ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number: BA 601 Course Title: Organizational Leadership

Abbreviation for Schedule (20 characters): ORG LEADERSHIP

Nature of course request (Mark all that apply)

- ☐ Add a course
- ☐ Delete a course
- ☐ Title change
- ☐ Writing Intensive (WI)
- ☐ Quantitative Literacy (Q)
- ☐ Prerequisite change
- ☑ Number/Prefix change
- ☐ Description change
- ☐ Multicultural Diversity (D)
- ☐ Honors course (H)
- ☐ LACC course
- ☐ Undergraduate course
- ☑ Graduate course
- ☐ 400/500 course
- ☐ Other: _____

1) Faculty Sponsor Signature Kristen D. Frankenberger Date 5/01/2014

2) Dept./Program Coordinator UA Sat Mon Date 5/8/14

3) Division Chair Bah Kh. Date May 1, 2014

Curriculum Chair Kristen D. Frankenberger Date 5/01/2014

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE CHANGE

Initiated by (print): Kristina D. Frankenberger Date: May 1, 2014

CHANGING A COURSE

FROM:

Prefix/Number	Descriptive Title	Cr. Hours
BA 601	Organizational Leadership	4

TO:

Prefix/Number	Descriptive Title	Cr. Hours
BA 640	Organizational Leadership	4

New Description (if applicable):

NA

Justification for changing the course (e.g. alignment with other institutions, program revisions, etc.):

"Zero" (60X) courses are reserved for "special arrangement with the instructor." Organizational Leadership is not a "special arrangement" course, thereby requiring a "non-zero" course number.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

Computer Science, co-sponsor of masters of Management & Information Systems (M&IS) degree, has been consulted. Business & Economics and CS divisions jointly agreed to the change.

DELETING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours

Justification for deleting the course:

Other programs affected/consulted:

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number BA 606 Course Title Individual Studies

Abbreviation for Schedule (20 characters): INDIVIDUAL STUDIES

Nature of course request (Mark all that apply)

- [x] Add a course
- [ ] Delete a course
- [ ] Title change
- [ ] Writing Intensive (WI)
- [ ] Quantitative Literacy (Q)
- [ ] Prerequisite change
- [ ] Number/Prefix change
- [ ] Description change
- [ ] Multicultural Diversity (D)
- [ ] Honors course (H)
- [ ] LACC course
- [ ] Undergraduate course
- [x] Graduate course
- [ ] 400/500 course
- [ ] Other: _____

1) Faculty Sponsor Signature Justin D Franklin Berger Date May 1, 2014

2) Dept./Program Coordinator Sat Mun Date 5/8/14

3) Division Chair Bala - Kal Date May 1, 2014

Curriculum Chair Justin D Franklin Berger Date 5/1/2014

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): Kristina D. Frankenbeger Date: May 1, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
BA 606	Special Individual Studies	1-8

Catalog Description:

Terms and hours to be arranged. A specialized or individualized course of graduate study to be arranged in consultation with a Business or Economics instructor. Eligible for the RP grade option.

Course Goals and Objectives:

Goals and Objectives are dependent on the special arrangement between the student and instructor.

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

The division of Business & Economics faculty feel that at least one option for independent study should be available at the graduate level. The course will not show up as a standard Business elective on the degree program, but will be in the catalog and will count toward Business electives. The course is reserved for special cases wherein a faculty member sees exceptional potential in a student and agrees to work with that student one-on-one on a challenging, graduate level project.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

Computer Science (CS), co-sponsor of the M&IS degree, has been consulted. Business & Economics (BA) and CS departments jointly agreed to the change.

Faculty and Facilities Needed:

Existing faculty will teach on an as-need basis.

Attach brief course outline.

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number: BA 645 Course Title: Operations Management

Abbreviation for Schedule (20 characters): OPERATIONS MGMT

Nature of course request (Mark all that apply)

- [x] Add a course
- [ ] Delete a course
- [ ] Title change
- [ ] Writing Intensive (WI)
- [ ] Quantitative Literacy (Q)
- [ ] Prerequisite change
- [ ] Number/Prefix change
- [ ] Description change
- [ ] Multicultural Diversity (D)
- [ ] Honors course (H)
- [ ] LACC course
- [ ] Undergraduate course
- [x] Graduate course
- [ ] 400/500 course
- [ ] Other: _____

1) Faculty Sponsor Signature Justin D. Frankberger Date 5/1/2014

2) Dept./Program Coordinator Sit Mon Date 5/8/14

3) Division Chair Babak-Kat Date May 1, 2014

Curriculum Chair Justin D Frankberger Date 5/1/2014

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): Kristina D. Frankenbeger Date: May 1, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
BA 645	Operations Managment	4

Catalog Description:

Investigates managerial processes pertinent to internal operations of enterprises. Topics include competitiveness, strategies and productivity, locations and capacity decisions, forecasting, aggregate planning, inventory management, material requirement planning, management of quality and quality control, management of waiting lines, and lean operations.

Course Goals and Objectives:

To introduce the tools which are necessary for managers to make operations decisions. Students will learn the concepts, enforcing the learning by problem solving and class projects.

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

Operations management is topically related to information systems and therefore serves as an appropriate elective course in the Masters of Management & Information Systems degree program.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

Computer Science (CS), co-sponsor of the M&IS degree, has been consulted. Business & Economics (BA) and CS departments jointly agreed to the change.

Faculty and Facilities Needed:

Dr. Bahari-Kashani will teach.

Attach brief course outline.

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number BA 650 Course Title Accounting/Finance and Information Systems

Abbreviation for Schedule (20 characters): ACCT/FIN & INFO SYST

Nature of course request (Mark all that apply)

- [x] Add a course
- [ ] Delete a course
- [ ] Title change
- [ ] Writing Intensive (WI)
- [ ] Quantitative Literacy (Q)
- [ ] Prerequisite change
- [ ] Number/Prefix change
- [ ] Description change
- [ ] Multicultural Diversity (D)
- [ ] Honors course (H)
- [ ] LACC course
- [ ] Undergraduate course
- [x] Graduate course
- [ ] 400/500 course
- [ ] Other: _____

1) Faculty Sponsor Signature Justina D. Franklinger Date 5/1/2014

2) Dept./Program Coordinator Sat Nun Date 5/8/14

3) Division Chair Bob Ick Date May 1, 2014

Curriculum Chair Justin D Franklinger Date 5/1/2014

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): Kristina D. Frankenbeger Date: May 1, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
BA 650	Accounting/Finance and Information Systems	4

Catalog Description:

Addresses the accounting and finance topics relevant to managerial decisions and information systems use and design. Topics include the basic managerial functions required of an accounting/financial system, and the design process including requirements analysis, design and testing, data conversion and support functions.

Course Goals and Objectives:

(see attached syllabus) This course is designed to give the student an introduction to the concepts and tools related to the use, development and adaptation of computer-based accounting and finance information systems. The course will emphasize information system analysis and design, internal controls, and technology of accounting systems. Students will gain hands-on experience with integrated accounting information system/ERP software, a commercial accounting ...

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

A nagging omission in the creation of the Masters of Management and Information Systems (M&IS) degree is a course that addresses accounting and finance topics that are a) essential to knowledge of how businesses operate and b) related to the use and provision of appropriate software systems to store and disseminate financial information used for decision making. This course is to be added to the required core course set in the revised M&IS degree program.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

Computer Science (CS), co-sponsor of the M&IS degree, has been consulted. Business & Economics (BA) and CS departments jointly agreed to the change.

Faculty and Facilities Needed:

A new faculty member, Dr. Hanmae Chen, arrives in Fall 2014 to teach the course.

Attach brief course outline.

BA 650 Accounting/Finance & Information Systems (DRAFT)

Professor name: Dr. Hanmei Chen
Office location:
Office hours:
Phone:
E-mail address:
Meeting times and locations:

Course Description: This course is designed to give the student an introduction to the concepts and tools related to the use, development and adaptation of computer-based accounting and finance information systems. The course will emphasize information system analysis and design, internal controls and technology of accounting systems. Students will gain hands-on experience with integrated accounting information system/ERP software, a commercial accounting software system, and a relational database management system.

Course Objectives:

1. To introduce technology issues related to accounting information systems.
2. To highlight the important role of internal control as it relates to accounting information systems.
3. To provide an understanding of systems analysis and design methodologies, tools and techniques, with emphasis on the accountant's role in the development of information systems.
4. To provide students with substantial hands-on experience with commercial accounting software system (Quickbooks Pro).
5. To provide students with hands-on experience with a relational database accounting system (MS Access) and a commercial ERP system (SAP).

Learning Goals Implemented in the Course:

- Students will be able to understand business processes, to integrate computer software applications, and to evaluate the design and implementation of information systems in a business environment.

- Students will develop an appreciation of internal control issues within the context of manual and electronic accounting information systems.

- Students will engage in applied, experiential learning activities.

Prerequisite
BA 211 Fundamental of Accounting or equivalent.

Required Texts
Accounting Information Systems, by Romney and Steinbart, 12th edition. Pearson-Prentice Hall, Upper Saddle River, New Jersey, 07458. 2012 (ISBN-13: 978-0-13-255262-2; ISBN-10: 0-13-255262-0)

Excerpt from Computer Accounting with Quickbooks 2013, by Donna Kay, 15th edition. McGraw -Hill Higher Ed, USA. (ISBN-13: 9781259155857) A customized excerpt from this book (Chapters 10 and 11 only), plus a student trial version of the software on CD, will be available through the Bookstore.

Supplemental materials will be provided by the instructor, posted on Moodle and/or provided via links and references to the WOU Library databases.

Moodle/Class Announcements:
This course is supported by a Moodle web site. All students enrolled in this course have been registered to this site.

Each student is responsible for checking the course home page on Moodle. On the course home page, announcements and assignments will frequently be posted related to the upcoming class meeting. In order to be prepared for class and to participate in class discussions, the student is expected to have read relevant announcements and to have completed all assignments posted for that day.

Criteria and Procedures for Evaluating Student Performance:
Examinations: Two examinations will be given, a mid-term and a final. The exams will consist of objective (multiple choice) questions, as well as problems and short essays. The Final Exam will be cumulative.

Excel Assignments: A series of exercises will be used to ensure that students have achieved at least intermediate level competency in the use of Excel spreadsheet software.

