

COLLEGE OF BUSINESS ADMINISTRATION

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Mission Statement (adopted 10/02/07)

"Developing Lifelong Leaders for the World of Business.."

- Preparing a diverse body of students for life-long careers as leaders and contributing professionals
- Delivering influential research and publications
- Enhancing the world of business practice and serving as a resource for regional economic development

Accreditation

The University Of Toledo College Of Business Administration has two undergraduate programs fully accredited at the undergraduate level by The Association to Advance Collegiate Schools of Business (AACSB International). These include the bachelor of business administration (BBA) and the Bachelor of Science in information technology (BSIT). More information on the AACSB accreditation may be found at <http://www.aacsb.edu/>

Admission Policies

General Requirements

Bachelor of Business Administration (BBA)

To be admitted to the bachelor of business administration program (BBA) at The University of Toledo, students need a minimum 2.40 cumulative high school grade point average (GPA) and a minimum 18 ACT composite or 860 SAT composite. Students with an ACT of 25 or higher will be admitted to the College of Business Administration regardless of high school GPA. Students with a high school GPA of 3.2 or higher will be admitted to the College of Business Administration regardless of ACT/SAT scores. Students who do not qualify for admission to the College of Business Administration BBA will be admitted to the associate of arts pre-business degree program which is designed to complete the first two years of the bachelor of business administration degree.

Bachelor of Science in Information Technology (BSIT)

To be admitted to the Bachelor of Science in information technology program at The University of Toledo, students need a minimum 2.25 cumulative high school grade point average (GPA) and a minimum 21 ACT composite or 980 SAT.

Bachelor of Applied Organizational Technology (BAOT)

All transfer students must have a minimum GPA of 2.25 and have completed a technical associate degree to be accepted into the College of Business Administration for the bachelor of applied organizational technology. Transfer students' admission will be determined by the higher education (HEd) grade point average. The HEd GPA is based on all letter grades attained at all institutions of higher learning and uses the point average scale of "A" equaling four points.

Associate Degree Programs

To be admitted to an associate degree program in the College of Business Administration at The University of Toledo, students need a minimum 2.00 cumulative high school grade point average (GPA). Students who do not qualify for admission to the College of Business Administration will be admitted to the University of Toledo Learning Collaborative and may transfer to the College of Business Administration when the minimum requirements are met.

College Specific Requirements

Admission to Divisions

The qualifications for admission to the undergraduate associate or bachelor degree program (excluding BSIT and BAOT) and to the upper division; the prerequisites for courses, and all other requirements stated in this catalog apply equally to all students. For purposes of admissions, the College of Business Administration has four 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 towards a bachelor 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 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, 1020, 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.

(Students in the Department of Applied Organizational Technology degree programs should refer to the specific department section found below for more information)

3. The Associate Division - Students enter this division upon admission to the University and college and will complete the required classes towards an associate degree in the chosen specialization. Students may also complete the pre-professional business and University Core Classes towards a bachelor degree if minimum requirements are not met initially to enter the bachelor degree program the first semester.
4. 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 for Transfer Students

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 to pursue a Bachelor in Business Administration must have a minimum 2.40 GPA based on their current UT cumulative GPA.

Bachelor of Business Administration

All transfer students must have a minimum GPA of 2.40 to be accepted into the College of Business Administration.

Bachelor of Science in Information Technology

All transfer students must have a minimum GPA of 2.25 to be accepted into the College of Business Administration.

Evaluation of Courses for Transfer Students

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. Students must also have completed a minimum eight hours to transfer into the College of Business Administration. To qualify for the BBA, BSIT, or BAOT, 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.

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 transfer information, access [CAS](#)

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.

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 33 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).

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 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).

Honors 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 [UT Policy web site](#) for general academic policies that apply to all students.

