



Oakland University  
School of Business Administration  
Graduate Business Programs

# Student Resource Guide

Academic year 2017-2018

Graduate Business Programs  
275 Varner Drive  
Elliott Hall, Room 238  
Rochester, MI 48309-4485  
248.370.3287

Fax: 248.370.4964

Office Hours:

Monday – Friday 8:00am – 5:00pm

*Evening advising appointments are available by request.*

## Contact Information:

**For general information or to schedule an advising appointment with Donna or Paul contact:**

Vanessa Lewis, Program Assistant – [vlewis@oakland.edu](mailto:vlewis@oakland.edu) 248.370.3287

Analya Callendar, Program Assistant – [callenda@oakland.edu](mailto:callenda@oakland.edu) 248.370.3287

**For program information on MBA or MSITM contact:**

Paul Trumbull, Coordinator of Graduate Business Programs, [trumbull@oakland.edu](mailto:trumbull@oakland.edu)

**For program information on MAcc contact:**

Donna Free, Faculty Coordinator, Masters of Accounting Program, [free@oakland.edu](mailto:free@oakland.edu)

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*This material represents a summary of basic information about the policies and procedures of the Oakland University Graduate Business Programs. Greater detail of many of these topics can be found in the Graduate Catalog at [www.oakland.edu/gradstudy](http://www.oakland.edu/gradstudy). Please ask for further clarification on any topic that is not clear.*

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## Academic Conduct Policy

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All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. For examples of academic dishonesty and a complete listing of faculty/student standards in the context of academic conduct, please refer to the ***Graduate Catalog***.

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## Address and Name Changes

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OU students may submit their address changes online through the secure SAIL system under the Personal Information section. The SAIL system allows 24/7 online access while keeping your information safe and secure through the password protected system.

Online address changes through the secure SAIL system is the university's preferred way for students to submit their address changes. Students also may change their address in-person at either the Office of the Registrar (100 O'Dowd Hall) or Student Financial Services (120 North Foundation Hall).

To process a name change, bring a photo ID and legal documentation such as a marriage license, divorce decree, or other court document that clearly connects the two names to the same individual to the Office of the Registrar at 100 O'Dowd Hall.

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## Bookstore

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The Oakland University Bookstore is the main source for textbooks. It is located on the lower level of the Oakland Center. For hours of operation, payment and delivery options, and refund policies please review the Bookstore website at <http://oakland.bncollege.com> or contact them at (248) 370-2404.

Additional resources for textbooks include web sites such as <http://www.amazon.com>.

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## Career Services

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Career Services is staffed with professional advisers who are available to assist students, alumni, and employers with career and employment needs. Services available through the Career Services include: OU CareerLink, on-campus recruiting, career fairs, advising with Career Consultants, and online resources, guides and tutorials.

The Career Services Office is located in 154 North Foundation Hall. Regular business hours are Monday through Friday, 8:00 am to 5:00 pm. For walk-in advising hours or to schedule an appointment, call Career Services at (248) 370-3250. SBA students can visit <http://www.oakland.edu/careerservices> to learn more about Career Services events.

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## Catalog of Graduate Programs

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The current graduate catalog is available online at <http://catalog.oakland.edu>.

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## Computer Lab

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The School of Business Administration operates a computer lab in 215 Elliott Hall. The hours of operation vary throughout the year, check the web site at <http://www.oakland.edu/business/resources/> or call (248) 370-3202. The lab is equipped with Microsoft Office Suite, and access to the Internet. Lab monitors are available to assist students.

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## Degree Requirements / POW

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All new students receive a *Transcript Evaluation and Plan of Work* detailing the courses required to complete their graduate business program. Students are expected to follow their individualized plan of work. Questions regarding your plan of work should be directed to your adviser. See *Appendix* for detailed Plans of Work and Instructions for each program (MBA, MAcc, and MSITM).

**Please be aware that not all courses are offered every term. Prerequisites for all graduate business courses must be observed.**

In accordance with the university requirements for graduate students, an overall grade point average of 3.0 is required for graduation. No grade below 2.0 may be applied toward a graduate degree\*. Students may be dismissed if they do not maintain an overall grade point average of 3.0 or make appropriate progress toward the degree. Students who are not enrolled for 6 or more consecutive semesters must apply for readmission to the graduate program through the Office of Graduate Study. *All degrees and certificates must be completed within six years from the date of entry into the program.*

\*PMC students must earn a 3.0 or better in each of the courses completed for the certificate.

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## Disability Support Services

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The Office of Disability Support Services is located in 103A North Foundation Hall. Students with special needs are encouraged to utilize the services provided. Anyone requiring additional information may contact the office at (248) 370-3266 or (248) 370-7171 (TTY).

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## Email

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OU email is the official method of communication for students. This includes notifications about grades, tuition bills, financial aid, schedule of classes, and graduation information. The university will hold students accountable for the information sent via email. Therefore, students should check their Oakland email account regularly - at least twice per week. Oakland's University Technology Services web site offers tips and information about activating and accessing your OU e-mail - <https://www.oakland.edu/connected/>.

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## Grade Appeal

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All OU instructors should devise a process that allows students to review the grading on their final exam, term paper, course project, and other work submitted to the instructor at or near the end of the semester.

An instructor must keep all unclaimed/non-reviewed end-of-semester student work until after the end of the semester in which students can file a written grade appeal to the appropriate department chair.

### Semester Course Taken

Fall Semester  
Winter Semester  
Spring Semester  
Summer Semester

### Deadline for Submitting Written Grade Appeal

End of subsequent Winter Semester  
End of subsequent Fall Semester  
End of subsequent Fall Semester  
End of subsequent Fall Semester

A student who feels that the course instructor has not followed SBA procedures, has not adhered to written policies as stated on the course syllabus, or has acted unfairly; may follow a formal grievance procedure. For situations involving grade disputes or classroom procedures but not involving discrimination, harassment, or illegal behavior, the following is the sequence of appropriate steps for the student to follow:

**Step #1:** The student discusses the issue with the course instructor. If the student is not satisfied with the instructor's response, the student should proceed to Step #2.

**Step #2:** The student presents a written grievance to the appropriate Department Chairperson. The Chairperson will investigate the student's allegation and respond in writing to the student. If the student is not satisfied with the Chairperson's response, the student should proceed to Step #3.

**Step #3:** The student presents a written grievance with historical summary to the Associate Dean. The Associate Dean investigates the student's allegation and responds in writing to the student. If the student is not satisfied with the Associate Dean's response, the student should proceed to Step #4.

**Step #4:** The student submits a written grievance with historical summary to an augmented School of Business Administration Executive Committee (SBAEC). The augmented SBAEC consists of the Executive Committee and elected student representatives to the SBA Faculty Assembly. The Dean will inform the student in writing of the augmented SBAEC's decision.