Access Assignments: We will use Microsoft Access software to demonstrate the development, maintenance and use of a relational database. Students will be required to hand in a series of exercises that demonstrate basic competency in the use of Access.

Quickbooks Pro Project: One of the objectives of this course is to familiarize students with a commercial accounting ledger system. Hands-on experience with Quickbooks Pro software will provide students with the opportunity to develop familiarity with and evaluate such a system. Students will be required to set up a new company, generate basic financial statements from a short series of transactions, and provide custom reports for management decision-making.

SAP Enterprise Resource Planning Assignments: Students will be introduced to SAP software and will execute a series of assignments to help them develop familiarity with the use of this ERP system.

Quizzes: Online Chapter Quizzes will be administered via the Moodle website at the conclusion of each chapter, about weekly. Students are responsible for checking the website to see when the quizzes are available and due. Quizzes are taken and submitted electronically via the website. No make-up quizzes will be available, but the lowest quiz grade will be dropped.

		Percent of Course Grade
Grading:	Midterm Exam	20
	Final Exam	20
	Excel Assignments	10
	Access Assignments	10
	SAP Assignments	10
	Quickbooks Pro Project	10
	Quizzes	10
	Homework, Class Participation, Attendance	10
	Total	100

GRADES/GPA EQUIVALENTS

A = 4.0 93 - 100	A- = 3.7 90 - 92	
B+ = 3.3 88 - 89	B = 3.0 83 - 87	B- = 2.7 80 - 82
C+ = 2.3 78 - 79	C = 2.0 73 - 77	C- = 1.7 70 - 72
D+ = 1.3 68 - 69	D = 1.0 63 - 67	D- = 0.7 60 - 62

If you need a certain grade, please work hard to earn it from day one. There are no extra-credit assignments.

Attendance Policy

Class attendance is important to your success in this course. It not only comprises a portion of your course grade, but impacts your performance on all other course components (exams, quizzes and computer projects). An attendance record will be kept by the instructor.

Excuses from Exams: If you are unable to take a scheduled exam due to hardship, **you must notify me PRIOR TO the exam and provide written evidence to support your claim afterwards** so I can make a proper adjustment. Failure to do so will result in an exam grade of zero.

Special Accommodations: Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

IMPORTANT UNIVERSITY POLICIES

The instructor reserves the right to modify the organization and administration of the course.

Tentative Schedule of Classes (subject to change)

NOTE: This schedule, originally offered in the semester system, will be adapted in the following ways:

1. add an introduction/summary of accounting & finance topics
2. shorten to accommodate a 10 term.

Week of	TOPIC	Assignment Due
	-Overview of Course -AIS: An Overview (Chapter 1) -Introduce Excel Project	Read Chapter 1 Probs. TBD (in class)
	- Overview of Transaction Processing - Enterprise Resource Planning Systems (Ch. 2) - Computer Lab – MS Excel	Read Chapter 2 HW Exer. Due – See Bb website
	-Systems Documentation Techniques (Ch. 3) -Computer Lab – MS Excel and Access	Read Chapter 3 HW Exer. Due – See Bb website Excel Project Due
	- Relational Databases (Ch. 4) -Computer Lab – Access	Read Chapter 4 HW Exer. Due – See Bb website HW Exer. Due – See Bb website Access Problem Set #1 Due
	- Computer Fraud (Ch 5) -Computer Lab – Access	Read Chapter 5 HW Exer. Due – See Bb website Access Problem Set #2 Due
	-Mid-term Exam (Chapters 1, 2, 3, 4, 5) -Computer Lab – SAP	
	-Controlling and AIS (Chapter 7) -Computer Lab – SAP	Read Chapter 7 SAP Assignment #1 Due
	- Controlling AIS (Chapter 7, cont) -Info. Systems Controls for Systems Reliability Part 1: Information Security (Chapter 8)	HW Exer. Due – See Bb website SAP Assignment #2 Due
	-Info. Systems Controls for Systems Reliability Part 2: Confidentiality and Privacy (Chapter 9) -Computer Lab – SAP	Read Chapter 9 SAP Assignment #3 Due
	- Info. Systems Controls for Systems Reliability Part 3: Processing Integrity and Availability (Ch 10) -Computer Lab – SAP and Quickbooks Pro	Read Chapter 10 HW Exer. Due – See Bb website SAP Assignment #4 Due
	- Info. Systems Control . . . Part 3 (Chapter 10, continued) -Computer Lab – Quickbooks Pro	HW Exer. Due – See Bb website
	- XBRL – Extensible Business Reporting Language -Computer Lab – Quickbooks Pro	HW Exer. Due – See Bb website Read XBRL handouts Quickbooks Project Due
	-Comprehensive Final Exam (Finals week: Tue-Sat 05/06-05/10)	

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number: BA 675   Course Title: Topics in Business

Abbreviation for Schedule (20 characters): TOPICS IN BUSINESS

Nature of course request (Mark all that apply)

- [x] Add a course
- [ ] Delete a course
- [ ] Title change
- [ ] Writing Intensive (WI)
- [ ] Quantitative Literacy (Q)
- [ ] Prerequisite change
- [ ] Number/Prefix change
- [ ] Description change
- [ ] Multicultural Diversity (D)
- [ ] Honors course (H)
- [ ] LACC course
- [ ] Undergraduate course
- [x] Graduate course
- [ ] 400/500 course
- [ ] Other: ______________

1) Faculty Sponsor Signature *Kristen D Frankenberger* Date *5/1/2014*

2) Dept./Program Coordinator *[signature]* Date *5/8/14*

3) Division Chair *[signature]* Date *May 6, 2014*

Curriculum Chair *Kristen D Frankenberger* Date *5/1/2014*

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by <u>both</u> the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair ______________________ Date ____________

____ N/A ____ Approved ____ NOT Approved

b) Graduate Committee Chair ______________________ Date ____________

____ N/A ____ Approved ____ NOT Approved

c) Honors Committee Chair ______________________ Date ____________

____ N/A ____ Approved ____ NOT Approved

5) Faculty Senate President ______________________ Date ____________

____ Approved by the Senate Executive Committee

____ Approved by the Senate ____ NOT Approved *(Return to sponsor)*

6) Appropriate Dean ______________________ Date ____________

____ Approved ____ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA ______________________ Date ____________

____ Approved ____ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): Kristina D. Frankenbeger Date: May 1, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
BA 675	Topics in Business	1

Catalog Description:

Topics vary from term to term and focus on requisite skills for academia and the workplace, particularly for management and information systems. Topics may include quantitative analysis, scientific method, research and reporting, writing for the professions, collaborative efforts, leadership skills and others. May be repeated for up to 8 credits.

Course Goals and Objectives:

The overall goals of topics courses are:
- to stimulate intellectual inquiry.
- to advance discipline specific skills in writing, analysis & decision making, professional behavior, collaboration, leadership, public speaking and others.

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

Students needing a full load of coursework, but who do not want to take 12 credit hours (three 4 credit courses = 12 hours) take advantage of 1 credit courses to get to full time status (two 4 credit courses + one 1 credit course = 9 credit hours). International students, in particular, hesitate to take a 12 credit hour load due to language difficulty, but they still need 9 credit hours to retain their visas. Domestic students who who have a job also use this arrangement to keep their financial aid.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

Computer Science (CS), co-sponsor of the M&IS degree, has been consulted. Business & Economics (BA) and CS departments jointly agreed to the change.

Faculty and Facilities Needed:

Existing faculty will teach on an as-needed basis.

Attach brief course outline.

BA 675 Topics in Business

This course meets once a week for one hour. Students complete weekly assignments on whichever topic has been selected for the term.

The following is a sample for the topic Research and Writing.

Week	Topic	Assignment
1	What is a research paper? Primary & secondary data/information How to collect secondary information	Article databases assignment
2	Guest Lecture – Elizabeth Brookbank, librarian	Google vs. databases
3	Report format and relevant sources	Topic Outline
4	Avoid plagiarism – appropriate documentation of sources	Plagiarism Tutorial
5	Format guidelines in the Social Sciences APA style guidelines Chicago Author-Date guidelines	Annotated Bibliography
6	Writing for Business Professions Length & clarity 3rd person narrative Report sections Executive summary	Executive summary
7	Common Grammar Issues	Bedford/St. Martin's Exercise Central
8	Common Writing Issues	Essay
9	Working with Graphics	Tables, Charts & Figures
10	Presenting your report orally	Presentation tips assignment
Finals Week	Oral Presentations & Course Review	Five minute presentations

Assignment Weights

Each assignment is weighted equally unless otherwise indicated in the course syllabus.

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 586 Course Title Network Security

Abbreviation for Schedule (20 characters): _____

Nature of course request (Mark all that apply)

- ☐ Add a course
- ☐ Delete a course
- ☐ Title change
- ☐ Writing Intensive (WI)
- ☐ Quantitative Literacy (Q)
- ☑ Prerequisite change
- ☐ Number/Prefix change
- ☐ Description change
- ☐ Multicultural Diversity (D)
- ☐ Honors course (H)
- ☐ LACC course
- ☐ Undergraduate course
- ☑ Graduate course
- ☐ 400/500 course
- ☐ Other: _____

1) Faculty Sponsor Signature _____ Date 5/9/2014

2) Dept./Program Coordinator _____ Date 5/8/14

3) Division Chair _____ Date 5/8/14

Curriculum Chair _____ Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE CHANGE

Initiated by (print): Yanwei Wu Date: May 9, 2014

CHANGING A COURSE

FROM:

Prefix/Number	Descriptive Title	Cr. Hours
IS 586	Network Security	4

TO:

Prefix/Number	Descriptive Title	Cr. Hours

New Description (if applicable):

The course focuses on fundamental computer networking security concepts, networking attacks and protection and other security problems in networking applications. This course introduces the attacks on each network layer, including the link layer, network layer and transport layer. It also addresses security problems related to DNS, Web Services and E-mails.
Prerequisite: CS 350 or CS 650 or IS 650

Justification for changing the course (e.g. alignment with other institutions, program revision, etc.):

The only change is to add "or IS 650" to the prerequisites. Students must have a networks class before taking this security class. CS 350 and CS 650 remain as network classes in the IS, CS and the upcoming M.S. in Software Engineering programs, but within the M&IS program students should have IS 650 networks, which will prepare them for this course.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the Computer Science Division have been consulted. No other programs are affected.

