GUIDE TO GRADUATION
Academic Year 2015-16

B.S. in
INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT
www.ubalt.edu/ism

UNIVERSITY OF BALTIMORE
MERRICK SCHOOL OF BUSINESS
The Merrick School of Business is committed to providing the guidance and support you need to complete your program in a timely manner. This Guide to Graduation provides the in-depth information necessary to assist you in planning your undergraduate academic career. It contains a complete checklist of required courses and a suggested plan of study, as well as detailed course information, including course prerequisites and projected course offerings.

While this information will be helpful to you, you should also contact the Merrick Advising Center. The advisers are there to assist you in planning your program plan of study and to answer your questions. Advisers are available during the day and the evening. Students in the online programs and who do not have access to the campus will be advised electronically. All new students are required to meet with an adviser prior to registering for their first semester to receive a personalized program checklist.

Although your academic adviser will assist you in planning your program, it is ultimately your responsibility to complete the degree requirements and acquaint yourself with the University’s academic policies.

Merrick School of Business Code of Conduct
The Merrick School of Business offers a student-centered education, in which degree candidates must take primary responsibility for their own learning. Our faculty promotes high academic standards that enable engaged and curious students from diverse backgrounds to maximize their chances of career success. In a global economy that is increasingly uncertain, a School of Business degree stands for a commitment to lifelong learning, rigorous thinking, and professional, ethical and civil behavior. These attributes are valued by employers, customers, investors, and other stakeholders in the local, national, and global marketplaces. For the complete Merrick School of Business Code of Conduct please visit: www.ubalt.edu/merrickconduct. Also visit www.ubalt.edu/studenthandbook to review the University’s Academic Integrity Policy.

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www.ubalt.edu/records

Office of Financial Aid
www.ubalt.edu/financialaid

Bursar’s Office
www.ubalt.edu/bursar

Achievement and Learning Center
www.ubalt.edu/alc

Career Center
www.ubalt.edu/careercenter

Call to schedule your advising appointment today!
## PROGRAM CHECKLIST

**B.S. in Information Systems and Technology Management**

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>UB COURSE</th>
<th>CREDITS</th>
<th>TRANSFERRED</th>
<th>UB</th>
</tr>
</thead>
</table>

### GENERAL EDUCATION AND UNIVERSITY REQUIREMENTS (28-37 Credits)

**General Education Requirement**  
1. **First Year Seminar**: Introduction to University Learning [PPS] (only for UB freshmen)  
2. **Arts** [GIK/HAT]  
3. **English Composition** [COM]  
4. **English** [GIK/HAT]  
5. **History or Philosophy** [GIK/HAT]  
6. **Natural Science 1** [QQT]  
7. **Natural Science 2 (with lab)** [QQT]  
8. **Social Science 1 (other than ECON)** [GIK]  
9. **Sophomore Seminar [CTE] / Info Literacy**  
10. **Ethical Issues in Business and Society [CTE]**  
11. **Advanced Expository Writing (by 2nd semester)** [COM]  

### BUSINESS REQUIREMENTS

#### LOWER-DIVISION BUSINESS CORE (30 credits)

- **Introduction to Financial Accounting**  
- **Introduction to Managerial Accounting**  
- **Business Law I**  
- **Oral Communications** [COM]  
- **The Economic Way of Thinking** [QQT]  
- **Structural Programming Using Proc. Language**  
- **College Algebra** [QQT]  
- **Introductory Statistics** [QQT/PPS]  
- **Statistical Data Analysis**  

#### UPPER-DIVISION BUSINESS CORE REQUIREMENTS (19 credits)

- **Management Information Systems [CTE]**  
- **Management & Organizational Behavior**  
- **Personal & Professional Skills for Business**  
- **Business Application of Decision Science**  

#### BUSINESS ELECTIVES  
- **Choose three of the following courses**: FIN 331, MGMT 302, MGMT 339, MKTG 301, or MKTG 430

