

# COLLEGE OF BUSINESS ADMINISTRATION

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# COLLEGE OF BUSINESS ADMINISTRATION

## Accreditation

The University of Toledo College of Business Administration is fully accredited at the graduate and undergraduate levels by AACSB – The International Association for Management Education.

## Degrees Offered

### Business Majors

The college offers a four-year undergraduate program leading to the degree of bachelor of business administration (B.B.A.). The B.B.A. degree consists of the University Core Curriculum, nonbusiness electives, required basic courses in all of the functional areas of business, an area of specialization within business, and a minor or elective business courses. Areas of specialization include:

**Accounting**  
**Business Analysis**  
**Electronic Commerce**  
**Entrepreneurship, Family and Small Business**  
**Finance**  
**Financial Services**  
**Human Resource Management**  
**Information Systems**  
**International Business**  
**Marketing**  
**Operations Management**  
**Organizational Development and Management**  
**Professional Sales**  
**Supply Chain Management**

### Business Minors

#### Internal to College

The college offers the following minors for business students:

**Accounting**  
**Business Analysis**  
**Business Economics**  
**Business Law**  
**Commercial Real Estate**  
**Decision Sciences**  
**Electronic Commerce**  
**Entrepreneurship, Family and Small Business**  
**Finance**  
**Financial Services**  
**Information Systems**  
**Insurance and Risk Management**  
**International Business**  
**Management**

**Marketing**  
**Operations Management**  
**Professional Sales**  
**Small Business Financial Management**  
**Supply Chain Management**

#### External to College

The College of Business Administration offers four minors for students from other colleges at The University of Toledo as follows:

##### General business minor

##### Specialized minors in

*Business Analysis*  
*Professional Sales*  
*Supply Chain Management*

Each minor is designed to provide a background in business administration that will complement the student's major area of study.

## Admission Policies

### General Requirements

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

### College-Specific Requirements

#### Admission to Divisions

For purposes of admissions, the College of Business Administration has three divisions:

1. **The Lower Division** — Students enter this division upon admission to the University and college. To be admitted to the Bachelor of Business Administration Program at The University of Toledo, students need at least a 2.25 cumulative high school grade point average (GPA). Students with an ACT of 25 or higher will be admitted to the College of Business Administration regardless of high school GPA. Students who do not qualify for admission to the College of Business Administration will be admitted to the associate of arts prebusiness degree program offered through University College, which is designed to complete the first two years of the bachelor of business administration degree.
2. **The Upper Division** — Undergraduate students can apply for admittance to the upper division when their earned hours plus their registered hours total 60. A student will be admitted to the upper division upon (1) the completion of 60 hours, which must include the required and elective courses in the lower division; (2) earning a GPA of 2.25 in the following courses: BUAD 1010, BUAD 2040, BUAD 2050, BUAD 2060, BUAD 2070, BUAD 2080; and (3) earning an overall minimum GPA of 2.25. A student not meeting the standards but with a cumulative GPA of 2.0 will be reviewed for admission to upper division by the College Admission Committee on an individual basis.

Requirements to be allowed to take junior and senior level accounting courses are different. Students wishing to register in ACCT 3110 must meet the following prerequisites: a GPA of 2.50 or better in all introductory level college accounting courses, including a grade of C (2.0) or better in both BUAD 2040 and BUAD 2050 or equivalent courses, and an overall GPA of 2.50 or better in all prior college level courses.

3. **The Graduate Studies Division** — This division consists of all students who have been admitted for graduate study in the college. *The procedure for admission and the entrance requirements are outlined in the Graduate School portion of this catalog.*

## Part-Time and Transfer Students

The qualifications for admission to the undergraduate degree program and to the upper division, the prerequisites for courses, and all other requirements stated in this catalog apply equally to full-time, part-time and transfer students.

## Undergraduate Transfer Policy Requirements

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

For purposes of determining the UT GPA, grades from another institution do not transfer. The GPA will be based on the work taken while enrolled in The University of Toledo. For students transferring into the College of Business Administration from another college within The University of Toledo, all undergraduate hours attempted and earned, as well as the GPA, will transfer. To qualify for the bachelor of business administration degree, students must fulfill all College of Business Administration requirements. No required course in the College of Business Administration may be repeated at any other institution for the purpose of transferring credit to The University of Toledo toward any business administration program or degree. *For additional information on transfer policies, please see the General Section of this catalog.*

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

## Evaluation of Courses

The College of Business Administration Student Services Center (SSC) will complete the evaluations based on course equivalencies determined by the appropriate academic unit. In many cases, courses from other universities/colleges have been preapproved for equivalency and will transfer with confirmation. Equivalent courses from AACSB-accredited schools automatically transfer. When automatic transfer does not exist, it is possible for a student to obtain course equivalency by petitioning to take a proficiency exam. Students should provide a course syllabus and/or any additional documentation with the petition. Students should contact the SSC for additional information.

