

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 The Association to Advance Collegiate Schools of Business (AACSB International).

Degrees Offered

Bachelor of Business Administration

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, non-business 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
Finance
Financial services
Human resource management
Information systems
International business
Marketing
Operations management/supply chain management
Organizational leadership 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 eight minors for students from other colleges at The University of Toledo as follows:

General business minor plus specialized minors in

Accounting
Business analysis
Electronic commerce/information technology
Entrepreneurship, family and small business
International business
Professional sales
Operations management/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

To be admitted to the bachelor of business administration program at The University of Toledo, students need a minimum 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 pre-business degree program offered through University College, which is designed to complete the first two years of the bachelor of business administration degree.

College Specific Requirements

Admission to Divisions

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. 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 and will complete the pre-professional business and University Core Classes.
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 the completion of 60 hours, which must include the required and elective courses in the lower division; earning a minimum GPA of 2.25 in the following courses: BUAD 1010, 2040, 2050, 2060, 2070 and 2080; and earning an overall minimum GPA of 2.25 except accounting – see below. A student not meeting the standards but with a cumulative GPA of 2.0 will be reviewed by the college admission committee for admission to the upper division on an individual basis.

- Requirements to be admitted to the accounting area of specialization and to register for ACCT 3100 are as follows: a minimum GPA of 2.50 in the introductory-level college accounting courses, including a grade of C (2.0) or better in BUAD 2040 and 2050 or equivalent courses, and an overall higher education minimum GPA of 2.50 in all prior college level courses.
- 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.*

Transfer and Change of College Policy

Admission Requirement

All transfer students must have a minimum GPA of 2.25 to be accepted into the College of Business Administration. Transfer students' admission will be determined by the higher education (HED) grade point average. The HED GPA is based on all letter grades attained at all institutions of higher learning and uses the point average scale of A equaling four points. The admission of students wishing to change from another college within The University of Toledo to the College of Business Administration must have a minimum 2.25 GPA based on their current UT cumulative GPA.

Degree 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 student must complete the evaluation process before the end of the first term of attendance at UT.

For purposes of determining the UT GPA, grades from another institution do not transfer. The GPA will be based on the course work taken while enrolled in The University of Toledo. For students transferring into the College of Business 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 course and grade 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 The University of Toledo will include all course work taken at all institutions of higher education in the calculation to determine if a student will graduate with honors. All college course work taken is computed in determining eligibility for graduation with honors, although no student will be awarded a level of honors above that indicated by The University of Toledo cumulative GPA. The University of Toledo requires a minimum of 30 semester hours of standard letter-graded courses from UT in order to qualify for graduation with honors.

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 pre-approved 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.

Course Applicability System (CAS)

The Course Applicability System (CAS) is a statewide Web-based transfer information system supported by the Ohio Board of Regents. CAS shows course equivalencies between public and private two-year and four-year colleges and universities, along with college degree requirements. To access CAS, log onto www.transfer.org.

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 completed at least 45 semester hours of college work and have earned a minimum GPA of 3.3 (4.0 scale). Students are admitted to the departmental honors program on a space-available basis.

Program Requirements

College of Business Administration College Honors Program

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

- Fulfill all requirements for an approved degree program within the college with a minimum overall GPA of 3.3.
- 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
	or	
HON	2030	Multicultural Literatures: The Non-European World

Upper Division Courses:

BUAD	3010	Principles of Marketing
BUAD	3020	Principles of Manufacturing and Service Systems

BUAD	3030	Managerial and Behavioral Processes in Organizations
BUAD	3040	Principles of Financial Management
BUAD	4020	Senior Business Policy Forum - Honors Thesis

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

3. Complete an additional three-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 three-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 receive advising concerning their academic program from the college professional advisers located in the Student Services Center in Stranahan Hall Room 1016. Appointments and walk-in hours are available throughout the year. Degree audits also are available in the Student Services Center and online through Student Self-Service through the myUT portal.