## STUDENT RESPONSIBILITIES

1. Must know and adhere to course policies.
2. Must direct academic complaints through appropriate channels.
3. If requested, meet with the instructor at a mutually convenient time.
4. Attend meetings as required by the grievance procedures.

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## Grading

Oakland University has a numeric grading system. The normal grades are from 1.0 to 4.0 by tenths. These grades translate to the letter grading system as follows:

| <u>Oakland</u> | <u>Letter</u> |
|----------------|---------------|
| 3.6 to 4.0     | A             |
| 3.0 to 3.5     | B             |
| 2.0 to 2.9     | C             |
| 1.0 to 1.9     | D             |
| 0.0            | E or F        |

Graduate students must maintain a 3.0 cumulative grade point average to graduate and are expected to earn a 3.0 or better in each course. Any graduate course with a grade less than 2.0 must be repeated.

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## Graduate Research Assistantships

A limited number of graduate research assistantships are awarded, on a competitive basis, to **full-time** MBA, MAcc, and MSITM students during the Fall and Winter academic semesters. Graduate Research Assistants provide research support to an SBA faculty for 20 hours per week. As compensation, the graduate student receives a monthly stipend and 9 credits of graduate tuition per term. Application deadline is April 1<sup>st</sup>.

Graduate Research Assistantships provide students with valuable exposure to current business research. It is a unique opportunity to supplement course work with contemporary research activity. The GA application can be obtained from the Graduate Business Programs or can be found on our website under *Graduate Business Resources & Advising*, Download Forms **[www.oakland.edu/business/grad](http://www.oakland.edu/business/grad)**.

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## Graduation / Commencement

### **Applying to Graduate**

All master degree and post-master's graduate certificate students must submit the online Application for Graduate Degree for the semester in which they will complete the degree requirements. A graduation audit is conducted to verify that the student has met all academic requirements for the degree/certificate. Diplomas/certificates are mailed to the address the student provided on the Application for Graduate Degree. Visit **[www.oakland.edu/registrar](http://www.oakland.edu/registrar)** and click on Apply for Graduation.

| <b>Semester of completion</b>    | <b>Deadline to apply to graduate</b> | <b>Commencement Ceremony</b> |
|----------------------------------|--------------------------------------|------------------------------|
| Winter (term ending in April)    | Last Friday in January               | April                        |
| Summer 1 (term ending in June)   | Last Friday in January               | April                        |
| Summer 2 (term ending in August) | Last Friday in June                  | December                     |
| Fall (term ending in December)   | Last Friday in September             | December                     |

### **Commencement**

Commencement ceremonies are held twice each year. Students who complete their degree requirements in Winter and Summer 1 terms are invited to walk at the April ceremony. Students who complete their degree requirements in Summer 2 and Fall terms are invited to walk at the December ceremony. For commencement information, visit the Oakland University Commencement Web site at **[www.oakland.edu/commencement](http://www.oakland.edu/commencement)**, see **Graduate Ceremony (Masters and Doctoral)**.

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## ID Cards

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The SpiritCard, Oakland's official university identification card, is available to all students. ID cards are required to access on-campus printing, residence hall meal plans, the Recreation Center, and to check-out library materials. There is no charge for the first card. ID cards may be obtained at the ID Card Office at 112 Oakland Center. For hours of operation, please contact the ID Card Office at (248) 370-2291.

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## Independent Study

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Academic credit for independent study is available to students in any departmental area. The independent study consists of individual research on a topic chosen by the student. Written approval must be obtained from a faculty member **prior to the registration period**. The Independent Study Contract is available online at [www.oakland.edu/business/grad](http://www.oakland.edu/business/grad), under **Graduate Business Resources & Advising, Current Students**. You can also pick up a copy from the Graduate Business Programs. Students must complete the contract, attach a course description, secure a signature from their faculty supervisor, and deliver to the program adviser. The program adviser will then enter an override which will enable the student to register through SAIL. Students are responsible for collaborating with the faculty supervisor to define the topic and requirements for the independent study course.

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## Library

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Most university library materials and services are housed in Kresge Library. The library's automated catalog allows patrons to identify titles held, not only in Kresge Library, but also in the collections at Wayne State University, the University of Detroit - Mercy, Detroit Public Library and a number of other libraries in the area.

Reference librarians are available to help students find materials and use the library. Lectures and demonstrations for using the library are offered regularly. The phone number for Kresge Library is (248) 370-4426.

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## Office Hours

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Graduate Business Programs is located in room 238 Elliott Hall. Office hours are Monday through Friday from 8:00 am to 5:00 pm. Feel free to contact us at (248) 370-3287.

University hours for most department offices are open 8:00 am to 5:00 pm, Monday through Friday, and closed from 12:00 noon to 1:00 pm. Please call ahead to determine exact hours for specific university offices.

For faculty office hours check your course syllabus.

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## Payment of Tuition and Fees

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Please visit the Student Financial Services website for official information on Oakland University's payment options and tuition and fees schedule: [www.oakland.edu/financialservices](http://www.oakland.edu/financialservices) .

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## Petition of Exception

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Students may request waivers or modifications of specific academic requirements by filing a *Petition of Exception* form with their adviser. The *Petition of Exception* form can be found at [www.oakland.edu/business/grad](http://www.oakland.edu/business/grad) under **Resources & Advising, Current Students**. Please contact the Graduate Business Programs at (248) 370-3287 for more information.

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## Probation and Dismissal Policies

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Graduate students are expected to earn a grade of 3.0 or better in each graduate course and to maintain a cumulative grade point average of at least 3.0. For students who do not meet these standards, the following Academic Standing Policy will be executed.

Warning: A student will receive a written warning if he/she:

1. Receives a grade between 2.5 and 2.9, inclusive, or
2. Has a cumulative GPA of less than 3.0.

Probation: A student will be placed on probation if he/she:

1. Receives a second grade below 3.0, or any grade between 0.0 and 2.4, inclusive
2. At any time in the Program has a cumulative GPA of less than 3.0 for two consecutive semesters

The Graduate Admissions Committee may recommend that a student repeat any course in which a grade below 2.5 was received. The Committee may also impose other conditions on the student (i.e., completing a writing course, seeking tutoring services, etc.) to ensure future success of the student and to maintain program standards.

Removal from Probation: The Graduate Admissions Committee may remove a student from probation if he/she earns 18 consecutive credits without a further violation.

Dismissal: A student who has been placed on probation will be brought to the Graduate Admissions Committee with a recommendation for immediate dismissal if he/she:

1. Has a cumulative GPA of less than 3.0, unless the terms of probation extend the period in which the GPA is to be raised to 3.0, or
2. Receives a grade below 3.0, or
3. Receives two grades between 0.0 and 2.4, inclusive, or
4. Shows insufficient progress towards their degree, or
5. Is on probation for the second time, or
6. Otherwise fails to fulfill the conditions of his/her probation.

