Graduate Business Programs
238 Elliott Hall
Rochester, MI 48309-4493
(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:
Joan Wancour, Program Assistant, jwancour@oakland.edu  248-370-3287
Analya Callendar, Program Assistant callenda@oakland.edu  248-370-3287

For program information on MBA or MSITM contact:
Paul Trumbull, Coordinator of Graduate Business Programs, trumbull@oakland.edu

For program information on MAcc contact:
Donna Free, Faculty Coordinator, Masters of Accounting Program, free@oakland.edu
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Key
MBA: Master of Business Administration
MAcc: Master of Accounting
MSITM: Master of Science in Information Technology Management
PMC: Post Master Certificate Program
GBP: Graduate Business Programs

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. Please ask for further clarification on any topic that is not clear.
Academic Conduct Policy
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 dishonestly and a complete listing of faculty/student standards in the context of academic conduct, please refer to the Graduate Catalog.

Address and Name Changes
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.

Bookstore
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.

Career Services
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.

Catalog of Graduate Programs
The current graduate catalog is available online at www.oakland.edu/gradstudy.

Computer Lab
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 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.

Concentrations - MBA
The MBA program offers students the opportunity to concentrate their elective work in a given discipline. Currently the MBA program at Oakland University has ten areas of concentration in Accounting, Business Economics, Entrepreneurship, Finance, Human Resources Management, International Business, Management Information Systems, Marketing, Production Operations Management, and Supply Chain Management. Students may complete up to two concentrations. A detailed list of MBA Concentrations can be found on the Graduate Business Programs website.
Degree Requirements - Plan of Work
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.

MBA - As part of the MBA program, students must take at least one graduate level course in each of the functional areas - ACC, FIN, MIS, MKT, ORG, & POM. Each MBA student is required to complete a minimum of 36 credits for the degree. The actual number of credits required is outlined in each student's Plan of Work and ranges from 36 to 48 credits. Every student must complete MGT 535 - Policy, Strategy & Goals (or MGT 536 - International Policy, Strategy & Goals) and a minimum of 15 credits of electives as outlined on his/her individual Plan of Work. The electives must include an international elective and an information technology elective.

MACC - Each MAcc student is required to complete a minimum of 30 credits for degree. The required classes are outlined on each student's Plan of Work. Every student must complete ACC 660 - Professional Accounting Research.

MSITM - Each MSITM student is required to complete a minimum of 30 credits for degree. The actual number of credits required is outlined in each student's Plan of Work and ranges from 30 to 36 credits. Every student must complete MIS 650 - Project Seminar.

PMC - Each PMC student is required to complete a minimum of 15 credits. The required classes are outlined on each student's Plan of Work.

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.

Disability Support Services
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).

Email
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 - www.oakland.edu/uts/email.
Grade Appeal
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.

<table>
<thead>
<tr>
<th>Semester Course Taken</th>
<th>Deadline for Submitting Written Grade Appeal</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>End of subsequent Winter Semester</td>
</tr>
<tr>
<td>Winter Semester</td>
<td>End of subsequent Fall Semester</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>End of subsequent Fall Semester</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>End of subsequent Fall Semester</td>
</tr>
</tbody>
</table>

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.

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:

<table>
<thead>
<tr>
<th>Oakland</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6 to 4.0</td>
<td>A</td>
</tr>
<tr>
<td>3.0 to 3.5</td>
<td>B</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>C</td>
</tr>
<tr>
<td>1.0 to 1.9</td>
<td>D</td>
</tr>
<tr>
<td>0.0</td>
<td>E or F</td>
</tr>
</tbody>
</table>

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.
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.

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 Resources, Download Forms www.oakland.edu/business/grad.

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.

<table>
<thead>
<tr>
<th>Semester of completion</th>
<th>Deadline to apply to graduate</th>
<th>Commencement Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter (term ending in April)</td>
<td>Last Friday in January</td>
<td>April</td>
</tr>
<tr>
<td>Summer 1 (term ending in June)</td>
<td>Last Friday in January</td>
<td>April</td>
</tr>
<tr>
<td>Summer 2 (term ending in August)</td>
<td>Last Friday in June</td>
<td>December</td>
</tr>
<tr>
<td>Fall (term ending in December)</td>
<td>Last Friday in September</td>
<td>December</td>
</tr>
</tbody>
</table>

Please visit www.oakland.edu/registrar and click on Apply for Graduation.

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.

ID Cards
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.
Independent Study
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, under Resources and 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.

Library
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.

Lounge
All current graduate business students may utilize room 209A Elliott Hall for studying or group meetings. The lounge is available during the normal operating hours for Elliott Hall. To obtain the entry code, contact Graduate Business Programs at (248) 370-3287.

Office Hours
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.