Academic Advising

Students receive advising concerning their bachelor degree program from the college professional advisers located in the Student Services Center in Stranahan Hall Room 1016. Students receive advising concerning their associate degree program from the college professional adviser located in the Faculty Annex Room 1180 at the Scott Park Campus. 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. (Refer to the list of advisers under Academic Support Services)

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 within the College

Forms for declaring or changing a college major and/or minor are available in the Student Services Center or online at www.utoledo.edu/business/. Students outside of the college must meet with an adviser to change into the College of Business Administration prior to declaring or changing a major or minor.

GPA Recalculation for Repeated Courses

Effective fall 2006, if a student repeats a UT course and receives a higher grade, a request to delete the original grade, as long as the original course grade was lower, can be made. Prior to fall 2006, if a student repeats a UT course and receives a grade of C (2.0) or higher, a request to delete the original grade, as long as the original course grade was a C- or lower, can be made. The request form is available in the Student Services Center. If the original grade was earned because of cheating or academic dishonesty, it will not be deleted. A maximum of 12 credit hours can be deleted.

Academic Probation

When a student’s cumulative GPA falls below 2.0, the student is automatically placed on probation. The COBA recommends that a student limit enrollment to less than 15 hours per semester while on probation.

Academic Suspension

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. Academic suspension means a student is unable to attend classes at The University of Toledo for a minimum period of one semester. 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. The COBA does suspend students after their initial term at UT and will suspend a student after any term in which the student's GPA falls below the standards. Students serving their first suspension will be unable to attend The University of Toledo for one semester. If a student fails to meet the conditions for re-admittance or is suspended a second time because his/her GPA falls below the UT standards, the suspension will be one year. A third suspension is often considered to be a "final suspension". Any student pursuing an associate's degree who has been on academic probation after earning 24 or more credit hours can be placed on academic suspension. A suspended student must submit an appeal in writing for readmission to the director of 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. The College of Business Administration (COBA) provides a copy of the COBA Code of Conduct to all new students in their orientation sections, BUAD 1000 and BMGT 1000, to all transfer students in their Rocket Transition group presentation, and to change of college students in their initial advising appointment.

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Procedural guidelines are also located on the college's web site at www.utoledo.edu/business.

Degree Audit Reporting System (DARS/DARWIN)

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 in the Student Services Center and online through Student Self-Service through the myUT portal. 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 (BBA)

Grade and Hour Requirements

In order to earn a BBA 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/major, 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 General Education/Core Curriculum. The courses are distributed in the areas of English composition, humanities/fine arts, social sciences, natural sciences, mathematics and multicultural studies. Students must earn a minimum “C” (2.00) average in the [University Core Curriculum](#).

Courses that each student is required to take in the College of Business Administration, regardless of area of specialization, are identified below. Students must earn a 2.25 GPA in subset courses marked with (*).

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

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. Students must earn a 2.25 GPA in subset courses marked with (*). A grade of “C” (2.00) or higher must be earned in 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 3470 Legal and Ethical Environment of Business (*).....	3
BUAD 4020 Senior Business Policy Forum (*)	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 BBA degree.

See website for check sheet of program <http://www.utoledo.edu/business/StuServ/Checksheets.html>

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:

<i>Rank</i>	<i>Hours Earned</i>
Freshman	0-29.99
Sophomore	30-59.99
Junior	60-89.99
Senior	90+



Degrees Offered

Bachelor of Business Administration (BBA)

The college offers a four-year undergraduate program leading to the bachelor of business administration (BBA). The BBA 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
- Electronic Commerce
- Finance
- Financial Services
- Human Resource Management
- Information Systems
- International Business

Marketing
Operations 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



Bachelor of Business Administration (BBA)

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 and the major by the Accounting Department.

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.