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## Registration

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Students are strongly encouraged to register at the earliest possible date for which they are eligible using the SAIL Web registration system at [www.oakland.edu](http://www.oakland.edu). For a list of **Important Dates**, click on **STUDENT SERVICES** title located in the gold title bar on the OU homepage.

Students who do not register early face the possibility of classes being closed. There are two waitlists used by the School of Business Administration.

### 1) SBA website waitlist is used for the following SBA Graduate Courses:

ACC 5150, ACC 5180, ACC 5220, ACC 5240, ACC 5310  
MIS 5150, MIS 5180, MIS 5460, MIS 5470, MIS 5630  
MIS 6060, MIS 6200, MIS 6220, MIS 5700, MIS 6410

MIS 5150, MIS 5180, MIS 5460, MIS 5470, MIS 5630  
MIS 6060, MIS 6200, MIS 6220, MIS 5700, MIS 6410

**FA17:** MIS 6900 (41860) MIS 6900 (43085)

**WI18:** MIS 6900 (11818) MIS 5470 (14584)

POM 6400, POM 5410

QMM 6400

The SBA website waitlist is strictly enforced. If you wish to register for a closed course which is managed through this waitlist, you should add your name to the waitlist. Students on the waitlist will be notified as soon as there is an opening in the course or the instructor agrees to add new students. Graduate Business Programs will contact the student by email to verify that you still wish to take the course. The student will be asked to respond within 24 hours. If the student still wishes to be added to the class, an override will be entered that will allow you to register through SAIL. Please do not contact the faculty directly for a closed class override. Graduate Business Programs is asking faculty to use the waitlists maintained by our office, so students can be added to the course in the order in which they added their name to the waitlist. To add your name to the waitlist go to [www.oakland.edu/business/waitlist](http://www.oakland.edu/business/waitlist) and click on the link to continue to the **School of Business Waitlist**.



## 2) SAIL waitlist is used for all other SBA Graduate Courses.

Please visit [www.oakland.edu/business/waitlist](http://www.oakland.edu/business/waitlist) for complete Waitlist instructions.

The SAIL waitlist is an automated process. If and when a spot becomes available, an email will be sent to your OU email account and you will have 24 hours to register for the course.

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### Registration for Capstone Courses

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Students enrolling in ACC 6995 (MAcc), MGT 5350 or MGT 5360 (MBA) or MIS 6940 (MSITM) will have an audit completed to ensure that all prerequisites for the course have been met.

To register for capstone courses ACC 6995, MGT 5350, MGT 5360, and MIS 6940

1. Contact your adviser for an override
2. Provide advisor with course number, CRN number, and term you wish to take the course
3. Graduate Business Programs will notify the student when override has been entered into the SAIL system
4. Student can then register for the course via the SAIL system

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### Web Site

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The Graduate Business Programs in the School of Business Administration maintains a web site at [www.oakland.edu/business/grad](http://www.oakland.edu/business/grad). Here you will find a link to **Graduate Business Resources and Advising** which provides useful information including the **Graduate Academic Catalog** and staff contact information.

Also, you will find access to the **Graduate Forms** (*Independent Study, Petition of Exception and Apply to Graduate*), **Graduate Assistantship** information and application, **Schedule of Classes**, **Quantitative Methods Workshop** information and dates, and the **SBA Waitlist** located under the **CURRENT STUDENTS** tab.

## Frequently Used Phone Numbers

| Office                          | Phone          |
|---------------------------------|----------------|
| Emergency Services              | 911            |
| Book center                     | (248) 370-2404 |
| Financial Aid Office            | (248) 370-2550 |
| Kresge Library                  | (248) 370-4426 |
| Graduate Business Programs      | (248) 370-3287 |
| Office of Graduate Study        | (248) 370-2700 |
| Career Services                 | (248) 370-3250 |
| OU Police Department            | (248) 370-3331 |
| Registration Office - Registrar | (248) 370-3450 |
| Academic Records - Registrar    | (248) 370-3452 |
| SBA Computer Lab                | (248) 370-3202 |
| Storm Closing Hotline           | (248) 370-2000 |
| Student Business Services       | (248) 370-2550 |
| University Operator Assistance  | (248) 370-2100 |

For contacting faculty members, check the Faculty/Staff Directory at [www.sba.oakland.edu](http://www.sba.oakland.edu) or contact the appropriate department, information listed below:

| Department Chair                                 | Department   | Secretary          | Phone          | Email                 |
|--|--|--------------------|----------------|-----------------------|
| Mohinder Parkash<br><b>parkash@oakland.edu</b>   | Accounting<br>Finance  | Sally<br>Galloway  | (248) 370-4288 | shafer@oakland.edu    |
| Anandi P. Sahu<br><b>sahu@oakland.edu</b>        | Economics  | Shannon<br>Johnson | (248) 370-3283 | mjohnson3@oakland.edu |
| Vijayan Sugumaran<br><b>sugumara@oakland.edu</b> | Mgmt Information Systems<br>Production Operations Mgmt<br>Quantitative Methods |                    |                |                       |
| Karen Markel<br><b>markel@oakland.edu</b>        | Management<br>Marketing<br>Organizational Behavior                             | Jenifer<br>Wieske  | (248) 370-3279 | watson@oakland.edu    |

Oakland University  
School of Business Administration  
Graduate Business Programs

## Degree Requirements / Plan of Work:

MBA (MBA Concentrations)

MAcc

MSITM

**OAKLAND UNIVERSITY**  
**MASTER OF BUSINESS ADMINISTRATION PROGRAM**  
**Transcript Evaluation and Plan of Work**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Semester of Admission: \_\_\_\_\_ Concentration 1: \_\_\_\_\_ Concentration 2: \_\_\_\_\_