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 for fulfilling all degree requirements rests with the student.*

Declaring or Changing a Major and/or Minor

Forms for declaring or changing a college major and/or minor are available in the Student Services Center or online at www.business.utoledo.edu.

GPA Recalculation for Repeated Courses

If a student repeats a UT course and receives a grade of C (2.0) or higher, a request to delete the original grade, as long as the original course grade was a C- or lower, can be made. The request form is available in the Student Services Center. If the original grade was earned because of cheating or academic dishonesty, it will not be deleted. A maximum of 12 credit hours can be deleted.

Academic Probation

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

Academic Suspension

Academic suspension means a student is dropped from The University of Toledo for a minimum period of one semester. A student is subject to academic suspension if he/she falls below the minimum requirements or fails to make sufficient progress toward attainment of the degree. No course work taken at any other educational institution during the student's suspension shall be accepted as transfer credit. 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 cannot enroll at UT for at least one semester. A suspended student must submit an appeal in writing for readmission to the assistant dean for student services.

Code of Student Academic Conduct and Student Academic Grievance Procedure

Issues related to charges of student academic misconduct or disputes as to final course grades, and the procedures for resolving such issues are set forth by the specific language of the Code of Student Academic Conduct and the procedures for resolution of such issues in the Student Academic Grievance Procedure. Procedural guidelines may be located on the college's Web site at www.business.utoledo.edu.

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 and online through the myUT portal Student Self-Service. Students are encouraged to keep current degree audits for their personal use and to discuss their degree audits with their academic advisers.

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 2.0 GPA 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 business minor. The departmental chair has the prerogative of substituting an additional course in the area of specialization or minor, rather than requiring the student to repeat the course in which a grade below C was received. The student must earn a C or higher in the substituted course for it to satisfy the requirements of the specialization or minor.

Lower Division Curricular Requirements

Students earning bachelor degrees in all colleges and programs 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	1
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

*Required if basic business computer proficiency is not demonstrated by placement test.

Upper Division Curricular Requirements

All students must make formal application for admission to the upper division one semester before the semester in which they earn 60 hours.

The core junior and senior years of the curriculum consist of the following upper division business requirements, an area of specialization, and a minor or business elective courses and COMM 3880.

BUAD 3000	Career Development II.....	1
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 may 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 (final 30 semester hours) in the baccalaureate program must be taken in residence at UT 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+

Programs of Study

Areas of Specialization Accounting

Professor Diana Franz, adviser

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

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

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

Students wishing to register for 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 higher in BUAD 2040 and 2050 or equivalent courses, and an overall higher education GPA of 2.50 or higher in all prior college-level courses.

Business Analysis

Andrew Solocha, adviser

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

Thuong Le, adviser

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

INFS 3150	Principles of Structured Computer Programming & Problem Solving	3
INFS 3770	Application Development Using Database Management Systems.....	3

Electronic Commerce Business Applications

MKTG 3280	Internet Marketing	3
	(required in this career track) and	
FINA 4090	Financial Markets and Institution	3
or		
MKTG 3260	Global Framework for E-commerce	3

Finance

Andrew Solocha, adviser

For this area of specialization, students must earn a grade of C (2.0) or higher in BUAD 3040 and complete a total of 21 hours, 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 finance electives with the **exception** of FINA 2000, 3060, 4610 and 4880.