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 3770	Application Development Using Database Management Systems.....	3
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Electronic Commerce Business Applications

MKTG 3280	Internet Marketing	3
	(required in this career track)	
	and	

FINA 4090 Financial Markets and Institution
or

MKTG 3260	Global Framework for E-commerce.....	3
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Finance

Ravi Ravichandran, 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

Select from BANS 3060, 3070 and 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	
FINA 3610	Life and Health Insurance	
	or	
FINA4890	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	Professional Sales	3

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

FINA 3600	FINA 3660	FINA3680	FINA 4870
FINA 4940	FINA 3610	FINA3670	FINA 4100
FINA 4890			

Human Resource Management

Sonny Ariss, 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 provide 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 3780	INFS 3980	INFS 4300	INFS 4320
INFS 4620	INFS 4810	INFS 4940	INFS 4990

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 3150 Understanding Cultural Differences for Business..... 3

IBUS 4180 North American Business Practice..... 3

IBUS 4100 Study Abroad..... 3

IBUS 4490 Global Management Systems 3

IBUS 4980 Special Topics..... 3

IBUS 4990 Independent Study..... 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 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 1 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	Professional 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
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

Organizational Leadership and Management

Sonny Ariss, 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 3080	Purchasing & Business Relationship Management.....	3
PSLS 3440	Professional 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
COMM 3840	Interpersonal Comm. (University Core requirement – Hum. /Fine Arts)...	4
PHIL 1020	Critical Thinking (University Core requirement – Hum. /Fine Arts)	
	or	
PHIL 1010	Introduction to Logic	3

University Core requirement – Natural Sciences:

Based on intended industry sales 6

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 3130	Supply Chain Management.....	3
MKTG 4220	Int Sourcing, Logistics, and Transportation.....	3
EBUS 3090	E-Commerce and the Networked Economy.....	3

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. Students must complete the 9 credit hours 3000/4000-level Business electives to fulfill their BBA degree requirements even if they are not completing a Business Minor.

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.....	3
	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.....	3
	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
MGMT 3770	Ethics in Leadership.....	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	OPMT 3760	OPMT 3750	OPMT 4450
OPMT 4760	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.....	3

OR

FINA 4840	Small Business Financial Policies and Practices	3
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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.....	3
	or	
INFS 3770	Database Management Systems.....	3

Any two additional electives: 6 hours

INFS 3150	INFS 3160	INFS 3240	INFS 3250
INFS 3370	INFS 3380	INFS 3770	INFS 3780
INFS 3980	INFS 4300	INFS 4320	INFS 4510
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 below.

BLAW 3670, FINA 3500, IBUS 3150, IBUS 3600, IBUS 4100, IBUS 4180, IBUS 4360, IBUS 4490, MKTG 3140, MKTG 3260, MKTG 4220

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

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

Electives:

Select two courses (6 hours) from the courses listed below:

MKTG 3130, MKTG 3140, MKTG 3260, MKTG 3280, MKTG 3690, MKTG 3850 or MKTG 3880, MKTG 3870, MKTG 3910, MKTG 4120, MKTG 4220, MKTG 4520, MKTG 4540, MKTG 4570, MKTG 4980, MKTG 4990, PSLs 3080, PSLs 3440, PSLs 4710, PSLs 4740

Operations Management: 9 hours

Select three courses:

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

Professional Sales: 9 hours

Required:

PSLS 3440 Professional Sales..... 3

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

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

Degree Requirements for the Bachelor of Science in Information Technology (BSIT)

The BSIT program is a unique program offered jointly by the College of Business Administration and The College of Engineering. This program holds both Business's AACSB (<http://www.aacsb.edu/>) and Engineering's ABET accreditation (<http://www.abet.org>). In order to earn a BSIT degree, students must complete a minimum of 128 hours of course work, with a minimum cumulative 2.0 GPA on a 4.0 scale. All University core and degree requirements must be satisfied.

Bachelor of Science in Information Technology (BSIT)

The BSIT program features a hands-on education leading to careers in the management of the technology infrastructure of organizations of all types and sizes. The BSIT program specifically focuses on the technology side of information technology and emphasizes interfacing technologies and the management of technologies. The curriculum covers the operational support and administration of diverse computing systems and the integration of existing technologies, components and products. The program will provide students with a breadth of skills in the core information technologies including programming, computer hardware and networking, databases and Web technologies in order to prepare students for positions as information technologists providing operational and infrastructure support for computer and information systems in business, manufacturing, and institutional organizations.