## Articulation Agreements

The College of Business Administration has developed articulation agreements with many two-year colleges. The purpose of these agreements is to allow for an easy transition to the upper division by specifying course equivalencies between the two-year institution and The University of Toledo. The college has articulation agreements with the Business Technology Program of University College at The University of Toledo, Owens Community College, Monroe County Community College, Northwest State Community College, Terra Community College, Lorain County

Community College, Lakeland Community College and Cuyahoga Community College.

# College of Business Administration Honors Program

## College Honors

The College Honors Program is an opportunity for students of high ability and achievement to enrich their regular program of college work. Admission is based on grades, scores on achievement tests and an essay. The College of Business Administration's Honors Program is offered as part of the University Honors Program. Students take honors courses in the College of Arts and Sciences as well as in the College of Business Administration. Enrollment in honors courses is limited. Up to 30 freshman students are admitted each fall to a program leading to receipt of the College of Business Administration Honors Citation upon graduation. *See the General Section of this catalog for additional information on admission to the Honors program.*

## Departmental Honors

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

## Program Requirements

### College of Business Administration College Honors Program

To be eligible for the College of Business Administration Honors Program Citation, a student must:

1. Fulfill all requirements for an approved degree program within the college with a minimum overall GPA of 3.3.
2. Complete a minimum of 37 hours of honors courses, which must include the following:

#### Lower Division Courses:

BUAD	1000	Orientation for Business Students
BUAD	1010	Introduction to Business
BUAD	2040	Financial Accounting Information
HON	1010	Readings Conference I
HON	1020	Readings Conference II
HON	2020	Multicultural Literatures: The North American Experience
		<b>or</b>
HON	2030	Multicultural Literatures: The Non-European World

#### Upper Division Courses:

BUAD	3010	Principles of Marketing
BUAD	3020	Principles of Manufacturing and Service Systems
BUAD	3030	Managerial and Behavioral Processes in Organizations
BUAD	3040	Principles of Financial Management
BUAD	4020	Senior Business Policy Forum - Honors Thesis

A minimum of 6 hours earned by successful completion of two upper-division interdisciplinary seminars offered through the University Honors Program.

3. Complete an additional 3-hour honors course in the student's major(s).

### College of Business Administration Departmental Honors Program

To be eligible for the College of Business Administration Departmental Honors Program Citation, a student must:

1. Fulfill all requirements for an approved degree program within the college with a minimum overall GPA of 3.3.
2. Complete a minimum of 15 hours of honors courses that must include the following:

#### Upper Division Courses:

- BUAD 3010 Principles of Marketing
- BUAD 3020 Principles of Manufacturing and Service Systems
- BUAD 3030 Managerial and Behavioral Processes in Organizations
- BUAD 3040 Principles of Financial Management
- BUAD 4020 Senior Business Policy Forum-Honors Thesis

3. Complete an additional 3-hour honors course in the student's major(s).

### Retention Standards

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

## Academic Policies

### General Requirements

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

### Academic Advising

Students can receive advising concerning their academic program from the college advisers located in the Student Services Center in Stranahan Hall. Appointments are encouraged. Walk-in hours are also available. Degree audits are also available in the Student Services Center.

### Student Responsibilities

Students are responsible for selecting the correct courses for their programs of study each semester and for fulfilling their degree requirements. Although advisers will assist wherever possible, *the final responsibility rests with the student.*

### Declaring or Changing a Major

Forms for declaring or changing a college major are available in the Student Services Center.

### GPA Recalculation for Repeated Courses

If a student repeats a course and receives a grade of C or higher, a request to delete the original grade, as long as it was a C- or lower, can be made. The request form is available in the Student Services Center. If the original grade was given because of cheating or academic dishonesty, it will not be deleted. A maximum of 12 hours can be deleted.

### Academic Probation

When a student's cumulative GPA falls below 2.0, the student is automatically placed on probation.

## Academic Suspension

Academic suspension means that a student is dropped from The University of Toledo for a period of at least one semester. A student is subject to academic suspension if that person falls below the minimum requirements or fails to make sufficient progress toward attainment of the degree. No course work taken at any other educational institution during the student's suspension shall be accepted as transfer credit. However, students may remove incompletes while under suspension. *See the General Section of this catalog for additional details on University probation and suspension policies.*

### Readmission

Suspended students must sit out at least one semester. A suspended student must apply to the Student Services Center for readmission.

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

Issues related to charges of student academic misconduct or disputes as to final course grades, and the procedures for resolving such issues, will be resolved by the appropriate sections in the College of Business Administration Student Handbook, which sets forth the specific language of the Code of Student Academic Conduct and the procedures for resolution of such issues in the Student Academic Grievance Procedure.