Financial Services

Linda Bowyer, adviser

Program Requirements

Required Courses: 15 hours

FINA 3600	Risk Management or	
3610	Life and Health Insurance or	
4890	Financial and Estate Planning	3
FINA 3660	Real Estate Principles, Practices and Finance or	
FINA 3670	Real Estate Valuation or	
FINA 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

Dale J. Dwyer, adviser

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

Program Requirements

Required Courses: 21 hours

BLAW 3550	Legal and Safety Compliance	3
HURM 3220	Human Resource Management	3
HURM 3630	Conflict Management: Mediation and Negotiations	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

T.S. Ragu-Nathan, adviser

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

Program Requirements

Required Courses: 9 hours

INFS 3380	Web Application Development I	3
INFS 3770	Data Base Management Systems	3
INFS 4510	Systems Analysis & Design	3

Electives: choose four from the following – 12 hours

INFS 3150	INFS 3160	INFS 3240	INFS 3370
INFS 3980	INFS 4300	INFS 4320	INFS 4620
INFS 4810			

International Business

Don Beeman and Anthony Koh, advisers

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

Program Requirements

Required Courses: 12 hours

FINA 3500	International Finance	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.....	3
	Business.....	3
IBUS 4180	North American Business Practice.....	3
MKTG 3260	Global Framework for E-Commerce	3
MKTG 4220	International Sourcing, Logistics and	3
	Transportation	3

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

Foreign Language Requirements for International Business Area of Specialization

Students with an area of specialization in international business must demonstrate foreign language proficiency by satisfying one of the following requirements:

- a) Completing four years of one foreign language in high school with a grade of B or higher in each course; or

- b) Completing a university-level fourth semester (2150 or Intermediate II) foreign language course; or

- c) Have a proficiency in a native language other than English.

Marketing

Anthony Koh, adviser

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 either module I or module II to equal 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

Paul Hong, adviser

Operations management is designed for students who are interested in the revitalization and enhancing the competitiveness of America's industrial base or who want to pursue careers in the rapidly expanding service sector. In operations management, students acquire the knowledge and skills to manage people and resources. Students are given a broad overview of operations from product design, process selection, TQM, production planning and scheduling. A student cannot have areas of specializations in operations management and supply chain management.

Program Requirements

Required Courses: 18 hours

OPMT 3340	Quality Management.....	3
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OPMT	3610	Production Planning and Control.....	3
OPMT	3660	Materials Management and Purchasing	3
MKTG	4220	Int Sourcing, Logistics, and Transportation.....	3
OPMT	4420	Service Operations Management.....	3
OPMT	4760	Simulation Modeling and Analysis of Manufacturing/Service Systems.....	3

COMM	3840	Interpersonal Comm. (University Core requirement – Humanities/Fine Arts).....	4
PHIL	1020	Critical Thinking (University Core requirement – Humanities/Fine Arts)	
		or	
PHIL	1010	Introduction to Logic	3
		University Core requirement – Natural Sciences:	
		Based on intended industry sales	6

Organizational Leadership and Management

Dale J. Dwyer, adviser

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

Program Requirements

Complete the following courses: 21 hours

HURM	3220	Human Resource Management.....	3
HURM	3630	Conflict Management: Mediation and Negotiations	3
MGMT	3770	Ethics in Leadership and Management.....	3
MGMT	4210	Leading and Managing Organizational Improvement.....	3
MGMT	4250	Performance Management for Individuals and Teams	3
MGMT	4330	Organizational Leadership and Management Practicum	3
MGMT	4780	Leadership & Managerial Competencies.....	3

Professional Sales

Richard Buehrer, adviser

The professional sales area of specialization prepares 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:

PSY	1010	Intro. to Psychology (University Core requirement – Social Science)	
		or	
SOC	1010	Intro. to Sociology (University Core requirement – Social Science)	3

Choose two Communication courses (6 hours) from the following:

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

Supply Chain Management

Paul Hong, adviser

Supply chain management is designed for students who are interested in the revitalization and enhancing the competitiveness of America's industrial base or who want to pursue careers in the rapidly expanding service sector. In supply chain management, the emphasis will lie in sourcing, industrial marketing, logistics, transportation, quality, information systems, emerging practices in supply chain management and e-commerce. A student cannot have areas of specializations in operations management and supply chain management.

