Software Specialist Technology

The computer software specialist technology degree provides students with a well-rounded background in software applications including database, spreadsheet, word processing and presentation graphics. In addition, it stresses the interrelationship of computer technology and customers/clients in the workplace. Students also will be prepared to take professional certification tests such as the Microsoft Office Specialist (MOS).

Degree Requirements			Hours
ENGL	1100	Introductory Writing **or**	
ENGL	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
		Humanities/Fine Arts Core	3
		Social Science Core	6
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
ADOT	1110	PC Keyboarding II	3
BMGT	1000	Business Technology/College Orientation	1
BMGT	1010	Business Principles	3
BMGT	1500	Workplace Communication & Presentation	3
BMGT	2010	Workplace Management	3
BMGT	2700	Managing Diversity in the Workplace	3
CMPT	1100	Computer Information Applications	3
CMPT	1320	Internet and WWW	1
CMPT	1410	Electronic Spreadsheet Applications	2
CMPT	1420	Database Management Systems Applications	2
CMPT	1430	Microsoft Word	2
CMPT	1440	Electronic Presentations	2
CMPT	1450	Microsoft Outlook	1
CMPT	2410	Desktop Publishing	3
CMPT	2430	Advanced Microsoft Word	2
CMPT	2460	Advanced Electronic Spreadsheets	2
CMPT	2630	MOUS Certification	2
Total hours for the program			**62**

Administrative Office Technology — Legal Secretarial Major

The legal secretarial technology program prepares students for positions in law firms, corporate legal departments, court agencies and government agencies. The student receives training in secretarial skills, with emphasis on legal terminology and professional document production. Upon graduation, the student is prepared to become a member of a law office team dealing in civil, corporate, criminal, domestic relations and probate law. Career opportunities in this area are predicted to remain strong.

Degree Requirements			Hours
ENGL	1100	Introductory Writing **or**	
ENGL	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
		Humanities/Fine Arts Core	3
		Social Science Core	6
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
ADOT	1080	Administrative Office Skills	3
ADOT	1110	PC Keyboarding II	3
ADOT	1200	Secretarial Office Procedures	3
ADOT	2140	Machine Transcription	3

ADOT	2180	Word Processing Operations	3
ADOT	2270	PC Keyboarding III	3
ADOT	2940	Administrative Office Internship	3
BMGT	1000	Business Technology/College Orientation	1
BMGT	1010	Business Principles	3
BMGT	1500	Workplace Communication & Presentation	3
BMGT	2310	Legal Environment of Business	3
BMGT	2700	Managing Diversity in the Workplace	3
CMPT	1430	Microsoft Word	2
LGL	1010	Intro to Law	3
LGL	1160	Legal Research	3
LGL	1720	Law Practice Management	3
Total hours for the program			**69**

Business Management Technology

Business management technology is designed to prepare students for supervisory or management positions in any area of business. It also provides students with the management and computer technology knowledge to start and operate their own businesses.

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

Business Management Technology— Accounting Major

This major is designed to prepare students to fill accounting positions in public, private and governmental accounting departments and organizations. It offers a well-rounded look at the many aspects of accounting, including managerial, financial, taxation, and applicable computer software programs.

Degree Requirements			Hours
ENGL	1100	Introductory Writing **or**	
	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
		Humanities/Fine Arts Core	3
		Social Science Core	6
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
ACTG	1200	Accounting Systems Applications	3

ACTG	1250	Spreadsheet Applications in Accounting	2
ACTG	2100	Intermediate Accounting I	3
ACTG	2300	Cost Accounting	3
ACTG	2400	Fundamentals of Taxation	3
BMGT	1000	Business Technology/College Orientation	1
BMGT	1010	Business Principles	3
BMGT	1500	Workplace Communication & Presentation	3
BMGT	2010	Workplace Management	3
BMGT	2110	Managing in a Global Economy	3
BMGT	2310	Legal Environment of Business	3
BMGT	2700	Managing Diversity in the Workplace	3
CMPT	1100	Computer Information Applications	3
		Technical Electives	6

Total hours for the program   66

Programming and Software Development

Programming and software development technology is designed to prepare students for careers in the computer industry as programmers, software developers, data managers and information system designers. Students work with a variety of computer applications in a hands-on lab environment.

Degree Requirements   Hours

ENGL	1100	Introductory Writing **or**	
	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
		Humanities/Fine Arts Core	3
		Social Science Core	6
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
BMGT	1000	Business Technology/College Orientation	1
BMGT	1010	Business Principles	3
BMGT	1500	Workplace Communication & Presentation	3
BMGT	2700	Managing Diversity in the Workplace	3
CMPT	1020	Information Computer Technology	4
CMPT	1100	Computer Information Applications	3
CMPT	1120	Application Programming	4
CMPT	1420	Database Management Systems Applications	2
CMPT	2110	Advanced Concepts in Programming	4
CMPT	2210	Database Management with SQL	3
CNET	2150	Hardware Architecture and Management	3
CNET	2200	Network Technologies	4
		Technical Electives	8

Total hours for the program   69

Computer Network Administration

The computer network administration degree prepares students for careers as computer networking professionals. The program covers all aspects of network administration, including designing, servicing and supporting networks; PC configuration; operating systems; and systems integration. The degree also prepares students for the successful completion of network certifications.