## Academic Dishonesty and Integrity

Actions by students that involve academic dishonesty will be considered breaches of the ethical standards of the College of Business Administration. *See the General Section of this catalog for further details on this policy, or contact the Student Services Center.*

## Degree Audit Requirement (DARS)

The Degree Audit Reporting System is an automated record that contains all of a student's graduation requirements and tracks that student's progress toward meeting those requirements. Degree audits are available to students upon request from the Student Services Center. Students are encouraged to discuss their degree audits with their academic advisers.

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

### Grade and Hour Requirements

In order to earn a B.B.A. degree, students must complete a minimum of 126 hours of course work with a minimum cumulative GPA of C (2.0 on a 4.0 scale). All University core, lower division and upper division requirements must be satisfied. Students must earn a minimum of a C (2.0) grade in each course in the area of specialization, in COMM 3880, and in each course in a minor. The department chair has the prerogative of substituting an additional course in the area of specialization or minor, rather than requiring the student to repeat the course in which a grade below C was received. The student must receive a C or better in the substituted course for it to satisfy the requirements of the specialization or minor. Students must earn a cumulative GPA of 2.25 in the lower division. In addition, students must earn a cumulative GPA of at least 2.25 for **all** courses in the 3000- or 4000-level business core (BUAD 3010, BUAD 3020, BUAD 3030, BUAD 3040, BUAD 3050, BUAD 3470 and BUAD 4020).

## Lower Division Curricular Requirements

Students earning bachelor's degrees in all colleges and programs as well as those pursuing associate of arts and associate of science degrees are required to complete between 27 and 30 credit hours of courses that comprise the University Core Curriculum. The courses are distributed in the areas of English composition, humanities/fine arts, social sciences, natural sciences, mathematics and multicultural studies.

Courses that each student is required to take in the College of Business Administration, regardless of area of specialization, are identified below. In addition, students must demonstrate basic business computer proficiency by passing a proficiency test, Microsoft certification or completion of a college-level introduction to computing course.

BUAD	1000	Orientation for Business Students.....	1
BUAD	1010	Introduction to Business .....	3
*BUAD	1020	Microcomputer Applications .....	3
BUAD	2000	Career Development I.....	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 Decision Making.....	3
BUAD	2080	Global Environment of Business .....	3
BUAD	3000	Career Development II.....	3
ECON	1150	Intro to Macro Economics .....	3
ECON	1200	Intro to Micro Economics .....	3

\*Required if basic business computer proficiency is not demonstrated.

## Upper Division Curricular Requirements

All students must make formal application for admission to the upper division one semester before the semester in which they earn 60 hours. Students who do not meet the requirements or who have not completed all 1000- and 2000-level required and elective business and nonbusiness courses will not be allowed to take upper division courses until requirements for admission to the upper division are satisfied.

The core junior and senior years of the curriculum consist of the following upper division business requirements, an area of specialization, and a minor or business elective courses.

BUAD	3010	Principles of Marketing.....	3
BUAD	3020	Principles of Manufacturing and Service Systems .....	3
BUAD	3030	Managerial and Behavioral Processes in Organizations .....	3
BUAD	3040	Principles of Financial Management .....	3
BUAD	3050	Information Technology Management.....	3
BUAD	4020	Senior Business Policy Forum.....	3
BUAD	3470	Legal and Ethical Environment of Business.....	3
COMM	3880	Professional Business Communication.....	3

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

## Residence Requirement

To earn a degree from the College of Business Administration, a student must complete at least 50 percent of business credits from the college. The senior year in the baccalaureate program must be taken in residence by all business students.

## Class Ranks

In the College of Business Administration, class rank is determined as follows:

Rank	Hours Earned
Freshman	0-29.99
Sophomore	30-59.99
Junior	60-89.99
Senior	90+ hours

## Programs of Study

### Accounting

*Adviser: Professor Diana Franz*

### Areas of Specialization

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

The specialization in accounting is designed to enable students to advance more rapidly to positions of responsibility and leadership in their chosen fields. As of the year 2000 in the state of Ohio, all candidates taking the CPA exam must have completed 150 credit hours. Accounting career fields other than public accounting have not adopted the 150 hour requirement. The department of accounting offers a graduate degree that can be pursued in addition to a bachelor's degree.

### Program Requirements

No junior level accounting courses may be attempted until a student is admitted to the upper division by the College of Business Administration.