Program Requirements

University Core:

English	
ENGL 1110.....	3
ENGL 2950 or 2960.....	3
Communication Elective	
COMM 2600 or 3810	3
or	
COMM 3840.....	4
Mathematics (must have a minimum of 6 hours in mathematics)	
MATH 1260 and 1270 or equivalent.....	6
Humanities & Fine Arts: 2 courses (see University Catalog for options).....	6
Multicultural	
Diversity of US Elective.....	3
Non-Western Elective.....	3
Social Science	
ECON 1150 and 1200.....	6
Elective.....	3
Natural Science	
2 lecture classes (see University Catalog for options).....	6
1 lab (see University Catalog for options).....	1
Business	
BUAD 1000.....	1
Degree Coursework:	
Professional Development Electives	
Select two from the following courses	
BUAD 2080, BUAD 3010*, BUAD 3040*, BUAD 3470, BUAD 3570, FINA 3060	
*Recommended for MBA- bound students	
Technical Electives	
Select one from the following	
CSET 4650 Field Programmable Logic Devices.....	4
or	
CSET 4850 Network Security Fundamentals.....	4

and

Select one of the following

INFS 3620, CSET 3400, CSET 4650, CSET 4850, OPMT 4210

Required Engineering Courses (15 courses)

CSET 1100	Introduction to Computer Science & Engineering Technology.....	3
CSET 1200	GUI Programming & Visual Basic.....	3
CSET 1500	Survey of Computer Electronics.....	3
CSET 2100	Small Computer Systems.....	4
CSET 2200	PC & Industrial Networks.....	4
ENGT 2500	Technical Project Management.....	3
ENGT 3010	Applied Statistics & Design of Experiments.....	4
CSET 3100	Advanced Web Site Design.....	3
CSET 3200	Client/Server Computing.....	3
CSET 3250	Client-Side Scripting.....	3
CSET 3300	Database-Driven Web Sites.....	4
CSET 4100	CGI Programming with PERL and JAVA.....	3
CSET 4150	Web Server Administration.....	3
CSET 4250	Applied Programming Languages.....	3
CSET 4750	Computer Networks & Data Communication.....	4

Required Business Courses

BUAD 2040	Financial Accounting Information.....	3
BUAD 2050	Accounting for Business Decision- Making.....	3
BUAD 3020	Principles of Manufacturing & Service Systems.....	3
BUAD 3030	Managerial & behavioral Processes in Organizations.....	3
BUAD 3050	Information Technology Management.....	3
INFS 3380	Web Application I	3
INFS 3770	Small Business Database Systems.....	3
INFS 4510	Business Systems Analysis & Design with ERP.....	3

(See website for check sheet of program

<http://www.utoledo.edu/business/StuServ/Checksheets.html>)

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

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

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 in Business for Non-Business Students

Program Requirements

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.

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

Computing

Select from BUAD 1020 or CMPT 1100.....3

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 need 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
	Prerequisite: ECON 1150 and 1200	
BUAD 3020	Principles of Manufacturing and Service System.....	3
	Prerequisite: BUAD 2060	
BUAD 3030	Managerial and Behavioral Processes in Organizations.....	3
	Prerequisite: junior status	
BUAD 3040	Principles of Financial Management	3
	Pre-/Co-requisite: BUAD 2050 and BUAD 2060	
BUAD 3050	Information Technology Management.....	3
	Prerequisite: BUAD 1020 or CMPT 1100	

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, 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 grad 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
	Prerequisite: ECON 1150 and 1200	
BANS 3070	Business Fluctuations and Economic Outlooks.....	3
	Prerequisite: ECON 1150 and 1200	
OPMT4450	Forecasting.....	3
	Prerequisite: BUAD 2070	

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		

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., 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 BUAD 1020 or CMPT 1100	

Electives: 9 hours

BUAD	3050 Information Technology Management.....	3
	Prerequisite: junior standing and basic business computer proficiency	
EBUS	3180 Web Design for Business Communication.....	3
	Prerequisite: junior standing	
INFS	3370 Business Data Communications	3
	Prerequisite: BUAD 3050	
INFS	3770 Database Management Systems.....	3
	Prerequisite: junior standing	
INFS	3980 Special Topics in Information Systems.....	3
MKTG	3260 Global Framework for E-Commerce.....	3
	Prerequisite: BUAD 2080	
MKTG	3280 Internet Marketing	3
	Prerequisite: BUAD 3010	

Entrepreneurship, Family, and Small Business Minor for Non-Business Students
Program Requirements

Prerequisites for all courses must be fulfilled, including demonstrating computer proficiency through BUAD 1020 OR CMPT 1100.