Degree Requirements...Hours

ENGL	1100	Introductory Writing **or**	
	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
		Humanities/Fine Arts Core	3
		Social Science Core	6
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
BMGT	1500	Workplace Communication & Presentation	3

BMGT	2700	Managing Diversity in the Workplace	3
CMPT	1020	Information Computer Technology	4
CMPT	1110	PC Operating Systems	3
CMPT	2030	C Family Programming	4
CNET	2100	Network Operating Systems I	4
CNET	2150	Hardware Architecture and Management	3
CNET	2200	Network Technologies	4
CNET	2300	Network Operating Systems II	4
CNET	2400	Network Operating System Support	4
CNET	2410	Network Services	4
CNET	2420	Enterprise Network Services	4

Total hours for the program   68

Information Services and Support

The information services and support degree prepares students for careers in the computer industry as software and hardware support professionals, operating systems experts, information technology support staff and computer technicians. Students gain a well-rounded, hands-on background in technology typical of that used by most employers.

Degree Requirements   Hours

ENGL	1100	Introductory Writing **or**	
	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
		Humanities/Fine Arts Core	3
		Social Science Core	6
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
BMGT	1000	Business Technology/College Orientation	1
BMGT	1010	Business Principles	3
BMGT	1500	Workplace Communication & Presentation	3
BMGT	2700	Managing Diversity in the Workplace	3
CMPT	1020	Information Computer Technology	4
CMPT	1100	Computer Information Applications	3
CMPT	1120	Application Programming	4
CMPT	1320	Internet & WWW	1
CMPT	1410	Electronic Spreadsheet Applications	2
CMPT	1420	Database Management Systems Applications	2
CMPT	1440	Electronic Presentations	2
CNET	2150	Hardware Architecture and Management	3
CNET	2200	Network Technologies	4
		Technical Electives	4

Total hours for the program   63

Marketing and Sales Technology

The marketing and sales technology degree gives students a broad spectrum of perspectives with courses in the areas of marketing communication/advertising, services marketing, marketing management, personal selling and sales force management. This program prepares students for careers in sales, wholesale/retail promotion and product/service marketing.

Degree Requirements   Hours

ENGL	1100	Introductory Writing **or**	
	1110	College Composition I	3
ENGL	1130-1150	College Composition II **or**	
ENGL	2960	Organizational Report Writing	3
PSY	1010	Principles of Psychology	3
		Humanities/Fine Arts Core	3
		Social Science Core	3
MATH		Choose MATH 1010, 1180 or 1260	3
ACTG	1040	Principles of Financial Accounting	3
ACTG	1050	Principles of Management Accounting	3
BMGT	1000	Business Technology/College Orientation	1
BMGT	1010	Business Principles	3
BMGT	1500	Workplace Communication & Presentation	3

BMGT	2010	Workplace Management 3
BMGT	2110	Managing in a Global Economy 3
BMGT	2310	Legal Environment of Business.......................3
BMGT	2700	Managing Diversity in the Workplace 3
CMPT	1100	Computer Information Applications 3
MARS	1010	Marketing Principles..3
MARS	1110	Personal Selling 3
MARS	1720	Sales Force Management 3
MARS	2010	Marketing Communication 3
MARS	2110	Marketing Management 3
MARS	2120	Industrial Marketing Management...................3
MARS	2210	Services Marketing 3

Total hours for the program   **67**

Transfer Program

Department of Business Technology
Prebusiness Administration Program

Transfer Agreement with The University of Toledo College of Business Administration

This section details the transfer agreement between The University of Toledo College of Business Administration and University College for the prebusiness administration program. This agreement specifies the transferability of credits from the University College prebusiness administration program to the baccalaureate programs offered by the College of Business Administration. This agreement also defines the conditions to be met by students for full transferability of credits and acceptance into the upper division.

Students taking all of the courses and meeting all the conditions set in this agreement will fulfill the requirements for the associate of arts degree and will be accepted into the upper division of the College of Business Administration. Students must still submit a formal application for admission to the College of Business Administration's upper division one semester before they complete the requirements for the prebusiness administration program.

Note:

1. Upon completion of the associate of arts program as specified in this catalog, a student must have a minimum cumulative GPA of 2.25 in the subset courses, indicated by an asterisk (*), to be eligible for admission to the upper division in the College of Business Administration. Students with a 2.0 cumulative GPA, but less than 2.25, may transfer to the College of Business Administration, but will be required to raise their GPAs prior to admission to the upper division.

2. Placement tests are required in English, math and reading before a student can take courses in those areas. Students may be required to complete prerequisite courses based on test results.