### INFORMATION SYSTEMS REQUIREMENTS (24 credits)

- **Project Management**  
- **Systems Analysis & Logical Design**  
- **Design of Database Management Systems**  
- **Business Intelligence**  
- **Business Data Communications**  
- **IT Service Delivery (Capstone taken in last semester.)**  
- **Approved INSS Elective (see Guide to Graduation)**  
- **Approved INSS Elective (see Guide to Graduation)**  

#### Number of electives required to meet 120 credits

- **Total Transfer Credits**:  
- **Total Credits Required**:  
- **Total Credits Earned**:  
- **Minimum of 120 credits**:  

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1. Please refer to the UB General Education Requirements sheet for a complete list of general education course options.
2. Students transferring with less than 45 credits are required to take UNIV 203, which must be taken concurrently with INFO 110. Students who take UNIV 203 are not required to take MGMT 330. Students transferring with more than 45 credits satisfy this requirement with INSS 300 and are therefore not required to take UNIV 203 or INFO 110.
**GUIDE TO GRADUATION**

**B.S. in Information Systems and Technology Management**

Below is an example plan of study for the B.S. in Information Systems and Technology Management. This is meant to act as a guide, but need not be followed in the same order for every student. Part-time students and those students transferring in credits from another university or college will need to adjust their plan accordingly. This plan does not account for courses taken during summer sessions. Students should consult with their adviser each semester prior to registration.

### Important Student Information:

- Maintain a minimum cumulative grade point average of 2.0.
- Earn a minimum grade of “C” in all lower- and upper-division business core and specialization requirements (including business elective requirements).
- Earn a minimum grade of “C-” in all lower-level general education requirements taken at UB and a minimum grade of C (2.0) in all upper-level general education requirements.
- Students are limited to three attempts to successfully complete all lower- and upper-division business core and specialization requirements.
- Apply up to 63 credits of community college work or up to 90 credits of four-year college or university work toward degree requirements, unless an articulation agreement stipulates otherwise.
- Complete at least 30 credits at the University of Baltimore.
- PLACEMENT TESTING is required for MATH 111 College Algebra and WRIT 300 Advanced Expository Writing. For complete information visit the following website: [www.ubalt.edu/placement](http://www.ubalt.edu/placement).
- Please check the current catalog for all courses that satisfy general education requirements.
- The last 30 credit hours of your program must be taken at UB. To take courses outside UB toward your program, you must obtain approval from your academic adviser.

Note: The provisions of this fact sheet are not to be regarded as a contract between the student and the University of Baltimore. The Merrick School reserves the right to change courses, schedules, calendars, and any other provisions or requirements. Students are responsible for the selection of courses, completion of degree requirements, and acquainting themselves with academic policies.

### FALL SEMESTER

<table>
<thead>
<tr>
<th>Freshmen</th>
<th></th>
<th>Sophomore</th>
<th></th>
<th>Junior</th>
<th></th>
<th>Senior*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IDIS 101</td>
<td>Applied Learning &amp; Study Skills</td>
<td>CMAT 201</td>
<td>Communicating Effectively</td>
<td>INSS 300</td>
<td>Management Information Systems</td>
<td>INSS 370</td>
<td>Project Management</td>
</tr>
<tr>
<td>DVMA or MATH 111</td>
<td>College Algebra</td>
<td>WRIT 101</td>
<td>College Composition</td>
<td>INSS 406</td>
<td>Systems Analysis &amp; Logical Design</td>
<td>INSS 421</td>
<td>Design of Database Mgmt. Systems</td>
</tr>
<tr>
<td>General Education or Lower-Level Elective</td>
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<td>MGMT 330</td>
<td>Personal &amp; Professional Skills for Business</td>
<td>OPRE 202</td>
<td>Statistical Data Analysis</td>
<td>MGMT 315</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>General Education or Lower-Level Elective</td>
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<td>INSS 209</td>
<td>Introduction to Programming</td>
<td>General Education or Lower-Level Elective</td>
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<td>Information Systems Elective</td>
<td>Business Elective</td>
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</tr>
</tbody>
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### SPRING SEMESTER

