

# 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, adult student service support 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 and administrative services. Associate degrees are awarded through the department of business technology, which also provides certificate programs. 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 offers a wide range of academic and student services that enable students to formulate and achieve their academic, personal and career goals. The division serves students who:

- need refreshing or strengthening of their basic academic skills
- do not yet meet the academic requirements for admission into their chosen major
- are adult students who have been out of 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

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.

### Division of Outreach

*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 function housed in the Division of Outreach 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

**Continuing Education** provides more than 1,000 personal and professional development courses annually.

**Contract Education** 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.

**Distance Learning** extends learning to those limited by time or place barriers and enhances learning through the latest instructional technologies.

**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.

**Organization Development** draws upon UT faculty to provide improved organization performance through strategic planning, effective employee assessment and customized human resource development assistance.

**The Urban Affairs Center** partners with local, regional and national organizations to provide research, data services support, facilitation and management of projects leading to great urban vitality in Northwestern Ohio and beyond.

## Degrees Offered

University College offers baccalaureate and associate degrees, and also offers certificate programs. University College addresses the unique educational needs of students through special programs or individualized plans of study. Students seeking a degree through University College regularly meet with college advisers to develop a plan 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).

*Refer to the General Section of this catalog for general information on admission requirements for first-year (new) students.*

## Admission Requirements

Students can be admitted to University College in an individualized program when they have earned 20 semester hours (or 30 quarter hours) of academic credit from an accredited school. Adults who are 25 years of age or older may enter the ALS Program without this prerequisite. Direct from high school students may apply to associate degree and

certificate programs. All entering students are required to meet with an adviser to determine and plan a program of study.

## Transferring into University College

A student with a satisfactory record wishing to transfer into University College must meet the minimum entrance requirements of The University of Toledo. 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 and/or 2000 level. For associate degree programs, no less than the final 25 percent of the total number of credits required for graduation must be earned from University College. See the General Section of this catalog for 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. See your adviser for further details on the Honors Program. 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 into the University College Honors program are 20 hours of completed course work and at least a 3.4 grade point average (GPA).

*Refer to the General Section of this catalog for general academic policies that apply to all students.*

## 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. Skill assessments are not used to determine whether or not 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 upon 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 upon 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 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

- 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.
- Any qualified student who does not maintain a 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.
- 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 Center, 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

Students have the right to file a grievance if, in their opinion, they have received a grade from an instructor that is unfair or in error. Students may appeal, in order, to the instructor, the department chair, to the associate dean for student access and success, then to the dean of the college if the problem is not resolved. If the problem is unresolved at the college level, the student may appeal to the University Student Grievance Council. The college grievance procedure must be completed prior to the last week of classes in the semester following the one in which the grievance arose. Students may obtain a written copy of the grievance procedure from the college office.

## 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 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

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 upon 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
<b>Total General Education hours</b>	<b>15</b>

\* determined by the individual program

## Programs of Study

### Baccalaureate Programs

Individualized Programs  
Adult Liberal Studies  
Administrative Services

### Associate's 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

### Certificate Programs

General Office – One Year Certificate  
Medical Secretarial – One Year Certificate

## Program Requirements

### Baccalaureate Programs

### Department of Interdisciplinary and Special Programs

#### Individualized Programs

An individualized program of study is one based upon a student's unique interests and goals, which would not be addressed by a traditional program of study. The degree awarded is either 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 then reviewed by a committee consisting of faculty from other colleges within the University. If the program meets all University College requirements, it is accepted and then 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. 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.

### Adult Liberal Studies (ALS)

Students age 25 or over may earn a bachelor of arts degree by completing a broad and 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 3 semester hours of credit in a math general education course and a minimum of 9 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 45-49 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 3 seminars in each discipline area in order to graduate and may take a tenth 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 or equivalent.
3. Completion of a minimum of 9 credit hours in the discipline area of the topical seminar or passing with a 50 or above score the CLEP examination in the discipline of the seminar.

**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 one of both academic investigation and focus on sound educational goals. Students should seek the advice of an academic adviser in the drafting of their elective course components.

**Area of Concentration**

Students are required to complete a minimum of 3 classes (9 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 4 semester 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 business-oriented program that leads to the bachelor of science degree. The purpose of this program is to give students the basic skills

necessary for effective business practices. 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.

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: (1) accounting, (2) management, (3) finance, (4) marketing and (5) 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 (Diversity of 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	2060	Data Analysis For Business .....	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 <b>or</b>	
BUAD	2060	Data Analysis For Business .....	3
BUAD	3030	Managerial and Behavioral Processes .....	3

**Administrative Services Core 15 hours**

Select **5 courses** at the 3000/4000 level from departments in the College of Business Administration or from the department of economics in the College of Arts and Sciences with a limit of 3 from any area.