| Foundation Courses   | Requirements Met By: |       |         |  | Required Credits |
|--|----------------------|-------|---------|--|------------------|
| Course   | School or Program    | Grade | Credits |  |                  |
| <input type="checkbox"/> Principles of Microeconomics (or ECN 5010)  |                      |       |         |  |                  |
| <input type="checkbox"/> Principles of Macroeconomics (or ECN 5010)  |                      |       |         |  |                  |
| <input type="checkbox"/> Algebra or Higher Mathematics   |                      |       |         |  |                  |
| <input type="checkbox"/> College Calculus/Quantitative Workshop  |                      |       |         |  |                  |
| <input type="checkbox"/> Financial Accounting (or ACC 5110)  |                      |       |         |  |                  |
| * Basic Computing Skills   |                      |       |         |  |                  |
| <b>Foundation Total:</b>   |                      |       |         |  |                  |
| <i>For students who lack experience with word processors, spreadsheets, graphics, database management systems, and the Internet, a computer course may be recommended.</i> |                      |       |         |  |                  |
| <b>Core Courses</b>  |                      |       |         |  |                  |
| <input type="checkbox"/> ACC 5120 – Managerial Accounting Systems  |                      |       |         |  |                  |
| <input type="checkbox"/> QMM 5100- Quantitative Methods for Managers   |                      |       |         |  |                  |
| <input type="checkbox"/> ECN 5210 – Economics for Managers   |                      |       |         |  |                  |
| <input type="checkbox"/> ORG 5300 – Organizational Behavior  |                      |       |         |  |                  |
| <input type="checkbox"/> MGT 5500 – Legal Environment of Business  |                      |       |         |  |                  |
| <input type="checkbox"/> MIS 5240 – Enterprise Information Systems   |                      |       |         |  |                  |
| <input type="checkbox"/> MKT 5600 – Marketing Management   |                      |       |         |  |                  |
| <input type="checkbox"/> POM 5210 – Operations Management  |                      |       |         |  |                  |
| <input type="checkbox"/> FIN 5330 – Financial Management   |                      |       |         |  |                  |
| <input type="checkbox"/> MGT 5260 – International Business   |                      |       |         |  |                  |
| <b>Electives - Graduate Level (Select a minimum of 5 courses - 15 credits) **</b>  |                      |       |         |  |                  |
| <input checked="" type="checkbox"/> International Elective   |                      |       |         |  |                  |
| <input checked="" type="checkbox"/> Information Technology Elective  |                      |       |         |  |                  |
| <input checked="" type="checkbox"/> Open or Designated Elective  |                      |       |         |  |                  |
| <input checked="" type="checkbox"/> Open or Designated Elective  |                      |       |         |  |                  |
| <input checked="" type="checkbox"/> Open or Designated Elective  |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <input type="checkbox"/>   |                      |       |         |  |                  |
| <b>Capstone Course</b>   |                      |       |         |  |                  |
| <input checked="" type="checkbox"/> MGT 5350 – Policy, Strategy and Goals  |                      |       |         |  |                  |
| <b>Total Graduate Credits to be Completed at OU:</b>   |                      |       |         |  |                  |
| <b>Total Credits Accepted in Transfer:</b>   |                      |       |         |  |                  |
| <b>Total Credits Required for Degree:</b>  |                      |       |         |  |                  |

Please refer to the enclosed "Instructions for Reading Your Plan of Work". Minimum graduate credits required for degree completion is 36.

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

# MBA CONCENTRATIONS

## Accounting Concentration

To provide more background in accounting, the student would be required to complete *three* electives from the following list for the concentration in Accounting:

|          |  |
|----------|--|
| ACC 5050 | Business Law for Accountants                               |
| ACC 5150 | Federal Income Taxation                                    |
| ACC 5180 | Introduction to Accounting Information Systems & Databases |
| ACC 5210 | Federal Income Tax II                                      |
| ACC 5220 | Auditing   |
| ACC 5240 | Government & Not-for-Profit Accounting                     |
| ACC 5260 | Accounting Information Systems: Audit & Control            |
| ACC 5330 | Accounting Information Systems: Analysis & Design          |
| ACC 6000 | Financial Reporting & Analysis                             |
| ACC 6170 | International Financial Accounting Standards & Reporting   |
| ACC 6200 | Cost Management  |
| ACC 6220 | Advanced Auditing  |
| ACC 6250 | Federal Income Taxation for Business                       |
| ACC 6310 | Fraud Examination  |
| ACC 6500 | Professional Issues in Accounting                          |
| ACC 6900 | Special Topics in Accounting                               |
| ACC 6970 | Independent Study in Accounting                            |

## Business Analytics Concentration

To provide more background & exposure to industry needs in business analytics, the student would be required to complete the following two courses for a concentration in Business Analytics:

|   |  |
|---|--|
| MIS 5460                                    | Business Analytics                       |
| MIS 5560                                    | Decision Support Systems                 |
| & any one elective from the following list: |  |
| MIS 5470                                    | Practical Computing for Data Analytics   |
| MIS 5500                                    | Web Analytics                            |
| MIS 6060                                    | Advanced Databases & Big Data Management |
| POM 5410                                    | Operations Analytics                     |
| QMM 6400                                    | Management Science                       |

## Business Economics Concentration

To provide more background in the application of economics in business, the student would be required to complete *three* electives from the following list for a concentration in Business Economics:

|          |                                    |
|----------|------------------------------------|
| ECN 5050 | Econometrics                       |
| ECN 5180 | Seminar in Economic Policy         |
| ECN 5560 | Public Finance                     |
| ECN 5670 | Economics of Health Care           |
| ECN 6730 | International Trade & Finance      |
| ECN 6850 | Economics of Industries            |
| ECN 6900 | Special Topics in Economics        |
| ECN 6970 | Independent Study in Economics     |
| FIN 5700 | International Financial Management |
| FIN 5720 | Advanced Financial Management      |
| QMM 6520 | Forecasting                        |

## Entrepreneurship Concentration

To provide more background in the strategic aspects of entrepreneurship, startups, & small businesses, the student would be required to complete the following for a concentration in Entrepreneurship:

|  |                                       |
|--|---------------------------------------|
| MGT 6560                                 | Entrepreneurship                      |
| & two electives from the following list: |                                       |
| ACC 6250                                 | Federal Income Taxation for Business  |
| FIN 5720                                 | Advanced Financial Management         |
| FIN 5450                                 | Real Estate Investment Analysis       |
| MGT 6600                                 | Launching & Managing Small Businesses |
| MGT 6700                                 | Business Ethics                       |
| MGT 6902                                 | Special Topics in Entrepreneurship    |
| MGT 6972                                 | Independent Study in Entrepreneurship |
| MKT 6080                                 | Strategic Marketing                   |
| MKT 6600                                 | Entrepreneurial Marketing             |
| MKT 6730                                 | Product & Brand Management            |
| ORG 6350                                 | Decision Making in Organizations      |
| ORG 6360                                 | Leadership & Group Performance        |
| POM 6400                                 | Process Management                    |
| POM 6480                                 | Project Management                    |

## Finance Concentration

To provide more background in finance, the student would be required to complete *three* electives from the following list for a concentration in Finance:

|          |                                    |
|----------|------------------------------------|
| ACC 6000 | Financial Reporting & Analysis     |
| FIN 5450 | Real Estate Investment Analysis    |
| FIN 5600 | Investment Analysis                |
| FIN 5700 | International Financial Management |
| FIN 5720 | Advanced Financial Management      |
| FIN 6900 | Special Topics in Finance          |
| FIN 6970 | Independent Study in Finance       |