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<th>Junior</th>
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</thead>
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<td>CMAT 201</td>
<td>Communicating Effectively</td>
<td>ACCT 202</td>
<td>Intro to Managerial Accounting</td>
<td>IDIS 302</td>
<td>Ethical Issues in Business &amp; Society</td>
</tr>
<tr>
<td>INFO 110</td>
<td>Into to Information Literacy</td>
<td>WRIT 101</td>
<td>College Composition</td>
<td>ECON 200</td>
<td>Economic Way of Thinking</td>
<td>INSS 427</td>
<td>Business Elective</td>
</tr>
<tr>
<td>INSS 209</td>
<td>Introduction to Programming</td>
<td>General Education or Lower-Level Elective</td>
<td>Intro to Managerial Accounting</td>
<td>INSS 225</td>
<td>Struc. Prog. Using Proc. Lang.</td>
<td>OPRE 315</td>
<td>Information Systems Elective</td>
</tr>
<tr>
<td>MATH 115</td>
<td>Introductory Statistics</td>
<td>General Education or Lower-Level Elective</td>
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<td>Business Elective</td>
</tr>
</tbody>
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*Be sure to apply for graduation.*
# LOWER DIVISION BUSINESS REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
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<th>Course Description</th>
<th>Prerequisite</th>
<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Introduction to Financial Accounting</td>
<td>A comprehensive study of basic financial accounting processes applicable to a service, merchandising and manufacturing business. An analysis of transactions, journalizing, posting, preparation of working papers and financial statements.</td>
<td>ACCT 201 or equivalent with a minimum grade of C</td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Introduction to Managerial Accounting</td>
<td>An introductory study of basic financial accounting processes including job order costing, process costing, cost-volume-profit analysis, standard costs, activity-based costing, cost analysis, budgeting and managerial decision making.</td>
<td>ACCT 201 or equivalent with a minimum grade of C</td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>CMAT 201</td>
<td>Communicating Effectively</td>
<td>Introduction to oral communication: interpersonal, small group and public speaking. Emphasis on accurately transmitting information, using effective strategies for informing and persuading, using effective communication techniques to work with others, and feeling at ease in front of an audience.</td>
<td></td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>CMAT 303</td>
<td>Oral Communication in Business</td>
<td>Extensive practice in presentational speaking, briefing techniques, the mechanics and dynamics of group meetings and the development of interviewing, critical listening and interpersonal communication skills. Laboratory fee required. Note: If students have already completed CMAT 201, they don’t need to complete CMAT 303.</td>
<td></td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>ECON 200</td>
<td>The Economic Way of Thinking</td>
<td>An economist sees the world in a unique way and is able to provide a different perspective on many issues. This course presents the “economic way of thinking” with an emphasis on being able to make effective decisions in a wide variety of economic and business situations. In addition, the “economic way of thinking” is used to understand the impact of business and government policies and actions on our daily lives.</td>
<td></td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>INSS 209</td>
<td>Introduction to Programming Language</td>
<td>Develops logical and analytical thinking through basic programming concepts like looping, simple sequence, decision and branching. Provides an exposure to algorithm development for the design of simple programs. Topics include basic concepts of data and file organization.</td>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>INSS 225</td>
<td>Structured Programming Using Procedural Languages</td>
<td>Introduces good coding practices using structured programming concepts. Modules and shared routines with single-entry and single-exit points are emphasized. Sequence, selection, repetition and nesting techniques are reinforced as acceptable means of controlling program logic. Students work on projects that involve analyzing, designing, coding, executing and testing programs.</td>
<td>INSS 209 or permission of the instructor</td>
<td>Spring</td>
</tr>
<tr>
<td>MATH 111</td>
<td>College Algebra</td>
<td>Provides students with more advanced skills required for high-level applications of mathematics. Negative and rational exponents; functions, their properties and operations including inverse functions; linear, quadratic, polynomial, rational, absolute value, exponential and logarithmic functions are explored. Students develop graphical and algebraic skills and study applications of concepts.</td>