Payment of Tuition and Fees
Please visit the following website for official information on Oakland University’s payment options and tuition and fees schedule: www.oakland.edu/Tuition_&_Refund_Policy.

Petition of Exception
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 under Resources & Advising, Current Students. Please contact the Graduate Business Programs at (248) 370-3287 for more information.
Probation and Dismissal Policies
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.

Registration
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. For a list of important dates, click on Academic Calendar at the top of the OU homepage.

Students who do not register early face the possibility of classes being closed. Links to the closed class waitlist are found at the School of Business Administration website, www.oakland.edu/business/waitlist (also see Waitlist Procedures section).

Registration for Capstone Courses
Students enrolling in ACC 660 (MAcc), MGT 535 or MGT 536 (MBA) or MIS 650 (MSITM) will have an audit completed to ensure that all prerequisites for the course have been met.

To register for capstone courses ACC 660, MGT 535, MGT 536, and MIS 650
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
Waitlist for closed classes
Waitlists are strictly enforced. If you wish to register for a course that is closed, 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.

Web Site
The Graduate Business Programs in the School of Business Administration maintains a web site at www.oakland.edu/business/grad. Under the Graduate Resources link you will find access to the graduate catalog, contact information, SBA Graduate schedule of classes, extension site information, closed classes list, waitlist form, schedule addendum, and downloadable forms.
Frequently Used Phone Numbers

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Services</td>
<td>911</td>
</tr>
<tr>
<td>Bookcenter</td>
<td>(248) 370-2404</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>(248) 370-2550</td>
</tr>
<tr>
<td>Kresge Library</td>
<td>(248) 370-4426</td>
</tr>
<tr>
<td>Graduate Business Programs</td>
<td>(248) 370-3287</td>
</tr>
<tr>
<td>Office of Graduate Study</td>
<td>(248) 370-2700</td>
</tr>
<tr>
<td>Career Services</td>
<td>(248) 370-3250</td>
</tr>
<tr>
<td>OU Police Department</td>
<td>(248) 370-3331</td>
</tr>
<tr>
<td>Registration Office - Registrar</td>
<td>(248) 370-3450</td>
</tr>
<tr>
<td>Academic Records - Registrar</td>
<td>(248) 370-3452</td>
</tr>
<tr>
<td>SBA Computer Lab</td>
<td>(248) 370-3202</td>
</tr>
<tr>
<td>Storm Closing Hotline</td>
<td>(248) 370-2000</td>
</tr>
<tr>
<td>Student Business Services</td>
<td>(248) 370-2550</td>
</tr>
<tr>
<td>University Operator Assistance</td>
<td>(248) 370-2100</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Secretary</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mohinder Parkash</td>
<td>Sally</td>
<td>Accounting Finance</td>
<td>(248) 370-4288</td>
<td><a href="mailto:shafer@oakland.edu">shafer@oakland.edu</a></td>
</tr>
<tr>
<td><a href="mailto:parkash@oakland.edu">parkash@oakland.edu</a></td>
<td>Galloway</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anandi P. Sahu</td>
<td></td>
<td>Economics</td>
<td>(248) 370-3283</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:sahu@oakland.edu">sahu@oakland.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mohammad Dadashzadeh</td>
<td></td>
<td>Mgmt Information Systems Production Operations Mgmt Quantitative Methods</td>
<td>(248) 370-3283</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dadashzadeh@oakland.edu">dadashzadeh@oakland.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Markel</td>
<td>Jenifer</td>
<td>Management Marketing Organizational Behavior</td>
<td>(248) 370-3279</td>
<td><a href="mailto:watson@oakland.edu">watson@oakland.edu</a></td>
</tr>
<tr>
<td><a href="mailto:markel@oakland.edu">markel@oakland.edu</a></td>
<td>Watson</td>
<td></td>
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</table>
### 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 505 Business Law for Accountants
- ACC 515 Introduction to Accounting Information Systems & Databases
- ACC 521 Federal Income Tax II
- ACC 526 Accounting Information Systems: Audit and Control
- ACC 533 Accounting Information Systems: Analysis and Design
- ACC 600 Financial Reporting & Analysis
- ACC 617 International Financial Accounting Standards & Reporting
- ACC 620 Cost Management
- ACC 622 Advanced Auditing
- ACC 625 Federal Income Taxation for Business
- ACC 631 Fraud Examination
- ACC 632 Professional Issues in Accounting
- ACC 680 Special Topics in Accounting
- ACC 890 Independent Study in Accounting

#### 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:

- EFN 605 Econometrics
- ECN 616 Seminar in Economic Policy
- ECN 620 Money, Financial Institutions & Markets
- ECN 626 Public Finance
- ECN 667 Economics of Health Care
- ECN 673 International Trade & Finance
- ECN 685 Economics of Industries
- FIN 627 International Financial Management
- FIN 633 Advanced Financial Management
- QMM 652 Forecasting
- ECN 880 Special Topics in Economics
- ECN 980 Independent Study in Economics