3. All course prerequisites listed in the University catalog must be followed.

4. For further information, contact a University College adviser.

Degree Requirements for the Associate of Arts
Core Curriculum Hours

English Composition II..3
Math (recommend MATH 1270) 3
Humanities/Fine Arts 6

Social Sciences 6
Natural Sciences (including at least one lab)............................6
Multicultural Studies (recommend BMGT 2700)......................3-6

Business Courses

*ACTG	1040	Principles of Financial Accounting.................3
*ACTG	1050	Principles of Management Accounting............3
*BMGT	1000	Business Technology/College Orientation.......1
*BMGT	1010	Business Principles 3
*BMGT	2110	Managing in a Global Economy 3
*BUAD	2060	Data Analysis for Business 3
*BUAD	2070	Application of Statistics in Business................3
*CMPT	1100	Computer Information Applications 3
ECON	1150	Principles of Macroeconomics.........................3
ECON	1200	Principles of Microeconomics 3

Prerequisites for courses above:

ENGL	1110	English Composition I 3
ADOT	1010	PC Keyboarding I 3
MATH	1260	Modern Business Math I...................................3

Interdisciplinary Studies for Technical Programs

Associate of Technical Studies Degree

This degree is appropriate for students who would like to combine two or more technical areas to attain an associate degree. Degree candidates at The University of Toledo must be in good standing. An associate of technical studies degree will be granted to the student completing the following requirements.

Degree Requirements

1. Satisfactory completion of no fewer than 68 semester hours.
2. Completion of no fewer than 20 of the above 68 semester hours while in attendance at University College, or 30 hours for transfer students from other institutions. A student must attain a C (2.0) average for all work at the college.

3. Completion of a minimum of 30 hours of technical studies, attained in an educational plan approved by the adviser, sponsoring faculty member and the college committee.

4. The 30 hours of technical studies must consist of an interdisciplinary, but coherent, combination of courses selected from two or three technical programs. At least 16 hours must be selected from one technical field, and students must attain a C (2.0) average for all technical work utilized in satisfaction of this requirement.

Note: Students must have an approved educational plan in order to be eligible for any associate of technical studies program. The process to gain approval begins with an appointment with a college adviser.

University College Faculty

Department of Business Technology

Bonadine Berry, 2003, lecturer
A.A., Monroe Community College; B.A., Siena Heights University

Joy Ann Dougherty, 1987, associate professor
B.A., Valparaiso University; M.Ed., The University of Toledo

Karen Everingham, 2005, assistant professor
A.A.B., B.S., M.E., Ph.D., The University of Toledo

Kathleen Fitzpatrick, 2001, assistant professor
B.S., Syracuse University; M.B.A., The University of Toledo

Doug Greiner, 2001, assistant professor
B.A., Michigan State University; M.A. Eastern Michigan University

Selina Griswold, 1989, assistant professor
B.A., The University of Toledo; M.S.M., Purdue University

James Harton, 2001, assistant professor
B.B.A., M.S., The University of Toledo; M.S., Bowling Green State
University

Mary E. Humphrys, 1988, assistant professor and chair
B.A., M.B.A., The University of Toledo

Bernard J. Kern, 1983, assistant professor
B.B.A., The University of Toledo; M.S.I.S., Eastern Michigan University;
CDP, CNE

Diane K. Marker, 1980, associate professor
B.S., B.A., The Ohio State University; M.B.A., The University of
Toledo; CPA (Ohio)

Carol McCormick, 2002, lecturer
B.Ed., The University of Toledo

John C. Morris, 1983, associate professor
B.B.A., M.B.A., The University of Toledo

Betty B. Posta, 1983, professor
B.S.Ed., Bowling Green State University; M.Ed., The University of
Toledo

Wilma Quisno, 2003, lecturer
B.Ed., The University of
Toledo

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James Arbaugh
Carl A. Collins
James F. Dettinger
Maurice Edginton
Betty H. Hartley
Robert F. Kehrl
Calvin Lawshe
Cecilia L. McGinnis
Sally O'Connell
Gloria D. Poplawski
Nancy Robon
Martin T. Ruddy
Robert Siddens
Phillip A. Sinclair

Department of Interdisciplinary and Special Programs

James Ashley, 2000, senior lecturer
B.A., M.A., The University of Toledo

Sharon Barnes, 2001, assistant professor
B.A., Siena Heights College; M.A., Ph.D., The University of Toledo

Jamal Bittar, 2003, lecturer
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Margaret Fritz, 1991, assistant professor and chair
B.A., California State University - Los Angeles; M.Ed., Bowling Green
State University; M.A., The University of Toledo

Linda M. Gubbe, 1989, assistant professor
B.S., M.A., Eastern Michigan University

Richard D. Kruzel, 1985, associate professor and technical coordinator,
distance learning
M.A., Central Michigan University

Dennis Lettman, 1989, associate professor and associate dean
B.A., State University of New York - Brockport; M.Ed., Ed.D., University
of Cincinnati

Glenn Sheldon, 2001, associate professor
B.A., University of Massachusetts, Boston; M.A., University of Illinois,
Springfield; Ph.D., The University of Toledo

EMERITUS AND SUPERANNUATE FACULTY
Theodore Krause
Genevieve Nawrocki
Joseph Thompson
Albert Wright