#### Required Courses: (18 hours)

ACCT	3100	Financial Accounting & Systems.....	3
ACCT	3110	External Financial Reporting I.....	3
ACCT	3210	Individual Taxation .....	3
ACCT	3310	Accounting Information Systems and Controls.....	3
ACCT	4120	External Financial Reporting II .....	3
ACCT	4310	Internal Reporting.....	3

#### Electives: (Choose one of the following – 3 hours)

ACCT	4130	External Financial Reporting III .....	3
ACCT	4410	Government and Not-For-Profit Accounting .....	3
ACCT	4420	Auditing .....	3

Students wishing to register in ACCT 3100 must meet the following prerequisites: a GPA of 2.50 or better in all introductory level college accounting courses including a grade of C (2.0) or better in both BUAD 2040 and BUAD 2050 or equivalent courses, and an overall GPA of 2.50 or better in all prior college level courses.

Accounting students are encouraged to minor in Information Systems.

## Business Analysis

Adviser: Professor Paul Kozłowski

### Program Requirements

**Required Courses: (12 hours)**

BANS	3060	Managerial Economics.....	3
BANS	3070	Business Fluctuations and Outlooks .....	3
INFS	3250	Software Applications in Business.....	3
OPMT	4450	Forecasting.....	3

**Electives: (Select any two from the following – 6 hours)**

EBUS	3090	FINA	4090	OPMT	4750
FINA	3480	OPMT	3310	MKTG	3880
FINA	3890	OPMT	3750	PSLS	3080

## Electronic Commerce

Adviser: Professor Thuong Le

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

### Program Requirements

**Required Courses: (12 hours)**

EBUS	3090	E-Commerce and the Networked Economy .....	3
EBUS	3180	Web Design for Business Communication .....	3
EBUS	4040	E-Commerce Intelligence Management .....	3
EBUS	4150	E-Commerce Business Models & Project Management.....	3

**Electives – Choose one of the following career tracks:**

**Information Technology for Electronic Commerce (6 hours)**

INFS	3150	Principles of Structured Computer Programming & Problem Solving .....	3
INFS	4370	Application Development Using Database Management Systems.....	3

**Electronic Commerce Business Applications (choose two of the following – 6 hours)**

FINA	4090	Financial Markets and Institutions.....	3
MKTG	3260	Global Framework for Ecommerce .....	3
MKTG	3280	Internet Marketing .....	3

(required in this career track)

## Entrepreneurship, Family & Small Business

Adviser: Professor Sonny Ariss

This program is designed for students who desire to start or currently work for a small or medium-sized family or non-family firm. The program emphasizes practical training and developing relationships with practitioners from the business community.

## Program Requirements

**Required Courses: (12 hours)**

EFSB	3590	Entrepreneurship.....	3
EFSB	4010	The Dynamics of Family Business .....	3
FINA	4840	Small Business Financial Policies and Practices .....	3
HURM	3220	Human Resource Management.....	3

**Electives: (Select one from each of the following modules – 6 hours)**

*Module I:*

ACCT 3000, ACCT 3010, ACCT 3030, FINA 4890

*Module II:*

MKTG 3690, PSLS 3440, EBUS 3090

## Finance

Adviser: Professor Andrew Solocha

For this area of specialization, students must take a total of 21 hours, consisting of four required courses (12 hours) beyond BUAD 3040, and three finance electives (9 hours).

### Program Requirements

**Required Courses: (12 hours)**

FINA	3480	Investments .....	3
FINA	4080	Intermediate Corporate Finance.....	3
FINA	4090	Financial Markets and Institutions.....	3
FINA	4670	Advanced Financial Management.....	3

**Electives: (9 hours)**

Any three department of finance electives with the **exception** of FINA 2000, FINA 3060, FINA 4610 and FINA 4880.

## Financial Services

Adviser: Professor Linda Bowyer

### Program Requirements

**Required Courses (15 hours):**

FINA	3600	Risk Management <b>or</b>	
	3610	Life and Health Insurance <b>or</b>	
	4890	Financial and Estate Planning.....	3
FINA	3660	Real Estate Principles, Practices and Finance	
		<b>or</b>	
	3670	Real Estate Valuation <b>or</b>	
	3680	Real Estate Law, Insurance and Taxes .....	3
FINA	3480	Investments .....	3
FINA	4090	Financial Markets and Institutions.....	3
PSLS	3440	Sales.....	3

**Electives: (Select two courses not used as required courses from the following – 6 hours)**

FINA	3600	FINA	3660	FINA	3680	FINA	4870
FINA	4940	FINA	3610	FINA	3670	FINA	4100
FINA	4890						

## Human Resource Management

*Adviser: Professor Dale J. Dwyer*

Human resource management is designed to prepare candidates for positions in human resource management in domestic and international business organizations, hospitals, nonprofit organizations, and local, state and federal government agencies.