DELETING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours

Justification for deleting the course:

Other programs affected/consulted:

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 589 Course Title Security Principles and Practices

Abbreviation for Schedule (20 characters): _____

Nature of course request (Mark all that apply)

- ☐ Add a course
- ☐ Delete a course
- ☐ Title change
- ☐ Writing Intensive (WI)
- ☐ Quantitative Literacy (Q)
- ☑ Prerequisite change
- ☐ Number/Prefix change
- ☐ Description change
- ☐ Multicultural Diversity (D)
- ☐ Honors course (H)
- ☐ LACC course
- ☐ Undergraduate course
- ☑ Graduate course
- ☐ 400/500 course
- ☐ Other: _____

1) Faculty Sponsor Signature _____ Date 5/8/14

2) Dept./Program Coordinator _____ Date 5/8/14

3) Division Chair _____ Date _____

Curriculum Chair _____ Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE CHANGE

Initiated by (print): Jie Liu Date: May 9, 2014

CHANGING A COURSE

FROM:

Prefix/Number	Descriptive Title	Cr. Hours
IS 589	Security Principles and Practices	4

TO:

Prefix/Number	Descriptive Title	Cr. Hours

New Description (if applicable):

This course discusses broad topics that are related to information security, especially up-to-date topics and development, with emphasis on practical aspects. A sample of topics would be identity and access management, cryptography, secure communications and secure web applications. Students will learn about the newer security threats, software vulnerabilities and hacker attacks. Students will also conduct research for recent development on information security threats and solutions for defending from these threats. *Prerequisite: CS 260 or IS 600*

Justification for changing the course (e.g. alignment with other institutions, program revision, etc.):

The only change is to change the prerequisite from CS 600 to IS 600.

This course will be an elective in the M & IS program. Previously it had a prerequisite of CS 600, but that course will no longer be part of the program. IS 600 takes its place and will be required before taking this security class.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the Computer Science Division has been consulted. No other programs are affected.

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 600 Course Title Foundations of Computer and Information Systems

Abbreviation for Schedule (20 characters): Fnd Comp & Info Sys

Nature of course request (Mark all that apply)

☑ Add a course	☐ Prerequisite change	☐ LACC course
☐ Delete a course	☐ Number/Prefix change	☐ Undergraduate course
☐ Title change	☐ Description change	☑ Graduate course
☐ Writing Intensive (WI)	☐ Multicultural Diversity (D)	☐ 400/500 course
☐ Quantitative Literacy (Q)	☐ Honors course (H)	☐ Other: _____

1) Faculty Sponsor Signature [signature] Date 5/8/14

2) Dept./Program Coordinator [signature] Date 5/8/14

3) Division Chair [signature] Date 5/8/14

Curriculum Chair [signature] Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by <u>both</u> the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): ___Scot Morse_____ Date: __IS 600____

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
IS 600	Foundations of Computer and Information Systems	4

Catalog Description:

An introduction to concepts fundamental to modern computer and information systems. Course provides an overview of the field of computing relevant to professionals in a business IT setting and in particular provides a survey of topics not covered by other domain specific courses in the program. Topics may include: information systems hardware and software components, information representation storage and retrieval, development languages, algorithms and efficiency, operating systems, network communications, database, systems development, security and ethics.

Course Goals and Objectives:

The primary goal of this course is to provide students with a common basic foundation in the field of Information Systems. Some students will enter the program with previous academic or professional experience in this field; others will enter with nearly none. This course aims to bring students from all backgrounds to a common level of knowledge and understanding of the current state of the field.

Upon completion of this course, students will be able to

- understand, use and define terminology common to information systems professionals
- understand the role computing infrastructure plays in the construction and operation of modern information systems
- understand many of the details of how information systems enable modern business and commerce
- explain how information is stored, processed and transported by computing systems
- apply limitations inherent to computing systems to common problems
- recognize the domain specific knowledge required to accomplish certain IT tasks
- appreciate the need to secure information systems resources
- evaluate and analyze the ethical questions that arise regarding the collection and use of consumer data

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

Students previously took CS 600 to meet this basic requirement. That course will likely remain a Computer Science heavy introductory course. This course is moving to an Information Systems focus and will require less math, programming and technical knowledge while adding more breadth and study of business applications. It is therefore far more applicable to the M & IS program and takes on the role of the first course in the revised program.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the divisions of Computer Science and Business have been consulted. No other

programs are affected.

Faculty and Facilities Needed:

1 Faculty + 1 smart classroom

Attach brief course outline

Syllabus
IS 600
Fall 2014

Foundations of Computer and Information Systems

CREDIT 4 credits

INSTRUCTOR Dr. Scot Morse
ITC 302B
(503)838-8921
(503)838-8332 (fax)
`http://www.wou.edu/~morses`

OFFICE HOURS See website for current hours.

CLASS TIME 12:00 to 13:50 Monday and Wednesday in ITC 301

TEXTBOOK *Principles of Information Systems* 11^{th} ed., by Ralph Stair, and George Reynolds. Cengage Learning, (2013).

Course Description

An introduction to concepts fundamental to modern computer and information systems. Course provides an overview of the field of computing relevant to professionals in a business IT setting and in particular provides a survey of topics not covered by other domain specific courses in the program. Topics may include: information systems hardware and software components, information representation storage and retrieval, development languages, algorithms and efficiency, operating systems, network communications, database, systems development, security and ethics.

Learning Outcomes

Upon completion of this course, students will be able to

- understand, use and define terminology common to information systems professionals
- understand the role computing infrastructure plays in the construction and operation of modern information systems
- understand many of the details of how information systems enable modern business and commerce
- explain how information is stored, processed and transported by computing systems
- apply limitations inherent to computing systems to common problems

- recognize the domain specific knowledge required to accomplish certain IT tasks
- appreciate the need to secure information systems resources
- evaluate and analyze the ethical questions that arise regarding the collection and use of consumer data

Course Requirements

The course grade will be determined according to the following breakdown:

Quizzes	60 %
Homework	20%
Project and/or Final Exam	20 %
Attendance	varies up to one letter grade

The following grading scale and distribution will be used to assign a letter grade:

100%-92%	A
91%-90%	A
89%-88%	B+
87%-82%	B
81%-80%	B-
79%-78%	C+
77%-72%	C
71%-70%	C-
69%-68%	D+
67%-62%	D
61%-60%	D-
59%-0%	F

Quizzes

There will be weekly quizzes over the material covered in lecture, assigned for reading and homework for that week.

Homework

There will be several homework assignments throughout the term. These must be completed individually unless otherwise stated. Details will be posted on the class website.

Project and/or Final Exam

There will be either a term project or a final exam. Details to be determined.

Attendance

Attendance of lectures is critical to learning the course material and being successful in the M & IS program. This professor expects regular class attendance. Missing more than one class per term, without prior approval, will result in a decrease of the course grade.

Academic Honesty

Code of Student Responsibility 574-031-0030 Specific Standards and Policies

The following list of prohibited forms of conduct is not all inclusive since it is not possible to list all potential violations. The University requires that all students behave in a manner congruent with established community standards and in a manner conductive to the development of the individual. Actions detrimental to the mission of the University and the legitimate activities of the academic community which constitute the University are in violation of this Code and may be subject to judicial procedures.

1. Academic dishonesty, which includes but is not limited to:

   Cheating intentional use or attempted use of artifice, deception, fraud, and/or misrepresentations of ones academic work;

   Fabrication unauthorized falsification and/or invention of any information of citation in any academic exercise;

   Facilitating dishonesty helping or attempting to help another person commit an act of academic dishonesty. This includes students who substitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;

   Plagiarism representing without giving credit the words, data, or ideas of another person as ones own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another of research of another, including but not limited product of commercial vendor who sell or distribute such materials. And the appropriation of and/or use of electronic data of another person or persons as ones own, or using such data without giving proper credit for it; or

   Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which use of these devices is prohibited, and such devices include but are not limited to cell phones, laptops, etc.

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 641 Course Title Project Planning and Design

Abbreviation for Schedule (20 characters): Proj Plan & Design

Nature of course request (Mark all that apply)

- ☐ Add a course
- ☐ Delete a course
- ☐ Title change
- ☐ Writing Intensive (WI)
- ☐ Quantitative Literacy (Q)
- ☐ Prerequisite change
- ☑ Number/Prefix change
- ☐ Description change
- ☐ Multicultural Diversity (D)
- ☐ Honors course (H)
- ☐ LACC course
- ☐ Undergraduate course
- ☑ Graduate course
- ☐ 400/500 course
- ☐ Other: _____

1) Faculty Sponsor Signature _____ Date 5/8/14

2) Dept./Program Coordinator _____ Date 5/8/14

3) Division Chair _____ Date 5/8/14

Curriculum Chair _____ Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved (*Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved (*Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved (*Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE CHANGE

Initiated by (print): Scot Morse Date: May 9, 2014

CHANGING A COURSE

FROM:

Prefix/Number	Descriptive Title	Cr. Hours
CS 641	Project Planning and Design	4

TO:

Prefix/Number	Descriptive Title	Cr. Hours
IS 641	Project Planning and Design	4

New Description (if applicable):

This course is designed to guide students through the first phase of completing the professional project. Students work with the course instructor and their graduate advisor to select, develop and plan a suitable project. This includes the initial concept; several rounds of research; writing, critique and refinement; and at the end of the course, a detailed proposed project plan to be submitted to the students' graduate committee and the Graduate School for approval.

Justification for changing the course (e.g. alignment with other institutions, program revision, etc.):

This course change is part of the overall revision of the M&IS program wherein all courses required for the program in the CS division are moved to the IS prefix. This is to better align the goals of the program under the IS moniker.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the Computer Science Division and the Business Division have been consulted. No other programs are affected.

DELETING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours

Justification for deleting the course:

Other programs affected/consulted:

Syllabus
IS 641 and 642
Fall/Winter 2013

Project Planning and Design; Project Implementation

CREDIT 4 credits each

INSTRUCTOR Dr. Scot Morse
ITC 310E
(503)838-8921
(503)838-8332 (fax)
Bitmessage: BM-2DC4r5nFshtLm79VZJfo8agytsXHedzPLQ
`http://www.wou.edu/~morses`

OFFICE HOURS See website for current hours.

CLASS TIME Lecture: 14:00 to 15:50 Tuesday and Thursday in ITC 303

TEXTBOOK None required.