**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 Degree Programs****Department of Business Technology**

Students in all professional technical degree programs in the department of business technology are required to take ADOT 1010 PC Keyboarding I or have typing skills of at least 20 words per minute.

**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 today's workplace. Students will also be prepared to take professional certification tests such as the Microsoft Office User Specialist (MOUS).

Degree Requirements			Hours
ENGL	1100	Introductory Writing <b>or</b>	
ENGL	1110	College Composition I .....	3
ENGL	1130-1230	College Composition II .....	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 .....	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, transcription and word processing; and general education. 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.

Degree Requirements			Hours
ENGL	1100	Introductory Writing <b>or</b>	
ENGL	1110	College Composition I .....	3
ENGL	1130-1230	College Composition II .....	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	1110	Intro to Legal Assisting .....	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 trainee 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 <b>or</b>	
	1110	College Composition I .....	3
ENGL	1130-1230	College Composition II .....	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 entry-level accounting positions in public, private and governmental accounting departments and organizations.

<b>Degree Requirements</b>		<b>Hours</b>
ENGL	1100	Introductory Writing <b>or</b>
	1110	College Composition I .....
ENGL	1130-1230	College Composition II .....
		Humanities/Fine Arts Core .....
		Social Science Core .....
MATH		Choose MATH 1010, 1180 or 1260 .....
ACTG	1040	Principles of Financial Accounting .....
ACTG	1050	Principles of Management Accounting .....
ACTG	1200	Accounting Systems Applications .....
ACTG	2100	Intermediate Accounting .....
ACTG	2300	Cost Accounting .....
ACTG	2400	Fundamentals of Tax .....
BMGT	1000	Business Technology/College Orientation .....
BMGT	1010	Business Principles .....
BMGT	1500	Workplace Communication & Presentation ...
BMGT	2010	Workplace Management .....
BMGT	2110	Managing in a Global Environment .....
BMGT	2310	Legal Environment of Business .....
BMGT	2700	Managing Diversity in the Workplace .....
CMPT	1100	Computer Info Applications .....
CMPT	1410	Electronic Spreadsheet Applications .....
MARS	1010	Marketing Principles .....
		Technical Elective .....
<b>Total hours for the program</b>		<b>66</b>

## 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.

<b>Degree Requirements</b>		<b>Hours</b>
ENGL	1100	Introductory Writing <b>or</b>
	1110	College Composition I .....
ENGL	1130-1230	College Composition II .....
		Humanities/Fine Arts Core .....
		Social Science Core .....
MATH		Choose MATH 1010, 1180 or 1260 .....
ACTG	1040	Principles of Financial Accounting .....
ACTG	1050	Principles of Management Accounting .....
ACTG	1200	Accounting Systems Applications .....
BMGT	1000	Business Technology/College Orientation .....
BMGT	1010	Business Principles .....
BMGT	1500	Workplace Communication & Presentation ...
BMGT	2010	Workplace Management .....
CMPT	1020	Information Computer Technology .....
CMPT	1120	Applications and Web Programming .....
CMPT	1420	Database Management Systems Applications .....
CMPT	2030	C Programming .....
CMPT	2110	Advanced Concepts in Programming .....
CMPT	2210	Database Design .....
CMPT	2220	Information Systems Design & Implementation .....
CNET	2150	Hardware Architecture and Management .....
CNET	2200	Network Technologies .....
<b>Total hours for the program</b>		<b>69</b>

## 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.

<b>Degree Requirements</b>		<b>Hours</b>
ENGL	1100	Introductory Writing <b>or</b>
	1110	College Composition I .....
ENGL	1130-1230	College Composition II .....
		Humanities/Fine Arts Core .....
		Social Science Core .....
MATH		Choose MATH 1010, 1180 or 1260 .....
ACTG	1040	Principles of Financial Accounting .....
ACTG	1050	Principles of Management Accounting .....
BMGT	1500	Workplace Communication & Presentation ...
BMGT	2700	Managing Diversity in the Workplace .....
CMPT	1020	Info Computer Technology .....
CMPT	1110	PC Operating Systems .....
CMPT	2030	C Programming .....
CNET	2100	Network Operating Systems .....
CNET	2150	Hardware Architecture and Management .....
CNET	2200	Network Technologies .....
CNET	2300	Network Operating Systems II .....
CNET	2400	Network Operating System Support .....
CNET	2410	Network Services .....
CNET	2420	Enterprise Network Services .....
<b>Total hours for the program</b>		<b>68</b>