### Program Requirements

#### Required Courses: (21 hours)

BLAW	3550	Legal and Safety Compliance .....	3
HURM	3220	Human Resource Management .....	3
HURM	3630	Conflict Resolution and Negotiation Skills.....	3
HURM	4640	Benefits, Health and Wellness.....	3
HURM	4650	Compensation .....	3
HURM	4660	Planning, Selection & Recruitment.....	3
HURM	4710	Training and Evaluation.....	3

### Information Systems

*Adviser: Professor T.S. Ragu-Nathan*

Information systems (INFS) provides the student with the managerial and technical skills required to enter the challenging and dynamic field of computers and information systems. The student acquires knowledge involving a variety of topics, including widely used business programming languages, the design and implementation of management information systems, networking and communications, the managerial aspects of system development and the latest technological developments in database management, computer software and information technology.

### Program Requirements

#### Required Courses (18 hours)

INFS	3150	Structured Programming & Problem Solving.....	3
INFS	3160	Object Oriented Programming.....	3
INFS	3370	Business Data Communications .....	3
INFS	3770	Data Base Management Systems.....	3
INFS	4300	Distribution Systems & Web Development.....	3
INFS	4510	Systems Analysis & Design.....	3

#### Electives: (choose one from the following – 3 hours)

INFS	3240	INFS	4320	INFS	4990	INFS	3380
INFS	4810	OPMT	4760	INFS	3980		

## International Business

*Advisers: Professors Don Beeman and Anthony Koh*

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

### Program Requirements

#### Required Courses: (12 hours)

FINA	3500	International Finance .....	3
IBUS	3600	International Management .....	3
IBUS	4360	Global Business Strategies.....	3
MKTG	3140	International Marketing .....	3

#### Electives: (Select any two – 6 hours)

BLAW	3670	International Business Law.....	3
IBUS	4490	Global Management Systems .....	3
IBUS	3150	Understanding Cultural Differences for Business .....	3
IBUS	4180	North American Business Practices .....	3
MKTG	3260	Global Framework for E-Commerce .....	3
MKTG	4220	International Sourcing, Logistics and Transportation .....	3

Other courses subject to approval, including study abroad courses and internships in international business.

### Foreign Language Requirements for International Business Majors

International business majors must demonstrate foreign language proficiency by satisfying one of the following requirements:

- Completed four years of one foreign language in high school with a grade of B or better in each course; or
- Completed a University-level fourth semester foreign language course; or
- Have a proficiency in a native language other than English.

## Marketing

*Advisers: Professor Ronald Zallocco*

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

### Program Requirements

#### Required Courses: (9 hours)

MKTG	3850	Buyer Behavior and Relationship Marketing .....	3
MKTG	3880	Marketing Research & Data-Based Management.....	3
MKTG	4130	Marketing Analysis & Decision Making .....	3

#### Electives: (Select 6 hours from module I and 6 hours from module II – 12 hours)

##### Module I:

MKTG	3140	International Marketing .....	3
MKTG	3280	Internet Marketing .....	3
MKTG	3690	Principles of Marketing Communication.....	3
MKTG	4540	Business Marketing.....	3
MKTG	4940	Internship .....	3
PSLS	3440	Sales .....	3

##### Module II:

MKTG	3130	Supply Chain Management.....	3
MKTG	3260	Global Framework for E-Commerce .....	3
MKTG	3870	Advertising Strategy .....	3
MKTG	3910	Direct Marketing.....	3
MKTG	4120	Marketing Channels Management .....	3
MKTG	4220	International Sourcing, Logistics & Transportation .....	3
MKTG	4520	Advanced Market Analysis .....	3
MKTG	4570	Product & Pricing Management.....	3
MKTG	4980	Special Topics .....	3
MKTG	4990	Independent Study .....	3
PSLS	3080	Purchasing & Business Relationship Mgmt .....	3
PSLS	4710	Sales Force Leadership .....	3

## Operations Management

*Adviser: Professor Arthur Smith*

Operations management (OPMT) is designed for students who are interested in the revitalization of America's industrial base or who want to pursue careers in the rapidly expanding service sector. Students acquire the knowledge and skills to manage people and resources. Students are given a broad overview of operations from product design, process selection, TQM, facility layout and location through planning and scheduling.

### Program Requirements

#### Required Courses: (9 hours)

OPMT	3340	Quality Management.....	3
OPMT	3610	Production Planning and Control.....	3
OPMT	3660	Materials Management and Purchasing.....	3

#### Electives: (choose three of the following – 9 hours):

OPMT	3310	OPMT	4150	OPMT	4760
OPMT	3600	OPMT	4420	OPMT	4980

## Organizational Development and Management

*Adviser: Professor Dale J. Dwyer*

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

### Program Requirements

#### Complete the following courses: (18 hours)

HURM	3220	Human Resource Management.....	3
HURM	3630	Conflict Resolution & Negotiation Skills.....	3
ORGD	4210	Organizational Development & Change.....	3
ORGD	4240	Communication Strategies for Leading Change.....	3
ORGD	4330	Organizational Diagnosis & Intervention.....	3
ORGD	4780	Leadership & Managerial Competencies.....	3

## Professional Sales

*Adviser: Professor Richard Buehrer*

The professional sales major trains students for distinguished careers in business-to-business selling. Listed below are specific courses in the University Core and specific electives needed to fulfill the requirements for a specialization in professional sales. Please see the adviser for details.