Brief Course Description

IS 641: This course is designed to guide students through the first phase of completing the M.S. in Management and Information Systems professional project. Students work with the course instructor and their graduate advisor to select, develop and plan a suitable project. This includes the initial concept; several rounds of research; writing, critique and refinement; and at the end of the course, a detailed proposed project plan to be submitted to the student's graduate committee and the Graduate School for approval.

IS 642: In this course students complete the project that was developed in their IS 641 course. At least one program faculty member supervises each project regarding the milestones, deliverables and content that are expected throughout the term. At the initiation of the course students deliver a set of milestones, developed in conjunction with their project proposal, to the course instructor, which will be used to measure progress throughout the term. Students report to the course instructor each week regarding completion status relating to the milestones. *Prerequisite: IS 641 and approved professional project proposal.*

Course Goals and Objectives

The professional project is a research project that results in a report, presentation and possibly an actual IT solution which identifies and addresses a problem in the realm of Management and Information Systems and proposes a solution. The goals of the project are to help the student and others:

1. better understand an important Information Systems issue or topic,
2. learn a way to solve or overcome a specific business/technical problem,
3. learn how to benefit from a technology, product or process, and
4. make an informed decision based on what is learned.
5. develop mature technical writing and speaking skills

Course Requirements:

Students will be required to complete work in four areas, which are described below. All work is to be done individually; there will be no group work.

Written assignments: Each week students will document work on their project and submit a summary. Will also include specific questions to be answered.

Audio/visual presentations: Students will present their work to the class in a lecture/discussion format for peer review and helpful comments.

One-on-one interviews with the instructor: Detailed help and constructive assistance will come from regularly scheduled interviews with the instructor.

Deliverables: Students must submit deliverables, weekly, based on their particular project option

The course grade will be based equally upon the four requirements above. A grade of C or better is awarded to all projects approved by the student's project committee.

The following grading scale and distribution will be used.

100%-92%	A
91%-90%	A-
89%-88%	B+
87%-82%	B
81%-80%	B-
79%-78%	C+
77%-72%	C
71%-70%	C-
69%-68%	D+
67%-62%	D
61%-60%	D-
59%-0%	F

Attendance

Attendance for this class is critical, and may be included as a component of your course grade.

Disability Statement

If you have a documented disability that requires academic accommodations at Western Oregon University, you are required to have your accommodations coordinated through the Office of Disability Services (ODS). ODS is located in APSC, Rm. 405. Phone: 503-838-8250 VTTY. Email: ODS@wou.edu

Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, to the instructor.

Wolf Connection System Referral Program

Students in this class may be referred to the WOU Student Success Specialist (SSS) if the instructor determines their performance in the class is placing them at academic risk. The SSS will offer to work with referred students to address issues and develop a student success strategy. Irrespective of whether a referral has or has not been made, you are ultimately responsible for tracking your own progress in this course.

Academic Honesty

Code of Student Responsibility 574-031-0030 Specific Standards and Policies

The following list of prohibited forms of conduct is not all inclusive since it is not possible to list all potential violations. The University requires that all students behave in a manner congruent with established community standards and in a manner conductive to the development of the individual. Actions detrimental to the mission of the University and the legitimate activities of the academic community which constitute the University are in violation of this Code and may be subject to judicial procedures.

1. Academic dishonesty, which includes but is not limited to:

   Cheating intentional use or attempted use of artifice, deception, fraud, and/or misrepresentations of ones academic work;

   Fabrication unauthorized falsification and/or invention of any information of citation in any academic exercise;

   Facilitating dishonesty helping or attempting to help another person commit an act of academic dishonesty. This includes students who substitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;

   Plagiarism representing without giving credit the words, data, or ideas of another person as ones own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another of research of another, including but not limited product of commercial vendor who sell or distribute such materials. And the

appropriation of and/or use of electronic data of another person or persons as ones own, or using such data without giving proper credit for it; or

Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which use of these devices is prohibited, and such devices include but are not limited to cell phones, pdas, laptops, programmable calculators, etc.

Programming language source code is no different where academic honesty is considered. The code you write in a Computer Science course is not essentially different from the paper you write for a Literature or History class. They are both your own work and ideas.

Master of Science in Management and Information Systems
Final Project Requirements and Guidelines

Students shall select and carry out a project based on one of the following formats.

1. *Research Paper*
2. *IT Whitepaper*
3. *IT Systems Design and Implementation*

Requirements Shared by All Formats

1. Students must perform work on their final project at the *end* of their program of study, usually in the Fall or Winter of their second year.

2. Students must enroll in IS 641 to begin the project and then take IS 642 to finish it in the term immediately following IS 641. If the project is not completed in two terms, students must enroll in IS 642 for subsequent terms and must be enrolled in it during the term in which they present and conclude their project.

3. Students must select a committee to oversee their project work. This includes a committee chair, who is often the instructor for their IS 641 course, and a minimum of two further members who must be eligible graduate faculty within Computer Science or Business. Selection of committee members must be finalized by the end of IS 641. Students will not be allowed to proceed to IS 642 without a committee.

4. At the conclusion of IS 641 students must submit a written document to their committee for approval. Approval must be given before students can proceed to finish the project in IS 642. Requirements for the document vary by the format chosen; however, it always serves as the professional project proposal document that must be submitted to the Graduate School for pre-approval.

5. When nearing the completion of their project (in IS 642), students must schedule a final oral examination with their committee *at least four weeks prior* to the presentation. Presentations (and therefore final approval of a project) will not be allowed with less advance notice.

6. Students must give draft copies of their project deliverables to their committee at least once per week during these four weeks before their oral examination.

7. A final presentation of all work performed, along with a final submission of project deliverables, must be made to their committee before the conclusion of IS 642.

8. The oral examination (presentation) should be a 30 minute powerpoint style talk designed to summarize their project. The audience is the committee members and invited faculty. After the presentation, faculty will ask questions. Final approval and/or requested revisions will be made immediately following the presentation and with successful projects the Master's degree final evaluation report will be completed, signed and submitted to the Graduate School.

All dates will be announced.

Example Timeline

	Week of Term	Activities
IS 641	1,2	Project format and topic are selected
	3 – 9	Planning, design, research, first drafts of preliminary work. Selection of committee members. Submit application for completion of Master's degree.
	10	Committee members finalized. Written proposal/draft submitted to committee.
	Finals	Committee approval / rejection of proposal; submit project pre-approval form.
IS 642	1 - 6	Bulk of work performed on project
	7	Presentation date selected. 1st draft given to committee
	8	2nd draft to committee
	9	3rd draft to committee
	10, Finals	Final draft to committee. Final presentation. Final approval / rejection given. All revisions required must be finished and submitted with final copy before the end of finals week. Final Evaluation submitted to Graduate Office.

Research Paper – Specific Requirements and Guidelines

Students choosing the Research Paper option will select an IS or BA topic to research. The topic should represent a current issue or problem within the Information Systems/Technology domain and must have Business applications. After a suitable topic has been defined and approved, students will perform independent reading, learning, research and analysis appropriate to the topic and write a lengthy research paper. The topic selected must have significant content in *both* Information Systems and Business.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent learning within BA and IS fields on the part of the student.
3. The research paper must dive into the specifics of multiple Information Systems technologies at a level appropriate for a graduate of a MS-M&IS program.
4. The final research paper should be on the order of 30 pages, double spaced, including figures, tables and references. A template will be provided to students and will include title page and abstract.
5. A rough draft of this document will be used as the "proposal" mentioned above that is submitted to the committee at the end of IS 641.

Example topics will be discussed at the beginning of IS 641

IT Whitepaper – Specific Requirements and Guidelines

Students choosing the IT Whitepaper option will select a problem that is likely to appear in a business IT setting. For example, an organization (business, non-profit, school, government agency, etc.) has a need for a particular IT solution that is not already being used. They need to know what (if any) products will meet their needs, what must be done to solve the problem and how well the solution is likely to work for the organization. After a suitable problem has been defined and approved, students will perform independent reading, learning, product research and analysis appropriate to the topic and write a whitepaper style report appropriate for review by executives of the organization.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent learning within the IT field on the part of the student.
3. The whitepaper must dive into the specifics of multiple Information Technologies at a level appropriate for a graduate of a MS-M&IS program.
4. The final paper will consist of two parts, including: 1) a concise whitepaper (4 pages maximum, i.e. 2 pages, double sided, full color) presented in a professionally acceptable format that succinctly describes the problem and solution and that could be reviewed by an executive in a minimum amount of time; and 2) a follow-up report document that provides the basis for the information in the whitepaper. The follow-up report should contain details of the proposed solution and must have everything needed for a team to move on to the next step in implementing your solution. Its length will likely vary significantly but could be on the order of 30 pages, including technical details copied from vendor's product manuals or bulletins.
5. A rough draft of this document will be used as the "proposal" mentioned above that is submitted to the committee at the end of IS 641.

Example topics will be discussed at the beginning of IS 641

IT Systems Design and Implementation – Specific Requirements and Guidelines

Students choosing the IT Systems Design and Implementation option will select an IT system to design and implement. After a suitable project has been defined and approved, students will use project management methodologies to specify, design, plan and implement an IT systems solution. This is an actual hardware or cloud based system and not just a hypothetical design. There is currently no budget for these projects; as such, actual costs incurred for completing an IT Systems project are likely to be the responsibility of the student. Some systems, for example cloud-based ones, can be completed for minimal cost.

Students choosing this option must have recommendations from other faculty members supporting their aptitude and likelihood for success in completing a technically challenging IT project.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent systems design on the part of the student. Work on a pre-existing project — one the student has already been involved with, or that has been implemented by others — is not allowed. An exception to this is if the work represents a significant addition to an existing project that can be designed and implemented primarily by the student in an independent fashion without major assistance from the existing project members.
3. The first term (IS 641) will be used for specification, project planning, design, and project management. At the conclusion of the first term, the student must write a project proposal (5 pages minimum) that details and outlines the system to be created and provides a complete project management plan for how it will be implemented.
4. The second term (IS 642) will be for the implementation of the system — the bulk of the work to actually build the system — as well as testing.
5. At the conclusion of the project the student must write a paper (5 pages minimum) summarizing their project, which will accompany the actual IT solution they have implemented. The IT solution must come with its own documentation as well.