## Human Resources Management Concentration

To provide more background in human resources management & personnel, the student would be required to complete the following for a concentration in Human Resources Management:

|  |                                  |
|--|----------------------------------|
| ORG 6310                                 | Human Resources Management       |
| & two electives from the following list: |                                  |
| MGT 6380                                 | Labor Management Relations       |
| MGT 6700                                 | Business Ethics                  |
| ORG 6320                                 | Change Management                |
| ORG 6350                                 | Decision-Making in Organizations |
| ORG 6360                                 | Leadership & Group Performance   |
| ORG 6370                                 | Motivation & Work Behavior       |

## HRM electives continued

|          |   |
|----------|---|
| ORG 6700 | International Org. Behavior & Human Resources |
| ORG 6720 | Creativity                                    |
| ORG 6900 | Special Topics in Org. Behavior               |
| ORG 6970 | Independent Study in Org Behavior             |

## International Business Concentration

To provide specialized work in international business, the student would be required to complete *three* electives from the following list for a concentration in International Business:

|          |  |
|----------|--|
| ACC 6170 | International Financial Accounting Standards & Reporting   |
| ECN 6730 | International Trade & Finance                              |
| FIN 5700 | International Financial Management                         |
| MGT 6901 | Special Topics in International Management                 |
| MGT 6971 | Independent Study in International Management              |
| MIS 6300 | Managing Global Sourcing of IT & IT Enabled Services       |
| MIS 6480 | Issues in International Information Technology             |
| MKT 6500 | International Marketing                                    |
| MKT 6730 | Product & Brand Management                                 |
| MKT 6750 | Customer & Supplier Relationships in the Global Enterprise |
| ORG 6700 | International Organizational Behavior & Human Resources    |

## Management Information Systems Concentration

To provide more background in MIS, the student would be required to complete *three* MIS electives (6000 level courses) for a concentration in Management Information Systems:

|          |   |
|----------|---|
| MIS 5140 | Introduction to Databases & Data Warehouses                   |
| MIS 5180 | IS Risk Analysis & Security Controls Development              |
| MIS 5460 | Business Analysis   |
| MIS 5470 | Practical Computing for Data Analytics                        |
| MIS 5500 | Web Analytics   |
| MIS 5560 | Decision Support Systems                                      |
| MIS 5630 | Introduction to Networks                                      |
| MIS 5640 | Network and Security Management                               |
| MIS 5700 | IS Security   |
| MIS 5760 | Mobile Security & Secure Application Development              |
| MIS 5800 | Information Security Project                                  |
| MIS 6060 | Advanced Databases & Big Data Management                      |
| MIS 6120 | Information Security Legal Compliance & Ethics                |
| MIS 6200 | Electronic Commerce   |
| MIS 6220 | Business Object Development                                   |
| MIS 6250 | IT Planning & Strategy  |
| MIS 6300 | Managing Global Sourcing of IT & IT Enabled Services          |
| MIS 6380 | Knowledge Management  |
| MIS 6410 | IS Privacy  |
| MIS 6430 | Intellectual Property & the Public Domain in the Age of Remix |
| MIS 6480 | Issues in International Information Technology                |
| MIS 6900 | Special Topics in Management Information Systems              |
| MIS 6970 | Independent Study in Management Information Systems           |
| POM 5410 | Operations Analytics  |

## Marketing Concentration

To provide more background in marketing, the student would be required to complete *three* electives from the following list for a concentration in Marketing:

|          |  |
|----------|--|
| MKT 6040 | Consumer Behavior  |
| MKT 6050 | Marketing Research   |
| MKT 6080 | Strategic Marketing  |
| MKT 6200 | Distribution Channels Management & Logistics               |
| MKT 6250 | Supply Chain Logistics                                     |
| MKT 6500 | International Marketing                                    |
| MKT 6600 | Entrepreneurial Marketing                                  |
| MKT 6700 | Business to Business Marketing                             |
| MKT 6730 | Product & Brand Management                                 |
| MKT 6750 | Customer & Supplier Relationships in the Global Enterprise |
| MKT 6900 | Special Topics in Marketing                                |
| MKT 6970 | Independent Study in Marketing                             |

## Production/Operations Management Concentration

To provide more background in production & operations management, the student would be required to complete the following for a concentration in Production/Operations Management:

|  |                                  |
|--|----------------------------------|
| POM 6430                                 | Operations Planning & Control    |
| & two electives from the following list: |                                  |
| ACC 6200                                 | Cost Management                  |
| POM 5410                                 | Operations Analytics             |
| POM 6350                                 | Management of Service Operations |
| POM 6400                                 | Process Management               |
| POM 6420                                 | Supply Chain Management          |
| POM 6450                                 | Cases in Operations Management   |
| POM 6480                                 | Project Management               |
| POM 6900                                 | Special Topics in POM            |
| POM 6970                                 | Independent Study in POM         |
| QMM 6520                                 | Forecasting                      |

## Supply Chain Management Concentration

To provide more background in supply chain management, the student would be required to complete *three* electives from the following list for a concentration in Supply Chain Management. POM 6420 will be required for all students who do not have previous coursework in supply chain management.

|          |  |
|----------|--|
| MGT 6420 | Supply Chain Purchasing                                    |
| MKT 6200 | Distribution Channels Management & Logistics               |
| MKT 6250 | Supply Chain Logistics                                     |
| MKT 6750 | Customer & Supplier Relationships in the Global Enterprise |
| POM 6400 | Process Management   |
| POM 6420 | Supply Chain Management                                    |

## Master of Business Administration Program Instructions for Reading your Plan of Work

Each student's Plan of Work is individualized based upon previously completed course work. Your transcripts will be reviewed at the time of admission to determine the number of credits that you will be required to complete. *If you have any questions about your Plan of Work, please contact the Office of Graduate Business Programs – 248-370-3287 or [ougradbusiness@oakland.edu](mailto:ougradbusiness@oakland.edu).*

### Program of Study

**Foundation Courses** (prerequisites) – If you are required to complete any prerequisite, a check (✓) will be placed to the left of the requirement. The Oakland University course that will fulfill the requirement will also be indicated. A new admit to graduate business programs has one year to fulfill their prerequisites. Prerequisites may be completed either in Post-Baccalaureate (undergrad) status or Grad status.

**Core Courses** – Any required core course will be indicated with a check (✓) to the left of it. This indicates that the course *must be taken* to satisfy your degree requirements. Any course that does not have a check (✓) to the left of it is *not required* and *no credit will be given if the course is taken*. If you have completed a course that is approved as an equivalent to a core course within the last ten years and earned a grade of 2.0 (C) or better, the corresponding core course may be waived. To be waived from FIN 5330 or POM 5210, a more recent equivalent course is required. If you think that you should have been waived from a core course and you were not, contact the Office of Graduate Business Programs to discuss the matter.