Required Business Courses: 15 hours

BUAD	2040 Financial Accounting	
OR		
ACTG	1040 Principles of Financial Accounting	3
EFSB	3480 Entrepreneurial Finance.....	3
EFSB	3500 Introduction to Entrepreneurship.....	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

(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:		
FINA	3500 International Finance.....	3
	Prerequisite: BUAD 3040	
IBUS	3600 International Management.....	3
	Prerequisite: BUAD 3030, Junior standing	
MKTG	3140 International Marketing.....	3
	Prerequisite: BUAD 3010	
If needed, select additional hours from the following:		
BLAW	3670 International Business Law.....	3
	Prerequisite: BUAD 3030	
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	

* Subject to approval of departmental chair or IB faculty adviser

Professional Sales Minor for Non-Business Students

Program Requirements

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 Sales3

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**

BUAD	3020 Principles of Manufacturing & Services Systems.....	3
	Prerequisite: BUAD 2060 or equivalent	
EBUS	3090 E-Commerce and the Network Economy.....	3
	Prerequisite: junior status	
MKTG	3130 Introduction to Supply Chain Management.....	3
	Prerequisite: BUAD 2080	
MKTG	4220 Logistics and Transportation.....	3
	Prerequisite: BUAD 2080	
OPMT	3340 Quality Management.....	3
	Prerequisite: BUAD 3020	
OPMT	3610 Production Planning and Control.....	3
	Prerequisite: BUAD 3020	
OPMT	3660 Materials Management and Purchasing.....	3
	Prerequisite: BUAD 3020	
OPMT	4420 Service Operations Management	3
	Prerequisite: BUAD 3020	

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

Department of Applied Organizational Technology

Degree Requirements for Bachelor of Applied Organizational Technology (BAOT)

Students must complete 126 hours (with a minimum of 63 hours of course work completed at The University of Toledo), with a minimum cumulative 2.0 GPA on a 4.0 scale. All business minor, Arts & Science, and elective requirements must be satisfied. Students must earn a minimum of a C (2.0) grade in each course in the business minor.

Bachelor of Applied Organizational Technology (BAOT)

The BAOT is designed for students who already have a technical associate's degree. These

students can complete a bachelor's degree in the equivalent of two additional years of full-time study. This degree is open to anyone meeting the admission requirements, and through advising, can be designed to meet the specific workforce needs of the individual. Along with the transfer credits, the degree completion requirements include selecting classes from a specified list of business courses. For more information, contact the College of Business Administration. The program consists of business courses, Arts & Science course, and electives outside of the College of Business Administration.

Program Requirements

General Business Minor:

Economics: 3-6 hours

ECON 1150 and ECON 1200 or equivalent..... 3-6

Mathematics

MATH 1260 and 1270, or equivalent..... 3-6

Business Statistics

BUAD 2060, or equivalent..... 3

Microcomputer Requirement

BUAD 1020, or equivalent..... 3

Eighteen (18) hours of business courses are required beyond the prerequisite courses above. A grade of C (2.0) or better is required in each of the following courses (Maximum of 2 courses may transfer towards minor)

Required Foundational Course

BUAD 2040 * Financial Accounting Information..... 3

Additional Requirements

Select three (3) courses from the following (1 must be 3000 level):

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 Business..... 3

Select two (2) additional courses from the eight listed above or select two courses at the 3000-4000 level from ACCT, FINA, INFS, MGMT, EFSB, IBUS, EBUS, OPMT, HURM, PSLS, BANS, BLAW, or MKTG to complete the additional requirements. (Prerequisites for selected courses must be fulfilled.) Prerequisites for an MBA also can be fulfilled by completing any of the indicated (*) courses with a minimum grade of C (2.0).

