

DEPARTMENT OF APPLIED ORGANIZATIONAL TECHNOLOGY

Mary Humphrys, Chair

In order to earn any associate degree, students must meet all requirements and complete a minimum of 60 semester hours of course work, with a minimum cumulative 2.0 GPA on a 4.0 scale. A minimum of 15 hours must be complete through the University of Toledo. While multiple associate degrees may be completed (with the exception of only one ATS degree), each subsequent associate degree must include a minimum 15 credit hours that were not previously used toward another degree program. All of the associate degrees are offered in a distance learning/online format. Many of the major courses are not available in-person.

Degrees Offered

- AA Pre-Business Administration (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/aa-pre-business-administration/>)
- AAB Computer Network Administration (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/aab-computer-network-administration/>)
- AAB Computer Software Specialist (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/aab-computer-software-specialist/>)
- AAB Computer Support Specialist (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/aab-information-services-support/>)
- AAB Programming and Software Development (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/aab-programming-software-development/>)
- AAB-Business Management Technology (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/aab-business-management-technology/>)
- ATS Technical Studies (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/ats-technical-studies/>)
- Digital Communication Applications Certificate (<https://catalog.utoledo.edu/undergraduate/business-innovation/department-applied-organizational-technology/graphic-and-digital-design/>)

ACTG 1040 Principles Of Financial Accounting

[3 credit hours]

Basic financial accounting principles for a business enterprise. Topics include transaction analysis, preparation, interpretation and use of financial reports such as an income statement and balance sheet. Students will calculate and interpret a variety of financial ratios. Familiarity with business terms and concepts will be emphasized.

Term Offered: Spring, Summer, Fall

ACTG 1050 Principles Of Management Accounting

[3 credit hours]

Management uses of accounting data for analysis, decision making, financial planning and control. Topics include understanding cost behavior, job order and activity-based costing, cost-volume profit analysis and budgeting. Emphasis on development of critical thinking skills.

Prerequisites: ACTG 1040 with a minimum grade of D- or BUAD 2040 with a minimum grade of D-

ACTG 1200 QuickBooks

[3 credit hours]

This course will introduce students to QuickBooks software. Students will record financial transactions for fictional companies. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing receipts.

Term Offered: Fall

ACTG 2100 Intermediate Accounting I

[3 credit hours]

In-depth expansion of financial accounting principles and financial statement presentation. Emphasis on balance sheet accounts with particular attention applied to working capital (cash, receivables, inventory, and current liabilities) and long-term assets. Discussion of revenue recognition and internal control.

Prerequisites: ACTG 1040 with a minimum grade of D- or BUAD 2040 with a minimum grade of D-

Term Offered: Spring

ACTG 2300 Cost Accounting

[3 credit hours]

Practice of cost accounting especially applied to manufacturing business. Includes accounting for materials, labor and overhead under job order and process cost systems, standard costing, use of the Balanced Scorecard, and quantitative tools useful in decision making.

Prerequisites: ACTG 1050 with a minimum grade of D- or BUAD 2050 with a minimum grade of D-

Term Offered: Fall

ACTG 2310 Financial Management for Health Care

[3 credit hours]

Provides a basic foundation in both financial and management accounting and corporate finance aimed at entry level managers working in a healthcare setting. Explains the basic forms of business financing, capital decision processes, capital investment analysis, and financial statements. Introduces business terminology and explains financial issues relevant to health care providers.

Term Offered: Spring

ACTG 2400 Fundamentals Of Taxation

[3 credit hours]

Consideration of the basic features of the federal income tax system. Emphasis is placed on the determination of taxable income of individuals and corporations. Also covered will be the preparation of the form 1040.

Term Offered: Spring

ACTG 2630 Payroll Accounting

[1 credit hour]

This course will teach students the development and maintenance of appropriate reports, retention periods and tax filings.

Term Offered: Spring

BMGT 1010 Business Principles

[3 credit hours]

An introduction to the world of business focusing on an overview of business operations with special emphasis on management, marketing, accounting and finance.

Term Offered: Spring, Summer, Fall

BMGT 1500 Workplace Communication And Presentations

[3 credit hours]

Covers all aspects of communicating in the workplace including oral, written and group communications. Specific subjects covered include composing agendas, conducting interviews and organizing meetings. Students will learn a computer graphics program and prepare a presentation.

Term Offered: Spring, Summer, Fall

BMGT 1540 Organizational Behavior

[3 credit hours]

This course will address the impact of individual and group behavior on organizations. Topics covered include downsizing, stakeholder management, network organizations, participative management approaches and the quality movement.