### Program Requirements

#### Required professional sales and business courses: (22 hours)

MKTG	4540	Business Marketing.....	3
PSLS	3000	Sales Career Orientation & Mgmt.....	1
PSLS	3080	Purchasing & Business Relationship Management.....	3
PSLS	3440	Sales.....	3
PSLS	3450	Account & Territory Management.....	3
PSLS	4710	Sales Force Leadership.....	3
PSLS	4740	Advanced Sales.....	3
PSLS	4940	Sales Internship.....	3

### Required Arts and Sciences courses, including required University Core courses:

ENGL	1110	College Composition I.....	3
MATH	1260	Modern Business Math I (University Core requirement – Math).....	3
MATH	1270	Modern Business Math II.....	3
PSY	1010	Intro. to Psychology (University Core requirement – Social Science) <b>or</b>	
SOC	1010	Intro. to Sociology (University Core requirement – Social Science).....	3
ENGL	2960	Organizational Report Writing (University Core requirement – English).....	3
COMM	3840	Interpersonal Comm. (University Core requirement – Humanities/Fine Arts).....	4
PHIL	1020	Critical Thinking (University Core requirement – Humanities/Fine Arts) <b>or</b>	
PHIL	1010	Introduction to Logic.....	3
		University Core requirement – Natural Sciences: Based on intended industry sales.....	3
		University Core requirement – Natural Sciences: Based on intended industry sales.....	3
		University Core requirement – Multicultural: Diversity of U.S. culture.....	3
		University Core requirement – Multicultural: Other than U.S. ....	3
COMM	3880	Professional Business Communication.....	3

#### Two Communication courses from the following:

COMM	1010	Communication Principles and Practices.....	3
COMM	2600	Public Presentations.....	3
COMM	3810	Group Communications.....	3
COMM	3820	Persuasion Theory.....	3
COMM	4810	Nonverbal Communication.....	3

#### Nonbusiness elective: (1 hour)

Nonbusiness elective.....	1
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## Supply Chain Management

*Adviser: Professor Ram Rachamadugu*

This major emphasizes sourcing, industrial marketing, logistics, transportation, quality, production planning, computer applications, information systems and emerging practices in supply chain management and e-commerce. Both strategic and operational issues will be emphasized.

### Program Requirements

#### Required: (3 hours)

MKTG	3130	Introduction to Supply Chain Management.....	3
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#### Electives: (Select 6 hours from module I, 6 hours from module II, 3 hours from module III, and 3 hours from module IV – total 18 hours)

##### Module I:

EBUS	3090	E-Commerce and the Networked Economy.....	3
OPMT	3660	Materials Management and Purchasing.....	3
PSLS	3080	Purchasing and Relationship Management.....	3

##### Module II:

OPMT	3600	Facility Planning.....	3
OPMT	3610	Production Planning.....	3
OPMT	3340	Quality Management.....	3



Module III:

Table with 3 columns: Course ID, Course Name, and Credits. Includes MKTG 3260 Global E-Commerce, MKTG 4220 Logistics, and MKTG 4540 Business Marketing.

Module IV:

Table with 3 columns: Course ID, Course Name, and Credits. Includes IBUS 4490 Global Management, MGMT 4910 Research in Supply Chain Management, and MGMT 4940 Internship.

Minors

Minor or Business Electives for Business Students

In order to increase the knowledge base of students, the college offers business students the choice of a minor or business electives as part of the curriculum. The course requirements for a minor are specified by the departments. The college offers the following minors for business students: accounting, business analysis, business economics, business law, commercial real estate, decision sciences, electronic commerce, entrepreneurship, family and small business, finance, financial services, information systems, insurance and risk management, international business, management, marketing, operations management, professional sales, small business financial management and supply chain management.

The following minors are only available for College of Business Administration students. Students cannot duplicate credit in their area of specialization or upper division core. The minor is three courses (9 hours).

Accounting

Table with 3 columns: Course ID, Course Name, and Credits. Includes ACCT 3000 Financial Statement Analysis, ACCT 3010 Cost Accounting for Non-Accounting Majors, and ACCT 3030 Tax for Non-Accounting Majors.

Students may make substitutions for the above courses with the permission of the chair of the department of accounting.

Business Analysis

Table with 3 columns: Course ID, Course Name, and Credits. Includes BANS 3060 Managerial Economics, BANS 3070 Business Fluctuations and Outlooks, INFS 3250 Software Applications in Business, and OPMT 4450 Forecasting.