**Electives** – Each student must take a minimum of 5 electives (15 credits). If you are waived from core courses you will take additional electives to graduate with the minimum required 36 credits for the degree.

**Designated Electives** – Each student will have to complete an International Elective. Any 6000 level course with International or Global in the title will fulfill this requirement. Each student will have to complete an Information Technology Elective. Any 6000-level MIS course will fulfill this requirement. Some students will have additional designated electives required to ensure that students have at least one upper-level course in each of the functional areas (ACC, MKT, POM/QMM, and FIN.) For MKT, POM/QMM, or FIN you may take any 6000 level course within that field to fulfill the requirement. To fulfill your ACC elective you may take any accounting course greater than ACC 5120 or any 6000 level Accounting course except for ACC 6300. ACC 6300 – Accounting and Communications does not fulfill this requirement. If you have a designated elective, you *may not* take a core course in its place. (Example: If you have been waived from FIN 5330, Financial Management, because you took the equivalent course at the undergraduate or graduate level, you *must* complete a Finance elective. You will not be given credit toward your degree for completing FIN 5330.)

**Open Electives** – Some students have Open Electives. These are electives that are not specified to a particular department within the School of Business Administration. Any graduate elective course within the School of Business Administration will fulfill this requirement. Electives from outside the School of Business Administration must receive prior approval. It is possible to create more flexibility in your schedule. For example, if you need a marketing elective and an international elective, you may take International Marketing and this would fulfill the international requirement and the marketing requirement. The number of total hours needed would not change, but you would have another open elective.

**Capstone Course** (Integrative Business Policy Course) – *Every student is required to take MGT 5350, Policy, Strategy & Goals.* This course should be taken after your core classes are completed, usually during the last year of your program. When you are ready to take MGT 5350, contact the Office of Graduate Business Programs and an audit will be performed to ensure that you have met all of the required prerequisites for the course. If prerequisites have been met, the registration will be processed by the Office of Graduate Business Programs.

**Transfer Credit:** Up to nine graduate credits of relevant MBA course work at the core or elective level may be transferred from another MBA program at an accredited institution. For credit to transfer, the student must have earned a grade of 3.0 (B) or better in the equivalent graduate 3 credit course. There is a six year limit between the time the MBA course was taken at another institution and the date the Oakland University degree is awarded in order for transfer credit to be valid.

**Concentrations:** Up to two concentrations may be earned and noted on a student's transcript. No single class may be counted toward two concentrations. Electives used to satisfy your requirements outlined on your Plan of Work may also be used to satisfy the requirements of a concentration. Specific course requirements for a concentration can be found on the Graduate Business Programs website: <http://www.oakland.edu/business/graduate-executive-programs/mba/>.

# OAKLAND UNIVERSITY

## MASTER OF ACCOUNTING PROGRAM

### Transcript Evaluation and Plan of Work

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Semester of Admission: \_\_\_\_\_ Concentration 1: \_\_\_\_\_ Concentration 2: \_\_\_\_\_

| Foundation Courses   |  | Requirements Met By: |        | Grade/<br>Credits | Required<br>Credits |
|--|--|----------------------|--------|-------------------|---------------------|
|  | Course   |                      | School |                   |                     |
| <input type="checkbox"/> ACC 2000  | Introductory Financial Accounting                        |                      |        |                   |                     |
| <input type="checkbox"/> ACC 2100  | Managerial & Cost Accounting I                           |                      |        |                   |                     |
| <input type="checkbox"/> ACC 3100  | Intermediate Financial Accounting I                      |                      |        |                   |                     |
| <input type="checkbox"/> ACC 3110  | Intermediate Financial Accounting II                     |                      |        |                   |                     |
| <input type="checkbox"/> ACC 3200  | Managerial & Cost Accounting II                          |                      |        |                   |                     |
| <input type="checkbox"/> ECN 2000  | Principles of Macroeconomics or                          |                      |        |                   |                     |
| <input type="checkbox"/> ECN 2010  | Principles of Microeconomics                             |                      |        |                   |                     |
| <b>Required Business &amp; Accounting Foundation Courses</b>                                     |  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 4010 or 5310  | Advanced Financial Accounting                            |                      |        |                   |                     |
| <input type="checkbox"/> ACC 4110 or 5220  | Auditing   |                      |        |                   |                     |
| <input type="checkbox"/> ACC 3500 or 5150  | Federal Income Taxation                                  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5180  | Intro to Accounting Info Systems & Databases             |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6010  | Financial Analysis & Valuation                           |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6220  | Advanced Auditing  |                      |        |                   |                     |
| <input type="checkbox"/> FIN 5330  | Financial Management                                     |                      |        |                   |                     |
| <input type="checkbox"/> QMM 5100  | Statistical Analysis for Managers                        |                      |        |                   |                     |
| <b>Accounting Electives (Select a minimum of 3 courses - 9 credits) **</b>                       |  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 4120 or 5240  | Government and Not-for-profit Accounting                 |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5050  | Business Law for Accountants                             |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5210  | Federal Income Tax II                                    |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5260  | Accounting Info Systems: Audit & Control                 |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5330  | Accounting Info Systems: Analysis & Design               |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5500  | Tax Research and Procedure                               |                      |        |                   |                     |
| <input type="checkbox"/> ACC 5520  | International Tax  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6170  | International Financial Accounting Standards & Reporting |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6200  | Cost Management  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6260  | Enterprise Risk Management                               |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6300  | Accounting and Communications                            |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6310  | Fraud Examination  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6500  | Professional Issues in Accounting                        |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6900  | Special Topics in Accounting - Taxation                  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6900  | Special Topics in Accounting                             |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6970  | Independent Study in Accounting                          |                      |        |                   |                     |
| <input type="checkbox"/> FIN 6330  | Advanced Financial Management                            |                      |        |                   |                     |
| <input type="checkbox"/> FIN 6900  | Special Topics in Finance                                |                      |        |                   |                     |
| <b>Open Electives, approved 5000 &amp; 6000 level Graduate Business courses ( ____ credits)*</b> |  |                      |        |                   |                     |
| <input type="checkbox"/>   |  |                      |        |                   |                     |
| <input type="checkbox"/>   |  |                      |        |                   |                     |
| <input type="checkbox"/>   |  |                      |        |                   |                     |
| <input type="checkbox"/>   |  |                      |        |                   |                     |
| <b>Capstone Course</b>   |  |                      |        |                   |                     |
| <input type="checkbox"/> ACC 6995  | Professional Accounting Research                         |                      |        |                   |                     |

\* No more than 12 credits may be obtained from courses numbered 4000-4999.  
No course numbered below 4000 will apply toward the graduate degree.