Term Offered: Spring, Summer, Fall

BMGT 2010 Workplace Management

[3 credit hours]

Covers issues dealing with managing a company in a predominantly service-oriented marketplace. Topics include training employees to deal with customers/clients, creating a customer-friendly business environment, problem-solving and strategic planning.

Term Offered: Spring, Summer, Fall

BMGT 2020 Human Resource Development

[3 credit hours]

Explores the functions of Human Resource development that focus on training and employee development with special emphasis on improving the quality of work life.

Term Offered: Spring, Summer, Fall

BMGT 2030 Supervision

[3 credit hours]

Explores the role of first-line managers in organizations with special emphasis on the responsibilities of supervisors. These responsibilities include delegation, communication, problem-solving, training and leading.

Term Offered: Spring, Fall

BMGT 2050 Small Business Management

[3 credit hours]

Examines entrepreneurship with a special emphasis on formulating, developing and operating a small business.

Term Offered: Spring, Fall

BMGT 2110 Managing In A Global Economy

[3 credit hours]

Students will examine one particular industry and learn the various economic factors associated with operating a business in an international setting.

Term Offered: Spring, Summer, Fall

BMGT 2310 Legal Environment Of Business

[3 credit hours]

Carefully documents treatment of the legal framework of business. Emphasis on the international aspect of business law. Topics covered include contracts, bailments, agency relationships, legal forms of ownership and negotiable instruments.

Term Offered: Spring, Fall

BMGT 2700 Managing Diversity In The Workplace

[3 credit hours]

This course offers a conceptual framework for understanding diversity and its effects on organizational behavior. It will also provide action tools for effective management of diversity in organizations.

Term Offered: Spring, Summer, Fall

Multicultural US Diversity

BMGT 2750 Cultural Communications In The Workplace

[3 credit hours]

Strategies taught to increase communication effectiveness among employees from differing cultural backgrounds. Students will also learn market-specific tips and taboos and develop strategies for negotiating across cultures.

Term Offered: Spring, Summer, Fall

Multicultural US Diversity

BMGT 2990 Independent Study

[1-3 credit hours]

Students will study a management-related subject mutually agreed upon between the student and instructor. The format may include lecture, computer lab and/or practical experience.

Term Offered: Spring, Summer, Fall

CMPT 1010 Computer Fundamentals

[1 credit hour]

Introduction to computers. Topics covered are hardware, software, computer operation, terminology and applications.

Term Offered: Spring, Fall

CMPT 1020 Computer Concepts

[4 credit hours]

Introduction to computer software, hardware, and processes associated with contemporary computer systems. Topics include operating systems, user applications, e-mail, WWW, and search capabilities. Emphasis is placed on the Internet and networking.

Term Offered: Spring, Summer, Fall

CMPT 1100 Microsoft Office Applications

[3 credit hours]

Concepts and techniques of the application of Microsoft Word, Excel, Access and PowerPoint in the workplace.

Term Offered: Spring, Summer, Fall

CMPT 1110 Pc Operating Systems

[3 credit hours]

A+ certification aligned study of both command line and graphical user-based current PC operating systems. Topics include installation and upgrade, configuration, management, troubleshooting and network connectivity.

Term Offered: Fall

CMPT 1120 Visual Basic Programming

[4 credit hours]

A currently popular programming language, such as Microsoft Visual Studio, will be used to create stand-alone applications. Topics such as object-oriented coding, logical procedures and proper documentation are stressed.

Term Offered: Spring**CMPT 1320 Internet And The World Wide Web**

[1 credit hour]

Topics include history of the Internet, IP addressing, World Wide Web, HTML, and CSS. Students will learn the history and functionality of the Internet and create a two-page website using HTML and CSS.

Term Offered: Spring, Summer, Fall**CMPT 1400 Dreamweaver Web Page Development**

[3 credit hours]

Using Dreamweaver students will learn how to plan and develop a successful Web site, organize page content, format Web sites using CSS styles, produce dynamic Web pages and add animation using rich media and reusable assets and forms.

Term Offered: Spring, Fall**CMPT 1410 Microsoft Excel Spreadsheet Application**

[2 credit hours]

Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry. Hands-on exercises include entering data; creating formulas; professional formatting; creating charts; adding visual interest, creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on proofing methods to ensure accuracy and critical thinking to determine what data to present and how to present it.