Example topics will be discussed at the beginning of IS 641

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 642 Course Title Project Implementation

Abbreviation for Schedule (20 characters): Proj Implementation

Nature of course request (Mark all that apply)

- ☐ Add a course
- ☐ Delete a course
- ☐ Title change
- ☐ Writing Intensive (WI)
- ☐ Quantitative Literacy (Q)
- ☐ Prerequisite change
- ☑ Number/Prefix change
- ☐ Description change
- ☐ Multicultural Diversity (D)
- ☐ Honors course (H)
- ☐ LACC course
- ☐ Undergraduate course
- ☑ Graduate course
- ☐ 400/500 course
- ☐ Other: _____

1) Faculty Sponsor Signature Sut Mu Date 5/8/14

2) Dept./Program Coordinator Sut Mu Date 5/8/14

3) Division Chair [signature] Date 5/9/14

Curriculum Chair Sut Mu Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE CHANGE

Initiated by (print): Scot Morse Date: May 9, 2014

CHANGING A COURSE

FROM:

Prefix/Number	Descriptive Title	Cr. Hours
CS 642	Project Implementation	4

TO:

Prefix/Number	Descriptive Title	Cr. Hours
IS 642	Project Implementation	4

New Description (if applicable):

In this course students complete the project that was developed in their IS 641 course. At least one program faculty member supervises each project regarding the milestones, deliverables and content that are expected throughout the term. At the initiation of the course students deliver a set of milestones, developed in conjunction with their project proposal, to the course instructor, which will be used to measure progress throughout the term. Students report to the course instructor each week regarding completion status relating to the milestones. *Prerequisite: IS 641 and approved professional project proposal.*

Justification for changing the course (e.g. alignment with other institutions, program revision, etc.):

This course change is part of the overall revision of the M&IS program wherein all courses required for the program in the CS division are moved to the IS prefix. This is to better align the goals of the program under the IS moniker.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the Computer Science Division and the Business Division have been consulted. No other programs are affected.

DELETING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours

Justification for deleting the course:

Syllabus
IS 641 and 642
Fall/Winter 2013

Project Planning and Design; Project Implementation

CREDIT 4 credits each

INSTRUCTOR Dr. Scot Morse
ITC 310E
(503)838-8921
(503)838-8332 (fax)
Bitmessage: BM-2DC4r5nFshtLm79VZJfo8agytsXHedzPLQ
`http://www.wou.edu/~morses`

OFFICE HOURS See website for current hours.

CLASS TIME Lecture: 14:00 to 15:50 Tuesday and Thursday in ITC 303

TEXTBOOK None required.

Brief Course Description

IS 641: This course is designed to guide students through the first phase of completing the M.S. in Management and Information Systems professional project. Students work with the course instructor and their graduate advisor to select, develop and plan a suitable project. This includes the initial concept; several rounds of research; writing, critique and refinement; and at the end of the course, a detailed proposed project plan to be submitted to the student's graduate committee and the Graduate School for approval.

IS 642: In this course students complete the project that was developed in their IS 641 course. At least one program faculty member supervises each project regarding the milestones, deliverables and content that are expected throughout the term. At the initiation of the course students deliver a set of milestones, developed in conjunction with their project proposal, to the course instructor, which will be nsed to measnre progress throughout the term. Students report to the course instructor each week regarding completion status relating to the milestones. *Prerequisite: IS 641 and approved professional project proposal.*

Course Goals and Objectives

The professional project is a research project that results in a report, presentation and possibly an actual IT solution which identifies and addresses a problem in the realm of Management and Information Systems and proposes a solution. The goals of the project are to help the student and others:

1. better understand an important Information Systems issue or topic,
2. learn a way to solve or overcome a specific business/technical problem,
3. learn how to benefit from a technology, product or process, and
4. make an informed decision based on what is learned.
5. develop mature technical writing and speaking skills

Course Requirements:

Students will be required to complete work in four areas, which are described below. All work is to be done individually; there will be no group work.

Written assignments: Each week students will document work on their project and submit a summary. Will also include specific questions to be answered.

Audio/visual presentations: Students will present their work to the class in a lecture/discussion format for peer review and helpful comments.

One-on-one interviews with the instructor: Detailed help and constructive assistance will come from regularly scheduled interviews with the instructor.

Deliverables: Students must submit deliverables, weekly, based on their particular project option

The course grade will be based equally upon the four requirements above. A grade of C or better is awarded to all projects approved by the student's project committee.

The following grading scale and distribution will be used.

100%-92%	A
91%-90%	A-
89%-88%	B+
87%-82%	B
81%-80%	B-
79%-78%	C+
77%-72%	C
71%-70%	C-
69%-68%	D+
67%-62%	D
61%-60%	D-
59%-0%	F

Attendance

Attendance for this class is critical, and may be included as a component of your course grade.

Disability Statement

If you have a documented disability that requires academic accommodations at Western Oregon University, you are required to have your accommodations coordinated through the Office of Disability Services (ODS). ODS is located in APSC, Rm. 405. Phone: 503-838-8250 VTTY. Email: ODS@wou.edu

Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, to the instructor.

Wolf Connection System Referral Program

Students in this class may be referred to the WOU Student Success Specialist (SSS) if the instructor determines their performance in the class is placing them at academic risk. The SSS will offer to work with referred students to address issues and develop a student success strategy. Irrespective of whether a referral has or has not been made, you are ultimately responsible for tracking your own progress in this course.

Academic Honesty

Code of Student Responsibility 574-031-0030 Specific Standards and Policies

The following list of prohibited forms of conduct is not all inclusive since it is not possible to list all potential violations. The University requires that all students behave in a manner congruent with established community standards and in a manner conductive to the development of the individual. Actions detrimental to the mission of the University and the legitimate activities of the academic community which constitute the University are in violation of this Code and may be subject to judicial procedures.

1. Academic dishonesty, which includes but is not limited to:

   Cheating intentional use or attempted use of artifice, deception, fraud, and/or misrepresentations of ones academic work;

   Fabrication unauthorized falsification and/or invention of any information of citation in any academic exercise;

   Facilitating dishonesty helping or attempting to help another person commit an act of academic dishonesty. This includes students who substitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;

   Plagiarism representing without giving credit the words, data, or ideas of another person as ones own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another of research of another, including but not limited product of commercial vendor who sell or distribute such materials. And the

appropriation of and/or use of electronic data of another person or persons as ones own, or using such data without giving proper credit for it; or

Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which use of these devices is prohibited, and such devices include but are not limited to cell phones, pdas, laptops, programmable calculators, etc.

Programming language source code is no different where academic honesty is considered. The code you write in a Computer Science course is not essentially different from the paper you write for a Literature or History class. They are both your own work and ideas.

Master of Science in Management and Information Systems
Final Project Requirements and Guidelines

Students shall select and carry out a project based on one of the following formats.

1. *Research Paper*
2. *IT Whitepaper*
3. *IT Systems Design and Implementation*

Requirements Shared by All Formats

1. Students must perform work on their final project at the *end* of their program of study, usually in the Fall or Winter of their second year.

2. Students must enroll in IS 641 to begin the project and then take IS 642 to finish it in the term immediately following IS 641. If the project is not completed in two terms, students must enroll in IS 642 for subsequent terms and must be enrolled in it during the term in which they present and conclude their project.

3. Students must select a committee to oversee their project work. This includes a committee chair, who is often the instructor for their IS 641 course, and a minimum of two further members who must be eligible graduate faculty within Computer Science or Business. Selection of committee members must be finalized by the end of IS 641. Students will not be allowed to proceed to IS 642 without a committee.

4. At the conclusion of IS 641 students must submit a written document to their committee for approval. Approval must be given before students can proceed to finish the project in IS 642. Requirements for the document vary by the format chosen; however, it always serves as the professional project proposal document that must be submitted to the Graduate School for pre-approval.

5. When nearing the completion of their project (in IS 642), students must schedule a final oral examination with their committee *at least four weeks prior* to the presentation. Presentations (and therefore final approval of a project) will not be allowed with less advance notice.

6. Students must give draft copies of their project deliverables to their committee at least once per week during these four weeks before their oral examination.

7. A final presentation of all work performed, along with a final submission of project deliverables, must be made to their committee before the conclusion of IS 642.

8. The oral examination (presentation) should be a 30 minute powerpoint style talk designed to summarize their project. The audience is the committee members and invited faculty. After the presentation, faculty will ask questions. Final approval and/or requested revisions will be made immediately following the presentation and with successful projects the Master's degree final evaluation report will be completed, signed and submitted to the Graduate School.

All dates will be announced.

Example Timeline

	Week of Term	Activities
IS 641	1,2	Project format and topic are selected
	3 – 9	Planning, design, research, first drafts of preliminary work. Selection of committee members. Submit application for completion of Master's degree.
	10	Committee members finalized. Written proposal/draft submitted to committee.
	Finals	Committee approval / rejection of proposal; submit project pre-approval form.
IS 642	1 - 6	Bulk of work performed on project
	7	Presentation date selected. 1st draft given to committee
	8	2nd draft to committee
	9	3rd draft to committee
	10, Finals	Final draft to committee. Final presentation. Final approval / rejection given. All revisions required must be finished and submitted with final copy before the end of finals week. Final Evaluation submitted to Graduate Office.

Research Paper – Specific Requirements and Guidelines

Students choosing the Research Paper option will select an IS or BA topic to research. The topic should represent a current issue or problem within the Information Systems/Technology domain and must have Business applications. After a suitable topic has been defined and approved, students will perform independent reading, learning, research and analysis appropriate to the topic and write a lengthy research paper. The topic selected must have significant content in *both* Information Systems and Business.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent learning within BA and IS fields on the part of the student.
3. The research paper must dive into the specifics of multiple Information Systems technologies at a level appropriate for a graduate of a MS-M&IS program.
4. The final research paper should be on the order of 30 pages, double spaced, including figures, tables and references. A template will be provided to students and will include title page and abstract.
5. A rough draft of this document will be used as the "proposal" mentioned above that is submitted to the committee at the end of IS 641.