Other Courses: (66-68 credit hours including transfer credits) 30 hours must be upper division courses (numbered 3000-4000) taken at UT, but from outside the College of

Business Administration. All prerequisites must be met.

- 15 hours of the 30 upper division hours must be from the College of Arts and Science
 - 15 hours taken at UT from any college except the College of Business Administration
 - Students have the opportunity to complete a minor in the College of Arts and Science with the proper selection of classes
- Maximum of 25% business courses (including transfer credits) can apply towards the BAOT degree
 - Approximately 60 hours will be transferred in from the Associate Degree. This may include some General Education core and business classes as well as technical courses that do not count for General Education or business classes. These technical courses will be at the 1000-2000 level and credit will be counted under Other Courses.

(See website for check sheet of program

<http://www.utoledo.edu/business/StuServ/Checksheets.html>)

Degree Requirements for Pre-Business Administration

Students must have a minimum cumulative GPA of 2.25 in the business lower subset courses (see degree requirements below) and a 2.4 cumulative GPA to be eligible for admission to the upper division in the College of Business Administration. Students with a 2.25 business lower subset, but less than a 2.0 cumulative GPA will be required to appeal prior to admission to the upper division if they want to continue into the BBA. (Note: Placement tests are required in English, math and reading before a student can take courses in those areas. All course prerequisites listed in the University catalog must be followed.)

Pre-Business administration

The pre-business administration degree program allows students to earn an associate degree while completing the pre-business and university core classes towards a bachelor of business administration. Students taking all of the courses and meeting all the conditions set in this program will fulfill the requirements for the associate of arts degree and will be accepted into the upper division of the College of Business Administration. Students must still submit a formal application for admission to the College of Business Administration's upper division one semester before they complete the requirements for the pre-business administration program.

Program Requirements

Core Curriculum.....	Hours
English Composition II	3
Math (recommend MATH 1270)	3
Humanities/Fine Arts	6
Social Sciences	6
Natural Sciences (including at least one lab)	6
Multicultural Studies (recommend BMGT 2700)	3-6
Business Courses	

*ACTG 1040 Principles of Financial Accounting	3
*ACTG 1050 Principles of Management Accounting	3
*BMGT 1000 Business Technology/College Orientation	1
*BMGT 1010 Business Principles	3
*BMGT 2110 Managing in a Global Economy	3
*BUAD 2060 Data Analysis for Business	3
*BUAD 2070 Application of Statistics in Business	3
*CMPT 1100 Computer Information Applications	3
ECON 1150 Principles of Macroeconomics	3
ECON 1200 Principles of Microeconomics	3
Prerequisites for courses above:	
ENGL 1110 English Composition I	3
ADOT 1010 PC Keyboarding I	3
MATH 1260 Modern Business Math I	3

*indicates those courses included in the business lower subset

Degree Requirements for Associate Degree Programs

Students must complete the minimum required hours for their program (refer to areas of specialization), with a minimum cumulative 2.0 GPA on a 4.0 scale.

Degrees Offered

Associate Degree Programs

- Accounting technology
- Associate of technical studies
- Business management technology
- Computer network administration
- Computer software specialist technology
- Information services and support
- Legal secretarial
- Marketing and sales technology
- Programming and software development

Associate Degree Programs

Areas of Specialization

Computer Software Specialist Technology

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

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or ENGL 1110 College Composition I	3

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

Legal Secretarial

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

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or ENGL 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
Humanities/Fine Arts Core	3
Social Science Core	6
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
ADOT 1110 PC Keyboarding II	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2310 Legal Environment of Business	3
BMGT 2700 Managing Diversity in the Workplace	3