Program Requirements

Required Courses: 18 hours

OPMT	3340	Quality Management.....	3
OPMT	3610	Production Planning and Control.....	3
OPMT	3660	Materials Management and Purchasing.....	3
MKTG	4220	Int Sourcing, Logistics, and Transportation.....	3
MKTG	3130	Supply Chain Management.....	3
EBUS	3090	E-Commerce and the Networked Economy	3

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 minor, area of specialization and upper division core. The minor consists of three courses (9 hours), unless otherwise noted.

Accounting

ACCT 3000	Financial Statement Analysis.....	3
ACCT 3010	Cost Accounting for Non-Accounting Majors	3
ACCT 3030	Tax for Non-Accounting Majors.....	3

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

Business Analysis

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

Business Economics

BANS 3060	Managerial Economics.....	3
BANS 3070	Business Fluctuations & Economic Outlook	3
OPMT 4450	Forecasting	
	or	
FINA 3500	International Finance.....	3

Business Law**Complete three of the following:**

BLAW 3550	Legal & Safety Compliance Issues in Human Resource Management	3
BLAW 3570	The Laws of Structuring and Operating a Business.....	3
BLAW 3670	International Business Law	3
BLAW 4570	Legal and Ethical Aspects of Managing Innovation and Technology.....	3
BLAW 4580	Detection and Prevention of Deceptive Business Practices	3

Commercial Real Estate

FINA 3660	Real Estate Principles, Practices and Finance	3
FINA 3670	Real Estate Valuation	3
FINA 3680	Real Estate Law, Insurance and Taxes	3

Decision Sciences: 9 credit hours**Complete any three of the following courses:**

OPMT 3310	OPMT3760	OPMT 3750
OPMT 4450	OPMT4760	OPMT 4750
MKTG 3880		

Electronic Commerce**Required Courses:**

EBUS 3090	E-Commerce & the Networked Economy	3
EBUS 3180	Web Design for Business Communications.....	3

Elective: Choose one of the following

EBUS 4040	E-Commerce Intelligence Management	3
INFS 3150	Principles of Structural Computer Programming & Problem Solving	3
MKTG 3280	Internet Marketing	3

Entrepreneurship, Family, & Small Business**Required Courses: 9 hours**

EFSB 3590	Entrepreneurship and Small Business Management	3
EFSB 4010	Growing Family and Entrepreneurial Businesses	3
EFSB 3480	Entrepreneurial Finance	
	OR	
FINA 4840	Small Business Financial Policies and Practices	3

Finance**Required Courses: 9 hours**

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

Financial Services**Complete three of the following: 9 hours**

FINA 3480	FINA 3660	FINA 4090	PSLS 3440*
FINA 3600	FINA 3670	FINA 4870	FINA 3610
FINA 4100	FINA 4890		

*With permission from chair of the department of finance.

Information Systems**Required:**

INFS 3250	Software Applications in Business	
	or	
INFS 3770	Database Management Systems.....	3

Any two additional electives: 6 hours

INFS 3150	INFS 3160	INFS 3240	INFS 3250
INFS 3370	INFS 3770	INFS 3980	INFS 4300
INFS 4320	INFS 4620	INFS 4810	

Insurance and Risk Management: 9 hours

FINA 3600	Risk Management	3
FINA 3610	Life and Health Insurance	3
FINA 4890	Financial and Estate Planning	3

International Business: 9 hours

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

Management**Complete three of the following: 9 hours**

HURM 3220	Human Resource Management	3
HURM 3630	Conflict Management: Mediation and Negotiations	3
MGMT 3770	Ethics in Leadership and Management	3
MGMT 4210	Leading and Managing Organizational Improvement.....	3
MGMT 4250	Performance Management for Individuals and Teams	3
MGMT 4780	Leadership and Managerial Competencies	3

Marketing: 9 hours**Required:**

MKTG 3850	Buyer Behavior and Relationship Management	
	or	

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MKTG	3880	Marketing Research and Data-Based Management.....	3
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Electives:

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

Operations Management

Select three courses: 9 hours

OPMT	3340	Quality Management.....	3
OPMT	4760	Simulation Modeling.....	3
OPMT	3610	Production Planning and Scheduling...3	
OPMT	3660	Materials Management and Purchasing..3	

Professional Sales: 9 hours

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: 6 hours

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: 9 hours

Required:

MKTG	3130	Intro to Supply Chain Management.....	3
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Electives: Select two from the following

OPMT	3340	Quality Management.....	3
OPMT	3660	Materials Management & Purchasing.....	3
MKTG	4220	Int Sourcing, Logistics, Transportation.....	3

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

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

General Minor for Non-Business Students

Requirements for the General Minor in Business for Non-Business Students

1. A minimum cumulative GPA of 2.25 is required in the following prerequisite courses or their equivalents. A student who does not meet the minimum standards but has at least a cumulative 2.0 in the prerequisites will be reviewed by the College of Business 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 4-6

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 higher 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
	OR	
ACTG	1040	Principles of Financial Accounting..... 3

Additional Requirements

- A. Select **three** courses from the following **one** needs to be 3000₊ level:

BUAD	1010	Introduction to Business.....	3
BUAD	2050	Accounting for Business.....	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 System.....	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 10 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.

Accounting Minor for Non-Business Students

Program Requirements

The accounting minor for non-business students requires 15 credit hours. A grade of C (2.0) or higher is required in all courses used to fulfill the accounting minor requirements. Prerequisites for all courses must be fulfilled.

Required Course:

ACCT 3100 Financial Accounting and Systems..... 3

Prerequisite: Junior standing; a higher education GPA of 2.50 or higher and a 2.50 or higher GPA in BUAD 2040 and 2050 (or equivalent courses), which must include a grade of C (2.0) or higher in BUAD 2040 and 2050 (or equivalent courses).

Electives: Select four courses from the following: 12 hours

ACCT 3000 Financial Statement Analysis 3
Prerequisite: BUAD 2050

ACCT 3110 External Financial Reporting I 3
Prerequisite: ACCT 3100 with a grade of C (2.0) or better

ACCT 3310 Accounting Information Systems and Controls..... 3
Prerequisite: ACCT 3100 with a grade of C (2.0) or better

ACCT 3030 Tax Accounting for Non-accounting Majors 3
Prerequisite: BUAD 2050
OR

ACCT 3210 Income Taxation of Individuals..... 3
Prerequisite: ACCT 3100 with a grade of C (2.0) or better

ACCT 3010 Cost Accounting for Non-accounting Majors..... 3
Prerequisite: BUAD 2050
OR

ACCT 4310 Internal Reporting..... 3
Prerequisite: ACCT 3100 with a grade of C (2.0) or better

FINA 4080 Intermediate Financial Management..... 3
Prerequisite: BUAD 3040

Note: Students may apply ACCT 3030 or 3210 toward the accounting minor but not both. Students may apply ACCT 3010 or 4310 toward the accounting minor, but not both.

Business Analysis Minor for Non-Business Students**Program Requirements**

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

Required Courses: 9 hours

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 PSL 3080

E-Business and Information Technology Applications Minor for Non-Business Students**Program Requirements**

The e-business and information technology applications minor requires basic business computer proficiency for BBA students (e.g., proficiency exam, BUAD 1020 or equivalent); MIME 2600 or ECON 1150 and 1200,

or equivalent; and 15 credit hours from selected EBUS- and INFS-related courses.

Required: 6 hours

EBUS 3090 E-Commerce and the Networked Economy..... 3
Prerequisite: junior standing

INFS 3250 Software Applications in Business..... 3
Prerequisite: junior standing and basic business computer proficiency

Electives: 9 hours

INFS 3770 Database Management Systems 3
Prerequisite: junior standing

EBUS 3180 Web Design for Business Communication..... 3
Prerequisite: junior standing

INFS 3370 Business Data Communications 3
Prerequisite: BUAD 3050

MKTG 3260 Global Framework for E-Commerce..... 3
Prerequisite: BUAD 2080

MKTG 3280 Internet Marketing..... 3
Prerequisite: BUAD 3010

BUAD 3050 Information Technology Management 3
Prerequisite: junior standing and basic business computer proficiency

INFS 3980 Special Topics in Information Systems 3

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

Prerequisites for all courses must be fulfilled, including demonstrating computer proficiency through the College of Business Computer Placement Test **OR** BUAD 1020 **OR** CMPT 1100.