Term Offered: Spring, Summer, Fall**CMPT 1420 Microsoft Access Database Applications**

[2 credit hours]

Hands-on analysis of the use of Access in solving workplace problems with an emphasis on the entering, updating, manipulating, storing and retrieving of information.

Term Offered: Spring, Fall**CMPT 1430 Microsoft Word**

[2 credit hours]

Introduces the basic features of Microsoft Word and word processing concepts to create, edit, and print documents for use in business, industry, and to enhance professional documents. Hands-on exercises include creating and formatting letters, memos, and business documents; producing multi-page documents; creating headers and footers; becoming familiar with the writing/editing tools; enhancing documents with images; creating and formatting tables, and producing mail-merged letters, envelopes, and mailing labels.

Term Offered: Spring, Summer, Fall**CMPT 1440 Microsoft Powerpoint Presentations**

[2 credit hours]

Introduces the basic features of Microsoft PowerPoint and electronic presentation concepts to create, edit, and deliver presentations for use in business, industry, and to enhance informational presentations. Emphasis includes planning, creating, and editing presentations for delivery on a projection system, personal computer, or to run automatically on a kiosk system. Exercises include designing using themes; applying animations, sound, and transitions; using and customizing templates; and adding tables, charts and graphics for improved comprehension and clarity.

Term Offered: Spring, Summer, Fall**CMPT 1450 Microsoft Outlook**

[1 credit hour]

Students will learn a popular messaging and personal information management program used to send and receive e-mail and manage messages, contacts, appointments and tasks.

Term Offered: Spring, Fall**CMPT 1500 Flash Web Animation**

[3 credit hours]

This course offers the opportunity to learn entry-level web animation that includes frame by frame animation, animated shapes, using masks, and motion tweens. In this course you will be learning how to create animated holiday e-cards, animated short movies, and much more.

Term Offered: Spring, Fall**CMPT 1510 Digital Design Fundamentals**

[3 credit hours]

Theory and the practical application in working with digitally-produced documents to provide well-designed business communication pieces for print and online distribution. The basic principles of good layout/design, image creation via scanner/camera, font selection/technology, image file formats, and typography are addressed. Also the fundamentals of print technology from the desktop user's perspective with attention to image resolution, halftones/screen frequency, stock selection, bindery, job scheduling concerns, and color use and theory to prepare files for professional print production are covered.

Prerequisites: CMPT 1100 with a minimum grade of D-**CMPT 1520 Beginning Adobe Illustrator**

[3 credit hours]

Introduces the creation of professional vector images using Adobe Illustrator Creative Cloud. Hands-on exercises include creating logos, illustrations, brochures, and posters. Techniques studied include drawing basic shapes, creating vector paths, using the pen and pencil tools, brushes, and symbols, transforming artwork, creating patterns, gradients, blends, symbols, and creating compound paths. Additional topics covered are color theory, typography, 3D vector effects, drawing in perspective, creating illustration components for the web, and importing images.

Term Offered: Spring, Fall

CMPT 1530 Beginning Adobe Photoshop

[3 credit hours]

Introduces the creation of professional raster photos using Adobe Photoshop Creative Cloud, Camera Raw, and Bridge. Hands-on exercises include photo retouching and repairing; color painting; applying masking, layer styles, and filters; advanced compositing; designing with type; vector drawing techniques; preparing files for the Web; and using Photoshop's automation features. Additional topics covered are image resolution; file formats; color theory; ethical and copyright issues involving photo editing; and using various tools and features.

Term Offered: Spring, Summer, Fall**CMPT 1550 Adobe Acrobat**

[3 credit hours]

Using Adobe Acrobat DC, learn to create, edit, publish, and sign Portable Document Format (PDF) files for distribution of electronic files across Mac and Windows platforms, devices, and among different software programs. Document security, capturing scans and making them editable, creating searchable and interactive PDF forms, and improving workflow collaboration and production speed will be addressed in this hands-on, project-based course.

CMPT 1600 Internet Design And Publishing

[3 credit hours]

This course offers a broad overview and extensive practical experience in the design and production of Web pages. Students learn current Web design technology.

Term Offered: Spring, Fall**CMPT 1700 Blogging and Social Networking**

[3 credit hours]

This course offers a broad overview and extensive practical experience with blogging and social media. In this course, you will learn about designing a blog site and gain practical experience. You will also be learning about all the new social media available on the web.

Term Offered: Spring, Summer, Fall**CMPT 2030 C Family Programming**

[4 credit hours]

Students are introduced to the C family of programming languages. Students will write computer programs using the most up-to-date versions of this language family.