Business Economics

Table with 3 columns: Course ID, Course Name, and Credits. Includes BANS 3060 Managerial Economics, BANS 3070 Business Fluctuations & Economic Outlook, OPMT 4450 Forecasting, and FINA 3500 International Finance.

Business Law

Complete three of the following:

Table with 3 columns: Course ID, Course Name, and Credits. Includes BLAW 3550 Legal & Safety Compliance Issues, BLAW 3570 The Laws of Structuring and Operating a Business, BLAW 3670 International Business Law, and BLAW 4570 Legal and Ethical Aspects of Managing Innovation and Technology.

Commercial Real Estate

Table with 3 columns: Course ID, Course Name, and Credits. Includes FINA 3660 Real Estate Principles, Practices and Finance, FINA 3670 Real Estate Valuation, and FINA 3680 Real Estate Law, Insurance and Taxes.

Decision Sciences

Complete any three of the following courses:

Table with 3 columns: Course ID, Course Name, and Credits. Includes OPMT 3310, OPMT 3760, OPMT 3750, OPMT 4450, OPMT 4760, OPMT 4750, and MKTG 3880.

Electronic Commerce

Required Courses:

Table with 3 columns: Course ID, Course Name, and Credits. Includes EBUS 3090 E-Commerce & the Networked Economy and EBUS 3180 Web Design for Business Communications.

Elective: (Choose one of the following)

Table with 3 columns: Course ID, Course Name, and Credits. Includes EBUS 4040 E-Commerce Intelligence Management, INFS 3150 Principles of Structural Computer Programming & Problem Solving, and MKTG 3280 Internet Marketing.

Entrepreneurship, Family, & Small Business

Table with 3 columns: Course ID, Course Name, and Credits. Includes EFSB 4010 Dynamics of Family Business, EFSB 3590 Entrepreneurship, and FINA 4840 Small Business Financial Policies and Practices.

Finance

Table with 3 columns: Course ID, Course Name, and Credits. Includes FINA 3480 Investments, FINA 4080 Intermediate Corporate Finance, and FINA 4090 Financial Institutions and Markets.

Financial Services

Complete three of the following:

Table with 3 columns: Course ID, Course Name, and Credits. Includes FINA 3480, FINA 3660, FINA 4090, PSLS 3440\*, FINA 3600, FINA 3670, FINA 4870, FINA 3610, FINA 4100, and FINA 4890.

\*With permission from chair of the department of finance.

Information Systems

Table with 3 columns: Course ID, Course Name, and Credits. Includes INFS 3250 Software Applications in Business, INFS 3770 Database Management Systems, and Two additional INFS electives.

Insurance and Risk Management

Table with 3 columns: Course ID, Course Name, and Credits. Includes FINA 3600 Risk Management, FINA 3610 Life and Health Insurance, and FINA 4890 Financial and Estate Planning.

International Business

Select three courses, taking into consideration prerequisites, from those listed under the international business area of specialization.

Management

Complete three of the following:

Table with 3 columns: Course ID, Course Name, and Credits. Includes EFSB 3590 Entrepreneurship, HURM 3220 Human Resource Management, HURM 3630 Conflict Resolutions Negotiation Skills, and ORGD 4780 Leadership & Managerial Competencies.

## Marketing

### Required:

MKTG	3850	Buyer Behavior and Relationship Management	
		or	
MKTG	3880	Marketing Research and Data-Based Management.....	3

### Electives:

Select two courses (6 hours) from the courses listed for the marketing specialization, except MKTG 4940.

## Operations Management

Select any three courses from those courses listed previously as required courses and electives under the operation management area of specialization.

## Professional Sales

### Required:

PSLS	3440	Sales .....	3
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### Electives: (Select two from the following)

PSLS	3080	Purchasing and Business Relationship Management.....	3
PSLS	3450	Account and Territory Management .....	3
PSLS	4710	Sales Force Leadership .....	3
PSLS	4740	Advanced Sales .....	3
MKTG	4540	Business Marketing.....	3

## Small Business Financial Management

### Required Courses:

FINA	4080	Intermediate Corporate Finance.....	3
FINA	4840	Small Business Financial Policies and Practices .....	3

### Elective: (Choose one of the following – 3 hours)

FINA	3670	EFSB	3590	EFSB	4010
FINA	4090	FINA	4670		

## Supply Chain Management

### Required:

MKTG	3130	Introduction to Supply Chain Management.....	3
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### Electives:

Select any two courses (6 hours) from the list of electives listed under Modules I, II and III for the supply chain management major, but no more than one course (3 hours) from any module.