Required Business Courses: 15 hours

EFSB 3500 Introduction to Entrepreneurship 3

BUAD 2040 Financial Accounting OR

ACTG 1040 Principles of Financial Accounting..... 3

EFSB 3480 Entrepreneurial Finance 3

EFSB 3590 Entrep & Small Business Mgmt 3

EFSB 4010 Growing Family & Entrep Business 3

Business Elective: Select one from the following: 3 hours

BUAD 2050 Managerial Accounting OR

ACTG 1050 Principles of Management Accounting 3

BUAD 3010 Principles of Marketing..... 3

BUAD 3470 Legal and Ethical Environment 3

EFSB 4980 Special Topics in EFSB..... 3

EFSB 4990 Independent Study in EFSB..... 3

International Business Minor for Non-Business Students**Program Description:**

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

I. Required Course in Economics:

Select from ECON 1150 and ECON 1200

OR MIME 2600 or equivalent 3-6

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(These are not business course hours and do not count toward the 18 to 21 hours of business courses required in the program)

II. Required Business Courses: 9 hours

BUAD 2080 Global Environment of Business 3
Prerequisite: Sophomore standing

AND

Select two courses from the following: 6 hours

BUAD 3010 Principles of Marketing 3
Prerequisites: ECON 1150 and 1200
or MIME 2600, Junior standing

BUAD 3030 Managerial and Behavioral Processes in
Organizations 3
Prerequisite: Junior standing

BUAD 3040 Principles of Financial Management 3
Prerequisite: BUAD 2040 Financial Accounting Information

III. International Business Electives: 9 hours

Select at least two courses from the following:

IBUS 3600 International Management 3
Prerequisite: BUAD 3030, Junior standing

MKTG 3140 International Marketing 3
Prerequisite: BUAD 3010

FINA 3500 International Finance 3
Prerequisite: BUAD 3040

If needed, select additional hours from the following:

IBUS 3150 Understanding Cultural Differences in Business 3
Prerequisite: Junior standing

IBUS 4100 Study Abroad Program* 3
Prerequisite: Permission of Chair and Faculty

IBUS 4180 North American Business Practices 3
Prerequisite: Junior standing

MKTG 3260 Global Framework for E-commerce 3
Prerequisite: Junior standing

MKTG 4220 International Sourcing, Logistics, and Transportation ... 3
Prerequisite: BUAD 2080

BLAW 3670 International Business Law 3
Prerequisite: BUAD 3030

* Subject to approval of departmental chair or IB faculty adviser

Professional Sales Minor for Non-Business Students

Required Courses:

Economics: 3-6 hours

Select from MIME 2600 or ECON 1150 and ECON 1200. 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

Operations Management/Supply Chain Management for Non-Business Students

Program Requirements

Students must complete BUAD 3020 or equivalent as a prerequisite and 15 credit hours.

MKTG 3130 Introduction to Supply Chain Management ... 3

EBUS 3090 E-Commerce and the Network Economy 3

OPMT 3660 Materials Management and Purchasing 3

OPMT 3340 Quality Management 3

OPMT 3610 Production Planning and Control 3

MKTG 4220 Logistics and Transportation 3

OPMT 3610 Production Planning and Control 3

Recommended for operations management track: OPMT 3340, 3610 and 3660 and any other two courses from above list

Recommended for supply chain management track: MKTG 3130, EBUS 3090, OPMT 3660 and 4220, and one other course from above list

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