Term Offered: Spring, Fall**CMPT 2410 Adobe InDesign Desktop Publishing**

[3 credit hours]

Introduces the creation of professional desktop published documents using Adobe InDesign Creative Cloud, to design effective and engaging print publications, such as announcements, fliers, advertisements, and reports. Hands-on exercises include designing and modifying layouts, creating master pages and styles, importing, flowing, and editing text, importing graphics, and designing tables. Additional topics include typography and design basics, creating PDF forms, exploring the publishing cycle, printing and exporting basics, and creating ePubs.

Term Offered: Spring**CMPT 2430 Advanced Microsoft Word**

[2 credit hours]

Covers advanced features of Word through complex formatting techniques such as customizing paragraphs and pages; using bullets and multi-level numbering features; and formatting long documents with separate sections, headers, and footers. Hands-on exercises include proofing with spelling, grammar, and readability tools; using auto-entry and customization features; working with styles and macros; creating reference footnotes for academic papers; generating tables of content and indexes; working with, comparing, and tracking shared documents; and embedding, and linking objects.

Prerequisites: CMPT 1430 with a minimum grade of D-**Term Offered:** Fall**CMPT 2460 Advanced Microsoft Excel Spreadsheet**

[2 credit hours]

Covers advanced features of Excel to design and create accurate, professional worksheets using advanced functions and formulas. These include financial, logical, statistical, lookup, and database functions. Hands-on exercises include exploring the advanced features of data tables, creating complex graphs, using pivot tables; performing "what-if" data analysis, examining various scenario models, protecting and sharing workbooks, using 3-D cell references, automating with macros; and importing, exporting, and distributing data, and customizing the software to suit various needs.

Prerequisites: CMPT 1410 with a minimum grade of D-**Term Offered:** Spring**CMPT 2500 Help Desk Concepts**

[3 credit hours]

This course provides students with a core set of technical and communication skills. Topics include hard skills such as security, troubleshooting, working with networks and mobile devices. Personal computer hardware and operating systems and also discussed. Soft skills includes verbal and non-verbal communication, time management and active listening. After taking this course, students will be prepared for positions as a help desk specialist.

Term Offered: Spring, Fall**CMPT 2530 Advanced Adobe Photoshop**

[3 credit hours]

An advanced, hands-on application of Adobe Photoshop for Digital Imaging. Students capture, create, manipulate and edit images for high-end output.

Prerequisites: CMPT 1530 with a minimum grade of D-**Term Offered:** Spring**CMPT 2620 Web Site Maintenance**

[3 credit hours]

This course develops skills for students who will function as Web developers or project managers responsible for increasing Web site traffic, updating Web content and designs. Students learn planning issues related to Web design and redesign.

Term Offered: Spring, Fall**CMPT 2990 Independent Study**

[1-4 credit hours]

Students will study a computer-related subject mutually agreed upon between the student and the instructor. The format may include lecture, computer lab and/or practical experience.

Term Offered: Spring, Summer, Fall

CNET 2100 Microsoft Operating Systems

[3 credit hours]

In-depth study of a contemporary network operating system. Topics include operating system installation and upgrade, configuration, management and troubleshooting.

Term Offered: Fall

CNET 2150 Computer Hardware

[3 credit hours]

Knowledge of computer hardware for the purpose of acquisition, installation and maintenance at the equipment level. The curriculum is aligned with the A+ certification standards.

Term Offered: Spring, Summer, Fall

CNET 2200 Network Technologies

[4 credit hours]

Examines the network technologies utilized in today's networks. Emphasis is placed on understanding hardware and software concepts and protocols referred to in technical publications and advanced network studies.

Term Offered: Spring, Summer

CNET 2300 Network Operating Systems II

[4 credit hours]

This course offers an in-depth study of a contemporary network operating system. Topics include operating system installation and upgrade, configuration, management and troubleshooting.

Term Offered: Spring, Fall

CNET 2400 Network Operating System Support

[4 credit hours]

Examines the support aspects of a contemporary network operating system in a local area network environment. Topics include operating system installation, upgrade, configuration, management and troubleshooting.

Term Offered: Spring, Fall

CNET 2410 Network Services and Infrastructures

[3 credit hours]

This course culminates the CNET server curriculum by focusing on vital network services and supporting network infrastructure. Topics include network budgeting, design, planning and implementation, as well as enterprise-wide internetworking.

Prerequisites: CNET 2400 with a minimum grade of D-

Term Offered: Spring, Fall