|                                    |  |
|------------------------------------|--|
| <b>Total Prerequisite Credits:</b> |  |
| <b>Total Graduate Credits:</b>     |  |
| <b>Total Credits for Degree:</b>   |  |

|  |                        |   |
|--|------------------------|---|
| <b>**A MAcc student may choose to earn a concentration by selecting specific electives during their program.</b> |                        |   |
| <b>Concentration Options</b>   | <b>Required Course</b> | <b>Two courses from the following:</b>                    |
| Assurance  | ACC 6220               | ACC 5260, ACC 6260, ACC 6310                              |
| Taxation   | ACC 5210               | ACC 5500, ACC 5520, ACC 6900 (ST in Accounting –Taxation) |

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Master of Accounting Program Instructions for Reading your Plan of Work

Each student's Plan of Work is individualized based upon previously completed course work. Your transcripts will be reviewed at the time of admission to determine the number of credits that you will be required to complete. *If you have any questions about your Plan of Work, please contact the MAcc Faculty Coordinator at 248-370-3287 to schedule an appointment or email [free@oakland.edu](mailto:free@oakland.edu).*

### Program of Study

**Foundation Courses** – If you are required to complete any core courses, a check (✓) will be placed to the left of the requirement. The Oakland University course that will fulfill the requirement will also be indicated. A new admit to graduate business programs has one year to fulfill their core courses. Core courses may be completed either in Post-Bach (PB) status or Grad (GR) status. If a student has many core courses, they will be admitted as a Graduate Student working on Preparatory courses (GPB status). Your official level within the university will be PB (post-bachelor). As a GPB student, you will pay undergraduate rates for your core courses and you will be eligible for financial aid. After completing your core courses, your file will be reviewed for full admission as a graduate student. For more information on GPB status, contact Donna Free, MAcc Faculty Coordinator.

**Required Foundation Courses** - Any required core course will be indicated with a check (✓) to the left of it. This indicates that the course *must be taken* to satisfy your program requirements. Any course that does not have a check (✓) to the left of it is *not required* and *no credit will be given if the course is taken*. If you have completed a course that is approved as an equivalent to a required course within the last five years and earned a grade of 2.0 (C) or better, the corresponding required course will be waived. No student will be waived from ACC 6010 – Financial Analysis and Valuation. All 4000 level accounting courses have equivalent 5000 level courses; graduate students should register for the 5000 level course of each of the foundation courses to avoid any financial aid or prerequisite issues.

**Accounting Electives** – Three courses from the list of Accounting Electives must be completed. On your plan of work, three courses have randomly been selected and a (✓) has been placed to the left of the course. This does not mean that you have to take this specific course. You should choose three courses that interest you or meets your specific career goals. If you are planning on taking the CPA exam in Michigan, you must complete 30 semester hours in accounting coursework and within these 30 hours you must complete a course in financial accounting, managerial accounting, accounting systems and controls, taxation, government/fund accounting and auditing. If you have not completed a course in governmental accounting, you should choose ACC 5240 as one of your accounting electives. The MAcc Coordinator can help you with your course selections.

**Open Electives** – Some MAcc students will have open electives to fulfill the minimum requirement of a 30 credit hour program. Open electives may be satisfied with additional courses from the accounting elective list or approved business electives. Choose courses that interest you or meet your specific career goals. The MAcc Faculty Coordinator must approve your electives and will provide suggestions for courses that meet your objectives.

**Capstone Course** - (Professional Accounting Research) – *Every student is required to take ACC 6995*. This course should be taken after your core classes are completed, usually during the last semester of your program.

### Other Information

**4000 – Level Courses:** A maximum of four courses (12 credits) at the 4000 level may be completed during your graduate program at OU and applied to your MAcc degree. 4000 level courses completed at OU during your undergraduate years can only be applied to your graduate degree if they were not used to fulfill your undergraduate degree requirements. These courses may be transferred to your graduate transcript and the difference between graduate and undergraduate rates will be applied.

**Transfer Credit:** Up to nine graduate credits of relevant graduate course work may be transferred from another graduate program at an accredited institution. For credit to transfer, the student must have earned a grade of 3.0 (B) or better in the equivalent graduate 3 credit course. There is a six year limit between the time the graduate course was taken at another institution and the date the Oakland University degree is awarded in order for transfer credit to be valid.

**Concentrations:** If you chose to earn a concentration in either *Assurance* or *Taxation*, it will be noted on your transcript. The course requirements and electives for your concentration, if applicable, are noted on your Plan of Work.



**OAKLAND UNIVERSITY**  
**MASTER OF SCIENCE IN INFORMATION TECHNOLOGY MANAGEMENT**  
**Transcript Evaluation and Plan of Work**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Semester of Admission: \_\_\_\_\_ Concentration 1: \_\_\_\_\_ Concentration 2: \_\_\_\_\_

| Preparatory and Foundation Courses  | Requirements met by: |   | Grade/<br>Credits | Required<br>Credits |
|---|----------------------|---|-------------------|---------------------|
|   | Course               | School                                      |                   |                     |
| <input type="checkbox"/> MIS 3050 Information Technology Foundations  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5240 Enterprise Information Systems  |                      |   |                   |                     |
| <input type="checkbox"/> QMM 5100 Quantitative Methods for Managers   |                      |   |                   |                     |
| <b>IT Core Courses (three courses totaling 9 credits)</b>   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5140 Intro to Databases & Data Warehouses  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5150 Systems Analysis & Design <b>OR</b><br>MIS 5460 – Business Analytics (BA) <b>OR</b><br>MIS 5630 – Intro to Networks (ISM) |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5160 Software Program & Project Management   |                      |   |                   |                     |
| <b>Elective Courses (six courses totaling 18 credits) listed by Concentration &amp; General Focus</b>   |                      |   |                   | 18                  |
| <b>Business Analytics Concentration – Required Courses</b>  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5560 Decision Support Systems  |                      |   |                   |                     |
| <b>Business Analytics Concentration – Choose at least 2</b>   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5470 Practical Computing for Data Analytics  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5500 Web Analytics   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6060 Advanced Databases & Big Data Management  |                      |   |                   |                     |
| <input type="checkbox"/> POM 5410 Operations Analytics  |                      |   |                   |                     |
| <input type="checkbox"/> QMM 6400 Management Science  |                      |   |                   |                     |
| <b>Information Security Management Concentration – Required Courses</b>   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5640 Network & Security Management   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5700 IS Security   |                      |   |                   |                     |
| <b>Information Security Management Concentration – Choose at least 1</b>  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5180 IS Risk Analysis & Security Controls Development  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5760 Mobile Security & Secure Application Development  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 5800 Information Security Project  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6120 Information Security Legal Compliance & Ethics  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6410 IS Privacy  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6430 Intellectual Property & Public Domain in Age of Remix   |                      |   |                   |                     |
| <input type="checkbox"/> CSI 5480 Information Security Practice   |                      |   |                   |                     |
| <b>General Focus – Information Systems Strategy &amp; Management Electives</b>  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6200 Electronic Commerce   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6220 Business Object Development   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6250 IT Planning & Strategy  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6300 Managing Global Sourcing of IT & IT Enabled Services  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6380 Knowledge Management  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6410 IS Privacy  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6430 Intellectual Property & Public Domain in Age of Remix   |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6480 Issues in International Information Technology  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6900 Special Topics in Management Info Systems   |                      |   |                   |                     |
| <b>Capstone Course</b>  |                      |   |                   |                     |
| <input type="checkbox"/> MIS 6940 Project Seminar   |                      |   |                   |                     |
| Notes:  |                      | Total Transfer Credits:                     |                   |                     |
|   |                      | Total Oakland University Credits:           |                   |                     |
|   |                      | Total Credits for Degree:                   |                   |                     |
|   |                      | (Minimum credits required for degree is 30) |                   |                     |