CMPT 1100 Computer Information Applications.....	3
CMPT 1320 Internet and the World Wide Web.....	1
CMPT 1410 Microsoft Excel.....	2
CMPT 1420 Microsoft Access.....	2
CMPT 1430 Microsoft Word	2
CMPT 1450 Microsoft Outlook.....	1
CMPT 1600 Internet Design and Publishing.....	3
CMPT 2410 Adobe In Design.....	3
CMPT 2430 Advanced Microsoft Word.....	3
LGL 1010 Intro to Law	3
LGL 1160 Legal Research	3
LGL 1720 Law Practice Management	3
Total hours for the program	69

Business Management Technology

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

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
Humanities/Fine Arts Core	6
Social Science Core	6
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 1540 Organizational Behavior	3
BMGT 2010 Workplace Management	3
BMGT 2020 Human Resource Development	3
BMGT 2110 Managing in a Global Economy	3
BMGT 2310 Legal Environment of Business	3
BMGT 2700 Managing Diversity in the Workplace	3
Technical Electives	6
CMPT 1100 Computer Information Applications	3
CMPT 1430 Microsoft Word	2
MARS 1010 Marketing Principles	3
Total hours for the program	65

Accounting Technology

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

programs.

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
Humanities/Fine Arts Core	3
Social Science Core	6
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
ACTG 1200 Accounting Software	3
ACTG 1250 Spreadsheet Applications in Accounting	2
ACTG 2100 Intermediate Accounting I	3
ACTG 2300 Cost Accounting	3
ACTG 2400 Fundamentals of Taxation	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2010 Workplace Management	3
BMGT 2110 Managing in a Global Economy	3
BMGT 2310 Legal Environment of Business	3
BMGT 2700 Managing Diversity in the Workplace	3
CMPT 1100 Computer Information Applications	3
Technical Electives	6
Total hours for the program	66

Programming and Software Development

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

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
Humanities/Fine Arts Core	3
Social Science Core	6
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3

BMGT 2700 Managing Diversity in the Workplace	3
CMPT 1020 Computer Concepts	4
CMPT 1100 Computer Information Applications	3
CMPT 1120 Application Programming	4
CMPT 1420 Microsoft Access	2
CMPT 2110 Advanced Concepts in Programming	4
CMPT 2210 Database Management with SQL	3
CNET 2150 Computer Hardware	3
CNET 2200 Network Technologies	4
Technical Electives	8
Total hours for the program	69

Computer Network Administration

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

Program Requirements	Hours
ENGL 1100 Introductory Writing or 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
Humanities/Fine Arts Core	3
Social Science Core	6
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2700 Managing Diversity in the Workplace	3
CMPT 1020 Computer Concepts	4
CMPT 1110 PC Operating Systems	3
CMPT 2030 C Family Programming.....	4
CNET 2100 Network Operating Systems I	4
CNET 2150 Computer Hardware	3
CNET 2200 Network Technologies	4
CNET 2300 Network Operating Systems II	4
CNET 2400 Network Operating Systems Support	4
CNET 2410 Network Services	4
CNET 2420 Enterprise Network Services	4
Total hours for the program	68

Information Services and Support

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

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
Humanities/Fine Arts Core	3
Social Science Core	6
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2700 Managing Diversity in the Workplace	3
CMPT 1020 Computer Concepts	4
CMPT 1100 Computer Information Applications	3
CMPT 1120 Application Programming	4
CMPT 1320 Internet & WWW	1
CMPT 1410 Microsoft Excel	2
CMPT 1420 Microsoft Access	2
CMPT 1440 Microsoft PowerPoint	2
CNET 2150 Computer Hardware	3
CNET 2200 Network Technologies	4
Technical Electives	4
Total hours for the program	63

Marketing and Sales Technology

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

Program Requirements.....	Hours
ENGL 1100 Introductory Writing or 1110 College Composition I	3
ENGL 1130-1150 College Composition II or ENGL 2960 Organizational Report Writing	3
PSY 1010 Principles of Psychology	3
Humanities/Fine Arts Core	3
Social Science Core	3
MATH Choose MATH 1010, 1180 or 1260	3
ACTG 1040 Principles of Financial Accounting	3
ACTG 1050 Principles of Management Accounting	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2010 Workplace Management	3