## 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 current technology typical of that used by most employers.

<b>Degree Requirements</b>		<b>Hours</b>
ENGL	1100	Introductory Writing <b>or</b>
	1110	College Composition I .....
ENGL	1130-1230	College Composition II .....
		Humanities/Fine Arts Core .....
		Social Science Core .....
MATH		Choose MATH 1010, 1180 or 1260 .....
ACTG	1040	Principles of Financial Accounting .....
ACTG	1050	Principles of Management Accounting .....
ACTG	1200	Accounting Systems Applications .....
BMGT	1000	Business Technology/College Orientation .....
BMGT	1010	Business Principles .....
BMGT	1500	Workplace Communication & Presentation ...
BMGT	2700	Managing Diversity in the Workplace .....
CMPT	1320	Internet & WWW .....
CMPT	1410	Electronic Spreadsheet Applications .....
CMPT	1420	Database Management Systems Applications .....
CMPT	2030	C Programming .....
CMPT	2210	Database Design .....
CMPT	2410	Desktop Publishing .....
CNET	2150	Hardware Architecture and Management .....
CNET	2200	Network Technologies .....
<b>Total hours for the program</b>		<b>63</b>

## 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	1130-1230	College Composition II .....	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 Environment .....	3
BMGT	2310	Legal Environment of Business .....	3
BMGT	2700	Managing Diversity in the Workplace .....	3
CMPT	1100	Computer Info Applications .....	3
MARS	1010	Marketing Principles .....	3
MARS	1110	Personal Selling .....	3
MARS	1720	Sales Force Management .....	3
MARS	2010	Marketing Communications .....	3
MARS	2110	Marketing Management .....	3
MARS	2120	Industrial Marketing Management .....	3
MARS	2210	Services Marketing .....	3
<b>Total hours for the program</b>			<b>67</b>

## 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 (CBA) and University College (UC) for the Prebusiness Administration Program. This agreement specifies the transferability of credits from the UC Prebusiness Administration Program to the baccalaureate programs offered by the CBA. 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 CBA. Students must still submit a formal application for admission to the CBA'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 CBA. Students having a 2.0 cumulative GPA but less than 2.25 may transfer to the CBA but will be required to raise their GPA 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 upon test results.
3. All course prerequisites listed in the University catalog must be followed.
4. For further information, contact a UC adviser.

#### Degree Requirements for the Associate of Arts

Core Curriculum	Hours
English Composition II (ENGL 1130 or higher) .....	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

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

Degree candidates at The University of Toledo must be in good standing. An associate of technical study (A.T.S.) 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 UC, 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 A.T.S. program. The process to gain approval begins with an appointment with a college adviser.

## Certificate Programs

### Department of Business Technology

#### General Office Certificate Program

##### — One Year

ACTG	1040	Principles of Financial Accounting .....	3
ADOT	1110	PC Keyboarding II .....	3
ADOT	1200	Secretarial Office Procedures .....	3
ADOT	2180	Word Processing Operations .....	3
ADOT	2270	PC Keyboarding III .....	3
CMPT	2400	Desktop Publishing .....	3
		Technical Elective — see adviser .....	3
		Technical Elective — see adviser .....	3
ENGL	1110	College Composition I .....	3
ENGL	1130-1230	College Composition II .....	3

#### Medical Secretarial Certificate

##### — One Year

**Note:** Developmental education courses that may be required are listed in the college general information section.

ADOT	1010	PC Keyboarding I .....	3
ADOT	1080	Administrative Office Skills .....	3
ADOT	1110	PC Keyboarding II .....	3
ADOT	1200	Secretarial Office Procedures .....	3
ADOT	2220	Office Management .....	3
ADOT	2140	Machine Transcription .....	3
ADOT	2180	Word Processing Operations .....	3
ADOT	2270	PC Keyboarding III .....	3
HIM	1110	Basic Medical Terminology .....	3
HIM	1120	Billing Insurance and Medical Forms .....	4
HIM	1210	Advanced Medical Terminology .....	3
MDAS	1220	Medical Office Computer Operations .....	4
MDAS	1230	Medical Transcription .....	2

# University College Faculty

## Department of Business Technology

**David H. Brown**, 2001, assistant professor  
B.S.M.E., Ohio University

**Joy Ann Dougherty**, 1987, associate professor  
B.A., Valparaiso University; M.Ed., 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

**Calvin Lawshe**, 1974, professor  
B.B.A., M.B.A., The University of Toledo

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

**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

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**Carl A. Collins**

**James F. Dettinger**

**Maurice Edgington**

**Betty H. Hartley**

**Robert F. Kehrl**

**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**, 1993, adjunct instructor  
B.A., M.A., The University of Toledo

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

**Margaret Fritz**, 1991, assistant professor  
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

**Robert A. Shaddy**, 1992, associate professor and chair  
B.A., Missouri Southern State College; M.A., M.L.S., Ph.D., University of Missouri - Columbia

**Glen Sheldon**, 2001, assistant professor  
B.A., University of Massachusetts, Boston; M.A., University of Illinois, Springfield; Ph.D., The University of Toledo

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