Example topics will be discussed at the beginning of IS 641

IT Whitepaper – Specific Requirements and Guidelines

Students choosing the IT Whitepaper option will select a problem that is likely to appear in a business IT setting. For example, an organization (business, non-profit, school, government agency, etc.) has a need for a particular IT solution that is not already being used. They need to know what (if any) products will meet their needs, what must be done to solve the problem and how well the solution is likely to work for the organization. After a suitable problem has been defined and approved, students will perform independent reading, learning, product research and analysis appropriate to the topic and write a whitepaper style report appropriate for review by executives of the organization.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent learning within the IT field on the part of the student.
3. The whitepaper must dive into the specifics of multiple Information Technologies at a level appropriate for a graduate of a MS-M&IS program.
4. The final paper will consist of two parts, including: 1) a concise whitepaper (4 pages maximum, i.e. 2 pages, double sided, full color) presented in a professionally acceptable format that succinctly describes the problem and solution and that could be reviewed by an executive in a minimum amount of time; and 2) a follow-up report document that provides the basis for the information in the whitepaper. The follow-up report should contain details of the proposed solution and must have everything needed for a team to move on to the next step in implementing your solution. Its length will likely vary significantly but could be on the order of 30 pages, including technical details copied from vendor's product manuals or bulletins.
5. A rough draft of this document will be used as the "proposal" mentioned above that is submitted to the committee at the end of IS 641.

Example topics will be discussed at the beginning of IS 641

IT Systems Design and Implementation — Specific Requirements and Guidelines

Students choosing the IT Systems Design and Implementation option will select an IT system to design and implement. After a suitable project has been defined and approved, students will use project management methodologies to specify, design, plan and implement an IT systems solution. This is an actual hardware or cloud based system and not just a hypothetical design. There is currently no budget for these projects; as such, actual costs incurred for completing an IT Systems project are likely to be the responsibility of the student. Some systems, for example cloud-based ones, can be completed for minimal cost.

Students choosing this option must have recommendations from other faculty members supporting their aptitude and likelihood for success in completing a technically challenging IT project.

Requirements:

1. Students must select a topic with the assistance of, and approval by, the graduate faculty. The topic should not be something the student has extensive experience with or expert knowledge of.
2. The work performed must represent significant independent systems design on the part of the student. Work on a pre-existing project — one the student has already been involved with, or that has been implemented by others — is not allowed. An exception to this is if the work represents a significant addition to an existing project that can be designed and implemented primarily by the student in an independent fashion without major assistance from the existing project members.
3. The first term (IS 641) will be used for specification, project planning, design, and project management. At the conclusion of the first term, the student must write a project proposal (5 pages minimum) that details and outlines the system to be created and provides a complete project management plan for how it will be implemented.
4. The second term (IS 642) will be for the implementation of the system — the bulk of the work to actually build the system — as well as testing.
5. At the conclusion of the project the student must write a paper (5 pages minimum) summarizing their project, which will accompany the actual IT solution they have implemented. The IT solution must come with its own documentation as well.

Example topics will be discussed at the beginning of IS 641

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 650 Course Title Networks and Communications

Abbreviation for Schedule (20 characters): Networks and Comm

Nature of course request (Mark all that apply)

☑ Add a course	☐ Prerequisite change	☐ LACC course
☐ Delete a course	☐ Number/Prefix change	☐ Undergraduate course
☐ Title change	☐ Description change	☑ Graduate course
☐ Writing Intensive (WI)	☐ Multicultural Diversity (D)	☐ 400/500 course
☐ Quantitative Literacy (Q)	☐ Honors course (H)	☐ Other: _____

1) Faculty Sponsor Signature _____ Date 5/8/14

2) Dept./Program Coordinator _____ Date 5/8/14

3) Division Chair _____ Date 5/8/14

Curriculum Chair _____ Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by <u>both</u> the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): Jie Liu **Date:** May 9, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
IS 650	Networks and Communications	4

Catalog Description:

This course provides a comprehensive examination of how computers and computing infrastructure is linked together to enable effective communication and sharing of resources. Topics include the fundamental protocols and technologies that underlie modern computer networks; conceptual abstract layered model for understanding the functionality of the network; local area networks; and the Internet.

Prerequisites: None, although IS 600 is highly recommended

Course Goals and Objectives:

Upon completion of this course, students will be able to

- understand the principles underlying layered systems architectures and their applications to both computers and networks
- understand and define the terminology of computer networks
- understand the differences and similarities between the core elements of an IT infrastructure solution, such as clients, servers, network devices, wired and wireless network links, topologies and specialized devices
- configure a network solution for a simple LAN
- apply the core concepts of networking and communication to solve simple network operation problems and transport calculations
- fundamentally understand the operation of local networks and the Internet and be able to apply this understanding to common issues and important problems faced by individuals and organizations using the Internet

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

Students in the M & IS program have previously taken CS 650 Networks and Communications. That course will remain and will be revised to contain more technical material suitable for students with a B.S. in Computer Science or Software Engineering.

This course is the M & IS version of that course. The technical component will be reduced while increasing the breadth of coverage of topics. This will make the course appropriately suitable for students with a Business, MIS or other non-CS background.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the Computer Science Division has been consulted.

Faculty and Facilities Needed:

1 instructor, 1 smart classroom. No new faculty will be needed.

Attach brief course outline

Syllabus
IS 650
Spring 2015

Networks and Communication

CREDIT 4 credits

INSTRUCTOR Dr. Jie Liu
ITC 302B
(503)838-8989
(503)838-8332 (fax)
liuj@wou.edu
http://www.wou.edu/~liuj

OFFICE HOURS See website for current hours.

CLASS TIME 10:00 to 11:50 Tuesdays and Thursdays in ITC 303

TEXTBOOK TBA

Course Description

This course provides a comprehensive examination of how computers and computing infrastructure is linked together to enable effective communication and sharing of resources. Topics include the fundamental protocols and technologies that underly modern computer networks; conceptual abstract layered model for understanding the functionality of the network; local area networks; and the Internet. **Prerequisites: None, although IS 600 is highly recommended**

Course Topics

This course typically covers the following topics

- Types of networks, network organization
- Core network components
- Protocols
- OSI Layered Model, including
- Physical layer – wired, wireless communications
- Data link layer – Ethernet
- Network layer – IP, addressing and routing
- Transport layer – TCP

- Application layer – HTTP, SNMP, SMTP
- Network device configuration
- LAN topics – subnetting, DHCP
- WAN, Internet topics – DNS, TLD, registries
- IP scarcity, IPv4 and IPv6
- Applications – Business IT, cloud, security, performance

Learning Outcomes

Upon completion of this course, students will be able to

- understand the principles underlying layered systems architectures and their applications to both computers and networks
- understand and define the terminology of computer networks
- understand the differences and similarities between the core elements of an IT infrastructure solution, such as clients, servers, network devices, wired and wireless network links, topologies and specialized devices
- configure a network solution for a simple LAN
- apply the core concepts of networking and communication to solve simple network operation problems and transport calculations
- fundamentally understand the operation of local networks and the Internet and be able to apply this understanding to common issues and important problems faced by individuals and organizations using the Internet

Course Requirements

The course grade will be determined according to the following breakdown:

Labs and Exercises	15 %
Lesson review questions	10 %
Quizzes	20 %
Midterm #1	25 %
Project	5 %
Midterm #2	25 %

The following grading scale and distribution will be used to assign a letter grade:

100%-92%	A
91%-90%	A
89%-88%	B+
87%-82%	B
81%-80%	B-
79%-78%	C+
77%-72%	C
71%-70%	C-
69%-68%	D+
67%-62%	D
61%-60%	D-
59%-0%	F

Labs and Exercises

Labs and Exercises must be doue individually, unless otherwise stated. General discussions are strougly encouraged. Review questions are due on the Tuesday of the week immediately after the completion of the chapter. No late review questions are accepted without prior arrangement with the instructor.

Quizzes and Exams

There will be three quizzes and two midterms. You may bring a half sheet of notes to each midterm.

Academic Honesty

Code of Student Responsibility 574-031-0030 Specific Standards and Policies

The following list of prohibited forms of conduct is not all inclusive since it is not possible to list all potential violations. The University requires that all students behave in a manner congruent with established community standards and in a manner conductive to the development of the individual. Actions detrimental to the mission of the University and the legitimate activities of the academic community which constitute the University are in violation of this Code and may be subject to judicial procedures.

1. Academic dishonesty, which includes but is not limited to:

   Cheating intentional use or attempted use of artifice, deception, fraud, and/or misrepresentations of ones academic work;

   Fabrication unauthorized falsification and/or invention of any information of citation in any academic exercise;

   Facilitating dishonesty helping or attempting to help another person commit an act of academic dishonesty. This includes students who snbstitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;

Plagiarism representing without giving credit the words, data, or ideas of another person as ones own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another of research of another, including but not limited product of commercial vendor who sell or distribute such materials. And the appropriation of and/or use of electronic data of another person or persons as ones own, or using such data without giving proper credit for it; or

Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which use of these devices is prohibited, and such devices include but are not limited to cell phones, laptops, etc.

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL

(Attach course change request form)

Prefix & Number IS 675 Course Title Topics in Information Systems

Abbreviation for Schedule (20 characters): Topics in Info Sys

Nature of course request (Mark all that apply)

- [x] Add a course
- [ ] Delete a course
- [ ] Title change
- [ ] Writing Intensive (WI)
- [ ] Quantitative Literacy (Q)
- [ ] Prerequisite change
- [ ] Number/Prefix change
- [ ] Description change
- [ ] Multicultural Diversity (D)
- [ ] Honors course (H)
- [ ] LACC course
- [ ] Undergraduate course
- [x] Graduate course
- [ ] 400/500 course
- [ ] Other: _____

1) Faculty Sponsor Signature _____ Date 5/9/14

2) Dept./Program Coordinator _____ Date 5/9/14

3) Division Chair _____ Date 5/9/14

Curriculum Chair _____ Date 5/9/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved *(Return to Faculty Senate President)*

REQUEST FORM
PERMANENT COURSE APPROVAL

Initiated by (print): ___Scot Morse_____ Date: __May 9, 2014__

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
IS 675	Topics in Information Systems	1

Catalog Description:

Topics may include at different times: detailed study of a foundational field of Information Systems that is not covered by another course; in-depth study of particular current topics; survey of important technologies, software or systems; review of current research areas or popular trends. May be repeated for credit up to 8 credits.