BMGT 2110 Managing in a Global Economy	3
BMGT 2310 Legal Environment of Business	3
BMGT 2700 Managing Diversity in the Workplace	3
CMPT 1100 Computer Information Applications	3
MARS 1010 Marketing Principles	3
MARS 1110 Personal Selling	3
MARS 1720 Sales Force Management	3
MARS 2010 Marketing Communication	3
MARS 2110 Marketing Management	3
MARS 2120 Industrial Marketing Management	3
MARS 2210 Services Marketing	3
Total hours for the program	67

Interdisciplinary Studies for Technical Programs

Associate of Technical Studies Degree

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

Program Requirements

1. Satisfactory completion of no fewer than 68 semester hours.
2. Completion of no fewer than 20 of the above 68 semester hours while in attendance at the College of Business Administration, or 30 hours for transfer students from other institutions. A student must attain a C (2.0) average for all work at the college.
3. Completion of a minimum of 30 hours of technical studies, attained in an educational plan approved by the adviser, sponsoring faculty member and the college committee.
4. The 30 hours of technical studies must consist of an interdisciplinary, but coherent, combination of courses selected from two or three technical programs. At least 16 hours must be selected from one technical field, and students must attain a C (2.0) average for all technical work utilized in satisfaction of this requirement.

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

Certificates Offered

Accounting for health care and non-profit
Accounting software applications
Accounting technology
Applied organizational technology
Business management technology
Computer network administration
Computer software specialist
Digital imaging advanced
Digital imaging fundamentals

Diversity management
Information services and support
Management accounting
Marketing and sales technology
Legal secretarial
Preparation for Certified Bookkeeper exam
Programming and software development
Web design

Visit the website at <http://www.utoledo.edu/business/aot/> for more information on the certificate programs.

College of Business Administration Faculty

Department of Accounting

Philip R. Fink, 1975, professor

B.B.A., M.B.A., The University of Toledo; J.D., Ohio Northern University; CPA (Ohio)

Diana R. Franz, 1992, professor and chair

M. Prof. Accountancy, Wichita State University; Ph.D., Texas Tech University; CPA (Ohio)

Amy French, 2005, lecturer

B.S., Southern New Hampshire College; M.B.A., University of Toledo

Hassan Hasab Elnaby, 2003, assistant professor

B. Comm., M.A., Ph.D., Cairo University

Brian L. Laverty, 1990, professor

B.A., Ph.D., Michigan State University; CPA (Michigan)

Bhanu Ragu-Nathan, 1985, professor

B.S., University of Madras; M.B.A., Indiana University; Ph.D., University of Pittsburgh; ACA (India)

Amal Said, 2003, assistant professor

B. Comm., M.A., Cairo University; M.S., Old Dominion University; Ph.D., Virginia Commonwealth University

Donald Saftner, 1987, professor

B.S., M.S., Ph.D., The Pennsylvania State University

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Glenn A. Wolfe, 1989, associate professor

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Charles H. Gibson, D.B.A., professor emeritus

Robert E. Hansen, D.B.A., professor emeritus

Robert Irish, Ph.D., professor emeritus

Larry Konrath, Ph.D., professor emeritus

Howard L. Ness, J.D., M.B.A., professor emeritus

Glenda E. Ried, M.B.A., CPA, professor emeritus

Nicholas W. Schroeder, M.Acct., professor emeritus

Department of Finance

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Gary Moore, 1989, associate professor

B.S., Iowa State University; M.B.A., Ph.D., Arizona State University; J.D., University of Iowa

Ravi Ravichandran, 2008, professor and chair

B.Tech., Banaras Hindu University; M.B.A., Virginia Tech; Ph.D., University of Iowa

Michael D. Sherman, 1980, associate professor

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B.A., Long Island University; M.A., Central Michigan University; Ph.D., Michigan State University

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Gloria D. Poplawski

Nancy Robon

Martin T. Ruddy

Robert Siddens

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