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

- MGT 585 Entrepreneurship
- and two electives from the following list:
  - ACC 526 Federal Income Taxation for Business
  - FIN 633 Advanced Financial Management
  - FIN 650 Real Estate Investment Analysis
  - MGT 860 Launching and Managing Small Businesses
  - MGT 870 Business Ethics
  - MGT 882 Special Topics in Entrepreneurship
  - MGT 892 Independent Study in Entrepreneurship
  - MKT 888 Strategic Marketing
  - MKT 889 Entrepreneurial Marketing
  - ORG 635 Decision Making in Organizations
  - ORG 636 Leadership & Group Performance
  - ORG 640 Quality and Operational Excellence
  - POM 640 Process Management
  - POM 648 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:

- FIN 616 Investment Analysis
- FIN 627 International Financial Management
- FIN 633 Advanced Financial Management
- FIN 650 Real Estate Investment Analysis
- ACC 600 Financial Reporting & Analysis
- FIN 680 Special Topics in Finance
- FIN 890 Independent Study in Finance

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

- ORG 631 Human Resources Management
- and two electives from the following list:
  - MGT 638 Labor Management Relations
  - MGT 670 Business Ethics
  - ORG 632 Change Management
  - ORG 633 Decision-Making in Organizations
  - ORG 636 Leadership & Group Performance
  - ORG 637 Motivation and Work Behavior
  - ORG 640 Quality and Operational Excellence
  - ORG 670 International Org. Behavior & Human Resources
  - ORG 672 Creativity
  - ORG 690 Special Topics in Org. Behavior
  - ORG 890 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 617 International Financial Accounting Standards & Reporting
- ECN 673 International Trade and Finance
- FIN 627 International Financial Management
- MIS 648 Issues in International Information Technology
- MKT 650 International Marketing
- MKT 673 Product & Brand Management
- MKT 675 Customer & Supplier Relationships in the Global Enterprise
- ORG 670 International Organizational Behavior & Human Resources
- MGT 881 Special Topics in International Management
- MGT 891 Independent Study in International Management
- MIS 630 Managing Global Sourcing of IT and IT Enabled Services

#### Management Information Systems Concentration
To provide more background in MIS, the student would be required to complete three MIS electives (600 level courses) for a concentration in Management Information Systems:

- MIS 548 Business Analysis
- MIS 604 Introduction to Databases and Data Warehouses
- MIS 606 Advanced Databases and Big Data Management
- MIS 620 Electronic Commerce
- MIS 622 Business Object Development
- MIS 624 Business Application Architecture
- MIS 625 IT Planning and Strategy
- MIS 630 Managing Global Sourcing of IT and IT Enabled Services
- MIS 636 Decision Support Systems
- MIS 638 Knowledge Management
- MIS 640 IS Security
- MIS 641 IS Privacy
- MIS 642 IS Issues in Supply-Chain Management
- MIS 643 Intellectual Property & the Public Domain in the Age of Remix
- MIS 645 Simulation in Management
- MIS 648 Issues in International Information Technology
- MIS 880 Special Topics in Management Information Systems
- MIS 890 Independent Study in Management Information Systems

#### 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 564 Consumer Behavior
- MKT 565 Marketing Research
- MKT 568 Strategic Marketing
- MKT 620 Distribution Channels Management and Logistics
- MKT 625 Supply Chain Logistics
- MKT 650 International Marketing
- MKT 860 Entrepreneurial Marketing
- MKT 870 Business to Business Marketing
- MKT 873 Product and Brand Management
- MKT 875 Customer & Supplier Relationships in the Global Enterprise
- MKT 880 Special Topics in Marketing
- MKT 890 Independent Study in Marketing

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

- POM 643 Operations Planning and Control
- and two electives from the following list:
  - ACC 620 Cost Management
  - POM 635 Management of Service Operations
  - POM 640 Process Management
  - POM 642 Supply Chain Management
  - POM 645 Cases in Operations Management
  - POM 648 Project Management
  - POM 650 Special Topics in POM
  - QMM 652 Forecasting
  - POM 890 Independent Study in POM

#### 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 642 Supply Chain Management
- MGT 842 Supply Chain Purchasing
- MIS 642 Issues in Supply Chain Management
- MKT 625 Supply Chain Logistics
- MKT 675 Customer & Supplier Relationships in the Global Enterprise
- POM 640 Process 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 gbp@lists.oakland.edu.

Program of Study

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-bach status or Grad status.

Core Program – 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 533 or POM 521, 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.