Course Goals and Objectives:

Discipline specific goals:
Upon completion of this course, students will

- have learned about, either through a very detailed examination, or in a survey sense, an area of Information Systems that they otherwise would not have studied in their regular program
- have gained a unique perspective on particular current topics and trends in Information Systems
- be able to intelligently discuss or apply their knowledge of one or more topics in IS

Overall goals:
Students will advance their ability to

- write clearly using technical language
- speak effectively and confidently in a public setting about a technical topic and respond to questions
- analyze a technical topic and create a useful summary, including potential technical, research, business, political and ethical issues

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

Many students need a 1 credit class to reach the 9 credit hours required to be a full-time student. This class is designed around meeting that need (since all other courses in the program are 4 credits), while at the same time giving students valuable study in relevant areas of Information Systems. Students may also use this course to identify potential professional projects that they will work on in the exit requirement courses.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary).

Faculty in the divisions of Computer Science and Business have been consulted.

Faculty and Facilities Needed:

1 instructor, 1 smart classroom. Course will be offered once per term or will alternate with a similar 1 credit course in BA.

Attach brief course outline

Syllabus
IS675
Fall 2014
May 8, 2014

Topics in Information Systems

CREDIT 1 credit

INSTRUCTOR Dr. Scot Morse
ITC 310E
(503)838-8921
(503)838-8332 (fax)
morses@wou.edu (*encrypted email only!*)

OFFICE HOURS See website for current hours.

CLASS TIME 10:00 to 10:50 Wednesday in ITC 303

TEXTBOOK None required

Course Description

Topics may include at different times: detailed study of a foundational field of Information Systems that is not covered by another course; in-depth study of particular current topics; survey of important technologies, software or systems; review of current research areas or popular trends. May be repeated for credit up to 8 credits.

Each of the regular courses in the IS/CS departments cover a predefined discipline in Information Systems or Computer Science. This is necessary for students to obtain knowledge in several foundational branches of computer science. However, we do not have a class where students are pushed to look into current trends or important research topics. This is that class. It is important by itself for students to see what is currently happening in the world of CS and IT, but it is also an important step in assisting students in their research project definition process before finalizing their professional project topic.

Students will complete weekly assignments on a broad range of topics. During the process, in addition to improving their ability to conduct research and broaden their knowledge in Computer Science and Information Systems, students will polish their technical writing, public speaking, and organizational skills. **Prerequisites: None**

Course Requirements

The course grade will be determined according to the following breakdown:

1000 points 100% Weekly assignments

The following grading scale and distribution will be used to assign a letter grade:

100%-92%	A
91%-90%	A
89%-88%	B+
87%-82%	B
81%-80%	B-
79%-78%	C+
77%-72%	C
71%-70%	C-
69%-68%	D+
67%-62%	D
61%-60%	D-
59%-0%	F

Examinations

There will be no exams. There will be no Final exam. However, there may be a required component of the class at the assigned Final Exam time. If you make travel plans now and miss this component, your grade will suffer. Making travel plans during Final Examination Week is at your own risk.

Weekly Assignments

At each class session students will receive a description of an IS/IT/CS problem or issue to be addressed. Over the course of the week, leading up to the next class session, students must independently research the problem, learn the issues involved, perform background research, and answer any questions (in writing) on the assignment. In addition, students must come to the next class session prepared to present their findings in front of the class, discuss it thoroughly and ask questions of other students or the instructor. Most assignments will include a significant writing component.

Each week's assignment will be worth 100 points. The course runs ten weeks, therefore the total possible score will be 1000. The grading scale above will be applied on a percentage basis. Generally, each weeks score will be composed of the following criteria

- Class attendance (25 points)
- Writing (25 points)
- Speaking and/or class participation (25 points)
- Content (correctness, applicability, depth of answers, etc.) (25 points)

Students who miss class and do not turn in any work will receive a zero score for that week. Students who miss class but do turn in the written component will receive partial credit, not likely to exceed 50 points. Students who attend class but do not turn in the written component can receive partial credit if they participate, but the score is unlikely to exceed 50 points.

Academic Honesty

Code of Student Responsibility 574-031-0030 Specific Standards and Policies

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1. Academic dishonesty, which includes but is not limited to:

   Cheating intentional use or attempted use of artifice, deception, fraud, and/or misrepresentations of ones academic work;

   Fabrication unauthorized falsification and/or invention of any information of citation in any academic exercise;

   Facilitating dishonesty helping or attempting to help another person commit an act of academic dishonesty. This includes students who snbstitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;

   Plagiarism representing without giving credit the words, data, or ideas of another person as ones own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another of research of another, inclnding but not limited product of commercial vendor who sell or distribute snch materials. And the appropriation of and/or use of electronic data of another person or persons as ones own, or using such data without giving proper credit for it; or

   Any use or attempted use of electronic devices in gaining an illegal advantage in academic work in which use of these devices is prohibited, and snch devices include but are not limited to cell phones, laptops, programmable calculators, etc.

Subj	Crs No	Course Title	Date Sub	Change Type	Companion Course
IS	586	Network Security		Pre Req	IS 486
IS	589	Security Principles and Practices		Pre Req	IS 489
IS	600	Foundations of Computer and Info Systems		Add Crs	
IS	615	Topics in Information Systems		Add Crs	
IS	641	Project Planning and Design		Prefix Ch	
IS	642	Project Implementation		Prefix Ch	
IS	650	Networks and Communications		Add Crs	
BA	601	Organizational Leadership		Prefix Ch	
BA	606	Individual Studies		Add Crs	
BA	645	Operations Management		Add Crs	
BA	650	Accounting/Finance and Information Systems		Add Crs	
BA	675	Topics in Business		Add Crs	
Program Changes / New Programs					
		MIS Program Changes			

ROUTE SHEET
NEW MAJOR/MINOR/PROGRAM or PROGRAM CHANGE
(Attach program log form)

Nature of program request (Mark all that apply)

- ☐ Undergraduate program change
- ☐ New non-degree program
- ☐ New major
- ☐ New minor
- ☐ New certificate program
- ☑ Graduate program change
- ☐ Honors Program change
- ☐ Program Title change
- ☐ New Applied Baccalaureate program
- ☐ Other (specify) _____

1) Faculty Sponsor Signature _____ Date 5/8/14

2) Dept./Program Coordinator _____ Date 5/8/14

3) Division Chair _____ Date 5/8/14

Curriculum Chair _____ Date 5/8/14

4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed by the Honors Committee or Graduate Committee instead. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____
___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____
___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____
___ N/A ___ Approved ___ NOT Approved

5) Faculty Senate President _____ Date _____
___ Approved by the Senate Executive Committee
___ Approved by the Senate ___ NOT Approved *(Return to sponsor)*

6) Appropriate Dean _____ Date _____
___ Approved ___ NOT Approved *(Return to Senate President)*

7) Provost/VPAA _____ Date _____
___ Approved ___ NOT Approved *(Return to Senate President)*

8) President _____ Date _____
___ Approved ___ NOT Approved *(Return to Provost/VPAA)*

MEMORANDUM

TO: Kim Jenson, Chair, Graduate Studies Committee
Tad Shannon, President, Faculty Senate

FROM: Scot Morse, Coordinator, Management & Information Systems Program
Kristina Frankenberger, Business

DATE: May 9, 2014

SUBJECT: Program and course changes in the Management & Information Systems Program

The Divisions of Business and Computer Science have recently initiated a major revision to the interdisciplinary Master of Science in Management and Information Systems program. This memorandum offers a summary of the proposed revisions to both coursework and the degree plan.

The present revisions stem from a number of challenges that the program has faced over the past few years. Program faculty have discussed these issues and during a Winter term 2014 meeting College of Liberal Arts and Sciences Dean Sue Monahan and Vice President for Academic Affairs Stephen Scheck both recommended suspending admissions until revisions could be made.

The following curriculum changes are being made alongside programmatic changes, including:

- new program specific admission requirements
- an application to the program
- new acceptance procedures

With these changes now complete, admissions have been reopened and we are receiving applications.

The proposed changes to the degree plan do not change the total number of credits or the form of the exit requirement. The former remain at 48 credit hours and the latter a professional project. Students previously selected between 16 and 20 credit hours of Computer Science and then between 16 and 20 credits of Business, with no required courses. We propose to change this to a set of Core courses plus Electives. Students will be required to take 28 credit hours of Core courses that have been selected by the program faculty to be representative of the minimum core material that this degree targets and that graduates must demonstrate a level of mastery over. This leaves room for 12 credit hours of electives. We are trying to integrate the program more and avoid thinking of the program as being composed of two disparate subjects; however, we will retain the requirement that students complete a minimum number of credits in

each Division: minimum of 16 credits of IS or CS prefix courses and a minimum of 16 credits of BA prefix courses.

The coursework changes include "new" courses with an IS prefix (both 500 and 600 level) as well as those renumbered and/or re-titled. The goal for the Computer Science Division is to have all courses within the M & IS program be labeled as IS courses and not as CS. Therefore, what was previously CS 600 will become IS 600, and so on. In all cases except for CS/IS 641 and 642 we will keep the CS course for use in traditional Computer Science oriented graduate courses for a different program, or for M & IS students with the necessary background to succeed in those courses. CS 641 and CS 642 will be deleted.

The exit requirement remains a professional project. It will however only be run as IS 641 and IS 642. Computer Science and Business faculty will coordinate in the execution of student projects and may alternate or team-teach these courses.

One last change to the program is worth noting. We will offer IS 675 Topics in Information Systems (1 credit) or BA 675 Topics in Business (1 credit) once per term. These courses serve the dual purpose of giving students a way to have full time status, at 9 credits/term, when all other courses are 4 credits, and to study a variety and breadth of topics. Students will be able to count up to 4 of these courses as one elective, but not as a Core course. Students are allowed to take up to 4 more, which should carry them through to the end of their work at WOU. These additional 4 may not be used to meet any other program requirements.

Note regarding 500 level courses. There are several IS 5xx courses — two in the Core and several expected to be available as electives — students may include in their program. With the currently designed program, students will have no trouble keeping the number of these courses below 50% of their program as is required by the Graduate School. Another issue is that some students may have already taken the IS 4xx counterpart course and so are not eligible to take the graduate offering. We see this as a good thing as it will force those students to take other classes, to their benefit. We will, however, need to write course substitutions for those cases where a Core course is replaced and will furthermore need to make sure there are enough course offerings so these students will be able to fill out their program.