\*\*To receive graduate transfer credit approval, you must complete a "Request for Transfer Credit" form and return it to the Office of Graduate Business Programs (OGBP). Official transcripts must be on file. Policies governing transfer credits are detailed in the *Graduate Catalog* as well as on the "Request for Transfer Credit" form.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Master of Science in Information Technology Management

### Instructions for Reading your Plan of Work

Each student's Plan of Work is individualized based upon previously completed course work. Your transcripts will be reviewed at the time of admission to determine the number of credits that you will be required to complete. *If you have any questions about your Plan of Work, please contact the Office of Graduate Business Programs – 248-370-3287 or [ougradbusiness@oakland.edu](mailto:ougradbusiness@oakland.edu).*

#### Program of Study

**Preparatory and Foundation Courses** – If you are required to complete any foundation courses, a check (✓) will be placed to the left of the requirement. The Oakland University course that will fulfill the requirement will also be indicated. Students may be waived from these courses.

**IT Core Courses** – These core courses *must be taken* to satisfy your degree requirements. If you have completed a course that is approved as an equivalent to an IT core course within the last ten years and earned a grade of 2.0 (C) or better, the corresponding core course may be waived. MSITM students who are waived from any core courses must select other graduate business electives to fulfill their 30-credit hour program.

**Electives** – After a student has built a solid foundation, they will be able to choose 18 credits from a host of electives offered by the Department of Decision and Information Sciences on emerging information technologies and topics of contemporary interest. Other electives from related disciplines may be considered with the approval of the program director. MSITM students wanting a more structured set of electives can select from one of two concentrations; *Business Analytics* or *Information Security Management*. Note. A single class may not be counted toward more than one concentration.

**Open Electives** – Some MSITM students will have open electives to fulfill the minimum requirement of a 30 credit hour program. Open electives may be satisfied with additional courses from the elective list or any prior approved electives. The Program Coordinator must approve your electives and will provide suggestions for courses that meet your objectives.

**Capstone Course** (Project Seminar) – *Every student is required to take MIS 6940.* This course should be taken after your core classes are completed, usually during the last year of your program. The project seminar provides students an opportunity to integrate the concepts in the MSITM program.

**Transfer Credit:** Up to nine graduate credits of relevant graduate course work may be transferred from another graduate program at an accredited institution. For credit to transfer, the student must have earned a grade of 3.0 (B) or better in the equivalent graduate 3 credit course. There is a six year limit between the time the graduate course was taken at another institution and the date the Oakland University degree is awarded in order for transfer credit to be valid.

**Concentrations:** If you chose to earn a concentration in either *Business Analytics* or *Information Security Management*, it will be noted on your transcript. The course requirements and electives for your concentration, if applicable, are noted on your Plan of Work.

## Graduate Certificate In Business Analytics

No longer the exclusive domain of IT professionals, employers are seeking professionals across disciplines who can harness data to solve business problems. From automotive and financial services to marketing, human resources and education, career opportunities abound for those who understand how to leverage the power of data to improve business processes.

This program is ideal for the working professional in any field who is looking to gain knowledge in business analytics. Students must possess a bachelor's degree to enroll.

### Program Overview

In this program, students will explore a range of quantitative and computational techniques that have wide use in today's data-driven business world. Analytics includes things like statistical analysis, data visualization, mathematical modeling, management science, data mining, predictive analytics, data science, econometrics, scientific computing, data preparation and cleaning, data warehousing and business intelligence. The program includes five courses (15 credits).

### Curriculum

Full-time plan of study

The program includes three required courses and two electives from an approved list of courses. The specific courses are listed below.

|  |   |
|--|---|
| <b>Fall 1</b><br>MIS 5460 Business Analytics<br>Elective | <b>Winter 1</b><br>MIS 5470 Practical Computing for Data Analytics<br>MIS 5560 Decision Support Systems |
| <b>Summer 1</b><br>Elective                              | <b>Fall II</b><br>Elective (if needed)  |

### Electives (choose two)

MIS 5140 Introduction to Databases and Data Warehouses\*  
MIS 5500 Web Analytics  
POM 5410 Operations Analytics  
QMM 6400 Management Science  
ECN 5050 Econometrics  
STA 5001 or above

\* Students with sufficient database background through prior course work or experience may take MIS 6060 Advanced Databases and Big Data Management course with instructor permission.

Students are expected to have some background in statistics through one or more courses from their undergraduate degree. Students lacking this knowledge will be required to take the foundation course QMM 5100 Quantitative Methods for Managers. The foundation course will not count toward the certificate program. The foundation course requirement will be waived for students with the required background.

## **Post Master's Graduate Certificates**

### **General Management**

#### For non-business master's degree students

The Post-Master's Graduate Certificate in General Management is a 15 credit hour course of study designed to accommodate individuals with a graduate degree in a non-business field who seek core business knowledge. The program emphasizes course work that covers the major disciplines within the field of business. Upon completion, students will have core knowledge of common business practices and corporate procedures.

Completing the prescribed course of study in a post-master's graduate certificate leads to a certificate officially granted by the university and not to a degree. Course work completed within this program can subsequently be transferred (if sufficiently current) to a graduate business degree program.

### **Specialized Areas**

The Post-Master's Graduate Certificates in a specialized area of business is a 15-credit hour course of study designed for students who have already completed an MBA or equivalent degree.

Applicants who do not hold an MBA have their degree evaluated by Graduate Business Programs to determine eligibility for admission.

#### **Certificates are available in:**

- Accounting
- Business Economics
- Entrepreneurship
- Finance
- Human Resources Management
- International Business
- Management Information Systems
- Marketing
- Production/Operations Management

The GMAT is not required for admission into the post-master graduate certificate programs.