Integrative Business Policy Course – Every student is required to take MGT 535, 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 535, 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.

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 600 level course with International or Global in the title will fulfill this requirement. Each student will have to complete an Information Technology Elective. Any 600-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 600 level course within that field to fulfill the requirement. To fulfill your ACC elective you may take any accounting course greater than ACC 512 or any 600 level Accounting course except for ACC 630. ACC 630 – 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 533, 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 533.)

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.

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: www.sba.oakland.edu/mba/.
# OAKLAND UNIVERSITY

## MASTER OF BUSINESS ADMINISTRATION PROGRAM

### Transcript Evaluation and Plan of Work

**Name:**

**Student Number:**

**Semester Admitted:**

**Concentration:**

### Foundation

(Any course that is checked "V").

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Requirements Met By:</th>
<th>Required</th>
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<tbody>
<tr>
<td></td>
<td>Course</td>
<td>School or Program</td>
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<tr>
<td>Principles of Microeconomics (or ECN 501)</td>
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<tr>
<td>Principles of Macroeconomics (or ECN 591)</td>
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<tr>
<td>Algebra or Higher Mathematics</td>
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<tr>
<td>Quantitative Methods</td>
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<tr>
<td>Financial Accounting (or ACC 511)</td>
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<tr>
<td>* Basic Computing Skills</td>
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**Foundation Total:**

### Program of Study

(Any course that is checked "V").

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<tr>
<th>Core Courses</th>
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<tr>
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<td>Course</td>
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<tr>
<td>ACC 512 – Managerial Accounting Systems</td>
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<td>QMM 510 – Statistical Analysis for Managers</td>
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<td>ECN 521 – Economics for Managers</td>
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<td>ORG 530 – Organizational Behavior</td>
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<tr>
<td>MGT 550 – Legal Environment of Business</td>
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<tr>
<td>MIS 524 – Enterprise Information Systems</td>
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<td>MKT 560 – Marketing Management</td>
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<td>POM 521 – Operations Management</td>
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<td>FIN 533 – Financial Management</td>
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<td>MGT 526 – International Business</td>
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### Electives-600 Level

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### Capstone Course

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<tbody>
<tr>
<td>MGT 535 – Policy, Strategy and Goals</td>
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</table>

**Total Graduate Credits to be Completed at Oakland U.**

**Total Credits Accepted in Transfer**

**Grand Total of Graduate Credits Required for Degree**

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

**Prepared by:**

**Date:**

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*For students who lack experience with word processors, spreadsheets, graphics, database management systems, and the Internet, a computer course may be recommended.*
OAKLAND UNIVERSITY
MASTER OF SCIENCE IN INFORMATION TECHNOLOGY MANAGEMENT
Transcript Evaluation and Plan of Work

Student Name: ________________________________  Student Number: ________________________________

Semester of Admission: ____________________________  TENTATIVE

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<th>Foundation Courses</th>
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<tr>
<td>☐ MIS 305</td>
<td>Info Technology Foundations</td>
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<tr>
<td>☐ MIS 524</td>
<td>Enterprise Information Systems</td>
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<td>IT Core Courses (three courses totaling 9 credits)</td>
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<tr>
<td>☐ MIS 514</td>
<td>Systems Analysis</td>
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<td>☐ MIS 515</td>
<td>Systems Design</td>
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<tr>
<td>☐ MIS 516</td>
<td>Software Program and Project Management</td>
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<td>Elective Courses (six courses totaling 18 credits)</td>
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<td>☐ MIS 405</td>
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<td>☐ MIS 563</td>
<td>Networks</td>
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<td>☐ MIS 564</td>
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<td>☐ MIS 604</td>
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<td>☐ MIS 606</td>
<td>Advanced Database Management Systems</td>
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<td>☐ MIS 620</td>
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<td>☐ MIS 622</td>
<td>Business Object Development</td>
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<td>☐ MIS 624</td>
<td>Business Application Architecture</td>
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<td>☐ MIS 625</td>
<td>IT Planning and Strategy</td>
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<td>☐ MIS 630</td>
<td>Managing Global Sourcing of IT &amp; IT Enbl Ser</td>
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<td>☐ MIS 640</td>
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<td>☐ MIS 642</td>
<td>IS Issues in Supply Chain Management</td>
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<td>☐ MIS 643</td>
<td>Intell Prop &amp; Public Domain in Age of Remix</td>
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<td>☐ MIS 645</td>
<td>Simulation in Management</td>
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<td>☐ MIS 648</td>
<td>Issues in International Information Technology</td>
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<td>☐ MIS 680</td>
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<td>☐ QMM 662</td>
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<td>Total Oakland University Credits:</td>
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</table>

Total Credits for Degree: (Minimum credits required for degree is 30)

Notes:

**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: ________________________________  6/2012