## Business Minors for Nonbusiness Students at The University of Toledo

The College of Business Administration offers a general minor and three specialty minors (business analysis, professional sales and supply chain management) for students in nonbusiness programs at The University of Toledo. These minors are recommended for students who want to enhance their academic programs with business-related course work. Students taking courses in the business minor must meet course prerequisite requirements. These minors are designed specifically for nonbusiness students and should not be confused with the individual minors offered for College of Business Administration students. Students can take two minors and may take no more than one course that fulfills the requirements of both

minors. Students should contact advisers in their college and in the College of Business Administration for additional details about the minors.

## General Minor for Nonbusiness Students

### Requirements for the General Minor in Business for Nonbusiness Students

1. A minimum cumulative GPA of 2.25 is required in the following prerequisite courses or their equivalents. A student who does not meet the minimum standards but has at least a cumulative 2.0 in the prerequisites will be reviewed by the College of Business Administration assistant dean on an individual basis. In addition to the requirements below, students must demonstrate computer proficiency through a proficiency test, Microsoft certification or an introduction to business computing course.

#### Economics

Select from ECON 1150 and 1200, or MIME 2600 or equivalent ..... 3-6

#### Mathematics

Select from MATH 1260 and 1270, or 1750 and 1760, or 1850 or equivalent ..... 3-6

#### Business Statistics

Select from BUAD 2060, MATH 2630, or equivalent ..... 3

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

#### Required Foundation Course

BUAD	2040	Financial Accounting Information.....	3
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#### Additional Requirements

A. Select **three** courses from the following:

BUAD	1010	Introduction to Business .....	3
BUAD	2050	Accounting for Business Decision Making .....	3
BUAD	2070	Application of Statistics in Business Decision Making .....	3
BUAD	2080	Global Environment of Business .....	3
BUAD	3010	Principles of Marketing.....	3
BUAD	3020	Principles of Manufacturing and Service Systems .....	3
BUAD	3030	Managerial and Behavioral Processes in Organizations .....	3
BUAD	3040	Principles of Financial Management .....	3
BUAD	3050	Information Technology Management.....	3
BUAD	3470	Legal & Ethical Environment of Bus.....	3

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

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

## Business Analysis Minor for Nonbusiness Students

### Program Requirements

The business analysis minor for nonbusiness students requires 15 hours. Prerequisites for all courses must be fulfilled.

#### Required Courses: (9 hours)

BANS	3060	Managerial Economics.....	3
BANS	3070	Business Fluctuations and Economic Outlooks.....	3
OPMT	4450	Forecasting.....	3

#### Electives: Select two courses from the following (6 hours):

EBUS	3090	OPMT	3310
FINA	3480	OPMT	3750
FINA	3890	OPMT	4750
FINA	4090	MKTG	3880
INFS	3250	PSLS	3080

MKTG	4220	Logistics and Transportation.....	3
MKTG	4540	Business Marketing.....	3

#### Electives: Select two from the following, except courses selected as part of a module (6 hours):

EBUS	3090	E-Commerce and the Networked Economy .....	3
MKTG	4540	Business Marketing.....	3
OPMT	3610	Production Planning and Control.....	3
OPMT	3660	Materials Management and Purchasing .....	3
OPMT	4450	Forecasting.....	3
PSLS	3080	Purchasing and Business Relationship Management.....	3

## Professional Sales Minor for Nonbusiness Students

### Required Courses:

#### Economics: (3-6 hours)

Select from ECON 1150 and ECON 1200 or MIME 2600.....3-6

#### Required Business Courses: (12 hours)

BUAD	3010	Principles of Marketing.....	3
PSLS	3440	Sales .....	3
PSLS	3450	Account and Territory Management .....	3
PSLS	4740	Advanced Sales.....	3

#### Business Elective: Select one from the following (3 hours):

PSLS	3080	Purchasing and Business Relationship Management.....	3
PSLS	3710	Sales Force Leadership .....	3

## Supply Chain Management for Nonbusiness Students

### Program Requirements

The supply chain management minor for nonbusiness students requires 15 hours. Prerequisites for all courses must be fulfilled.

#### Required Course: (3 hours)

MKTG	3130	Introduction to Supply Chain Management.....	3
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#### Module Selection: (6 hours)

Select two additional courses from one of the following three modules.

##### Module I:

EBUS	3090	E-Commerce and the Network Economy .....	3
OPMT	3660	Materials Management and Purchasing .....	3
PSLS	3080	Purchasing and Business Relationship Management.....	3

##### Module II:

OPMT	3340	Quality Management.....	3
OPMT	3600	Facility Planning .....	3
OPMT	3610	Production Planning and Control.....	3

##### Module III:

MKTG	3260	Global Framework for E-Commerce .....	3
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# College of Business Administration Faculty

## Department of Accounting

**Philip R. Fink**, 1975, professor  
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**Diana R. Franz**, 1992, professor and chair  
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**Robert Irish**, Ph.D., professor emeritus

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**Dale B. Sullivan**, D.B.A., professor emeritus; superannuate