Thank you for considering our proposal. We hope the changes will strengthen the Management and Information Systems program. We welcome any suggestions.

Summary of Changes

Existing Program (48 hours)
Select 16-20 credits of Computer Science: CS 600 Fundamentals of Computer and Information Systems CS 610 Programming Languages CS 620 Database and Information Systems CS 630 Software Engineering CS 650 Networks and Communications CS 660 Algorithms and Computational Theory CS 670 Computer Architecture and Operating Systems CS 680 Knowledge Based Systems and Decision Support Systems CS 690 Computer Security Administration Select 16-20 credits of Business BA 601 Organizational Leadership BA 610 Marketing Analysis and Strategy BA 615 General Linear Models BA 620 Budgetary Process BA 630 Report Writing and Economic Analysis Select 8 credits for Exit Requirement BA 635 Professional Project CS 609 Practicum
Proposed Program (48 hours)
Required Core (28 credits) BA 610 Marketing Strategy BA 640 Organizational Leadership BA 650 Accounting/Finance and Information Systems IS 600 Fundamentals of Computer and Information Systems IS 520 Introduction to Database Systems IS 525 IT Project Management IS 650 Networks and Communications Select electives (12 credits), with a minimum of 16 credits overall of both BA and IS/CS BA 615 General Linear Models BA 620 Budgetary Process BA 625 New Product Development BA 630 Report Writing and Economic Analysis BA 645 Operations Management BA 676 Topics in Management and Information Systems BA 675 Topics in Business (1) IS 675 Topics in Information Systems (1) BA 606 Individual Studies (special arrangement only; 1-8) IS 585 Introduction to Computer Security IS 586 Network Security IS 589 Security Principles and Practices + Any other approved BA, IS or CS 500 or 600 level course Professional Project (8 credits) required IS 641 Project Planning and Design IS 642 Project Implementation

Existing Course	Proposed Course	Type of Change
CS 600 Fundamentals of Computer and Information Systems	IS 600 Foundations of Computer and Information Systems	New course
CS 650 Networks and Communications	IS 650 Networks and Communications	New course
CS 615 Colloquium *	IS 675 Topics in Information Systems	New course
CS 641 Project Planning and Design**	IS 641 Project Planning and Design	Course prefix
CS 642 Project Implementation**	IS 642 Project Implementation	Course prefix
IS 586 Network Security *		Prerequisite
IS 589 Security Principles and Practices*		Prerequisite
BA 601 Organizational Leadership	BA 640 Organizational Leadership	Course number
	BA 645 Operations Management	New course
	BA 650 Accounting/Finance & Information Systems	New course
	BA 675 Topics in Business	New course
	BA 606 Special Individual Studies	New course

* New course is an item under Old Business at Faculty Senate at the time of writing
** Approved but not yet in catalog

Catalog Copy (proposed language)

Coordinator: Scot Morse

Mission

The M.S. in Management & Information Systems program is an interdisciplinary collaboration between the Divisions of Business & Economics and Computer Science. It is designed to provide students with a mature foundation in business concepts and practices together with an understanding of the foundational disciplines, practices and technologies that enable modern information systems.

Learning Outcomes

Students will

1. develop a thorough understanding of the core foundational computing principles that underlie modern information systems
2. demonstrate the technical communication skills needed to interact with IT industry professionals.
3. learn fundamental business practices (e.g., accounting, finance, data analysis, management and marketing) which will enhance their ability to understand a business's information needs and to develop better systems to address those needs.

The program consists of 48 credit hours of approved graduate courses in Business, Information Systems and Computer Science. This includes a required core component, electives and a professional project exit requirement. Within the core and electives, students must complete a minimum of 16 credit hours

of BA courses, with another 16 credits minimum from IS or CS listed courses not including the exit requirement. Electives should be selected with the help of an advisor.

M.S. in Management and Information Systems (48 credits)

Required core (28 credits)

BA 610 Marketing Strategy (4)
BA 640 Organizational Leadership (4)
BA 650 Accounting/Finance and Information Systems (4)
IS 600 Foundations of Computer and Information Systems (4)
IS 520 Introduction to Database Systems (4)
IS 525 IT Project Management (4)
IS 650 Networks and Communications (4)

Electives (12 credits)

Select 12 credits of the following or other approved BA, IS or CS graduate level courses
BA 615 General Linear Models (4)
BA 620 Budgetary Process (4)
BA 625 New Product Development (4)
BA 630 Report Writing and Economic Analysis (4)
BA 645 Operations Management (4)
BA 676 Topics in Management and Information Systems (4)
BA 675 Topics in Business (1)*
BA 606 Individual Studies (special arrangement only; 1-8)
IS 675 Topics in Information Systems (1)*
IS 585 Introduction to Computer Security (4)
IS 586 Network Security (4)
IS 589 Security Principles and Practices (4)

Required Professional Project (8 credits)

IS 641 Project Planning and Design (4)
IS 642 Project Implementation (4)

* BA 675 or IS 675 may each be taken up to 4 times for credit but may count at most as 4 credits of elective

Admission requirements *(if it is desired to have this in the catalog)*

The Master of Science in Management & Information Systems graduate program invites applications for admission from students meeting the following requirements:

- Meet all requirements for admission to the Graduate School of Western Oregon University
- Have completed the following undergraduate coursework with a grade of C or better (see the application for more information)
    - Financial Accounting (BA 211 or equivalent)
    - Introduction to Microeconomics (EC 201 or equivalent)
    - Introduction to Programming using a modern language such as Java, C++, C#, or Python (CS 161, CS 133 or equivalent)
    - Introduction to Probability and Statistics (MTH 243 or equivalent)
    - Calculus or Discrete Mathematics (MTH 251 or BA 240 or MTH 241 or MTH 231 or equivalent)

- Submit a Management & Information Systems Program Application, which includes:
  - A current resume
  - Answers to questions about your background and career goals
  - A writing sample
  - Unofficial transcripts showing evidence of the completed coursework listed above
  - Three sealed letters of recommendation

For more information go to wou.edu/grad or email mmis-grad@wou.edu

Western Oregon UNIVERSITY

MASTER OF SCIENCE IN MANAGEMENT & INFORMATION SYSTEMS

Name: _____ Address: _____

V-number _____

Email address: _____

Phone: _____ □ Cell □ Home □ Work Advisor: _____

	COURSES	Term	Grade	Credits
I.	**Required Core Courses** (28 credits)			
	BA 610 Marketing Strategy			4
	BA 640 Organizational Leadership			4
	BA 650 Accounting/Finance and Information Systems			4
	IS 600 Fundamentals of Computer and Information Systems			4
	IS 520 Introduction to Database Systems			4
	IS 525 IT Project Management			4
	IS 650 Networks and Communications			4
II.	**Electives** (12 credits): Select 3 or more BA or IS/CS graduate courses with the help of an advisor. Students must have a minimum of 16 credits of BA courses in their overall program. IS 615 (1) or BA 675 (1) may be taken up to four times for credit in any combination to count as one elective.			
	BA 615 General Linear Models			4
	BA 620 Budgetary Process			4
	BA 625 New Product Development			4
	BA 630 Report Writing and Economic Analysis			4
	BA 645 Operations Management			4
	BA 676 Topics in Management and Information Systems			4
	BA 675 Topics in Business			1
	BA 606 Individual Studies (special arrangement only)			1-8
	IS 675 Topics in Information Systems			1
	IS 585 Introduction to Computer Security			4
	IS 586 Network Security			4
	IS 589 Security Principles and Practices			4
	+ Any other approved BA, IS, or CS 500 or 600 level course			
III.	**Exit Requirement: Professional Project** (8 credits)			
	IS 641 Project Planning and Design			4
	IS 642 Project Implementation			4
			TOTAL QUARTER HOURS:	**48**

Note: Requirements of the program total 48-credits of graduate courses made up of a combination of hours from both the Business and Computer Science divisions. Other courses not listed here may be offered and included in the program as electives with advisor approval. The project courses IS 641 and IS 642 may not be counted as part of the required Core or Electives. Graduate coursework must be done at the 500 or 600 level with no more than 50% done at the 500 level. Students who take the 400 level counterpart of a 400/500 course may not retake the 500 level course for credit in this program.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

APPROVED: Director of Graduate Studies _____ Date: _____

MASTER'S DEGREE COMPLETION DATE: _____

Exit Requirement: _____

Existing Plan

Western Oregon UNIVERSITY

MASTER OF SCIENCE IN MANAGEMENT AND INFORMATION SYSTEMS

Name: _____ Address: _____

V-number _____

Email address: _____

Phone: _____ □ Cell □ Home □ Work Advisor: _____

	COURSES		Term	Grade	Credits
I.	**Computer Science Courses** (Select 16-20 credits from courses below)				
	CS 600	Fundamentals of Computer and Information Systems			4
	CS 610	Programming Languages			4
	CS 620	Database and Information Systems			4
	CS 630	Software Engineering			4
	CS 650	Networks and Communications			4
	CS 660	Algorithms and Computational Theory			4
	CS 670	Computer Architecture and Operating Systems			4
	CS 680	Knowledge Based Systems and Decision Support Systems			4
	CS 690	Computer Security Administration			4
II.	**Business Courses** (Select 16-20 credits from courses below)				
	BA 601	Organizational Leadership			4
	BA 610	Marketing Analysis and Strategy			4
	BA 615	General Linear Models			4
	BA 620	Budgetary Process			4
	BA 630	Report Writing and Economic Analysis			4
III.	**Exit Requirements** (*select 8 credits from the following courses*)				
	BA 635	Professional Project ** (1-8)			
	CS 609	Practicum ** (1-9)			

TOTAL QUARTER HOURS: **48**

Note: Requirements of the program total to 48-credits of graduate courses made up of a combination of hours from both the business and computer science division. Depending on a student's baccalaureate background and professional work environment proficiency, some variation in ratio of CS vs. BA credits may be permitted with advisor approval. Included in the 48 total credit hours are 8 hours of Practicum and/or Professional Project to be approved by the student's advisor and which serve as the program's exit requirement.

Note: Graduate coursework must be done at the 500 or 600 level with no more than 50% done at the 500 level.

BA Advisor's Signature: _____ Date: _____

CS Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

APPROVED: Director of Graduate Studies _____ Date: _____

MASTER'S DEGREE COMPLETION DATE: _____

Exit Requirement: _____