<td>Adequate placement test score or successful completion of DVMA 95: Intermediate Algebra</td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>MATH 115</td>
<td>Introductory Statistics</td>
<td>An overview of descriptive and inferential statistics. Statistics is inherently applied; the course emphasizes solutions to problems in a variety of applied settings. Measures of location and variability, probability distributions, correlation and regression, sampling and sampling distributions, hypothesis testing and estimation with confidence intervals for means and proportions are explored.</td>
<td>Adequate score on placement test or successful completion of MATH 111 or its equivalent or successful completion of DVMA 95: Intermediate Algebra.</td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>OPRE 202</td>
<td>Statistical Data Analysis</td>
<td>A second course in the statistical analysis of data related to business activities with emphasis on applications in various functional areas including accounting, finance, management, marketing and operations management, among others. Topics include estimation, hypothesis testing, contingency tables and chi-square test, analysis of variance and covariance, simple and multiple regression analysis and correlation analysis. Computer implementation using Excel-based statistical data analysis or other relevant software and interpretation of results for business applications are emphasized.</td>
<td>MATH 115 and basic computer skills</td>
<td>Fall, Spring and Summer*</td>
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* Summer offerings may vary
## BUSINESS CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Course Description</th>
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<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSS 300</td>
<td>Management Information Systems</td>
<td>Provides a fundamental knowledge of information systems and technology (IS&amp;T) issues from the perspective of business professionals. This includes information technology concepts and vocabulary, as well as insights into IS&amp;T applications in business organizations. Topics include searching and extracting information to solve business problems; the role of organizational context in IS&amp;T effectiveness; the economic, social, legal and ethical impacts of IS&amp;T; the systems life cycle approach; and key technologies such as the Internet, networking and database management systems.</td>
<td></td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>MGMT 301</td>
<td>Management and Organizational Behavior</td>
<td>An exploration into the functions of management, management history, individual behavior, interpersonal relationships in organizations, the nature of work, values and ethics, motivation and morale, teamwork, communication and group dynamics, leadership and supervision, and organizational structure and culture. Course coverage includes global perspectives and significant research from the behavioral sciences.</td>
<td>WRIT 300</td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>MGMT 330</td>
<td>Personal and Professional Skills for Business</td>
<td>Provides students with the skills necessary to advance their career development. Strategies and practices that allow the student to successfully interface with potential employers are explored and applied. Course modules include business etiquette and professional behavior; appropriate use of workplace communication techniques; written business communications; and showcasing career building talents and skills within an organizational context. There is a $50 lab fee associated with this course.</td>
<td></td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>OPRE 315</td>
<td>Business Application of Decision Science</td>
<td>A study of managerial decision-making processes using a decision sciences approach. Topics include linear and integer models and decision analysis and their application in investment problems, media selection, market research, product mix, production planning, personnel scheduling and transportation design, among others. Special emphasis is on understanding the concepts and computer implementation and interpreting the results to write management reports.</td>
<td>MATH 111 and MATH 115</td>
<td>Fall, Spring and Summer*</td>
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## BUSINESS ELECTIVES Choose three courses from the following:

<table>
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<th>Semesters Offered</th>
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</thead>
<tbody>
<tr>
<td>FIN 331</td>
<td>Financial Management</td>
<td>An overview and understanding of fundamental principles of financial decision making and their application to internal and external problem solving by the business enterprise. Topics include financial statement analysis and forecasting, time value of money and security valuation, corporate capital budgeting, cost of capital and capital structure. Thematic coverage encompasses the traditional, international and ethical dimensions of financial decision making.</td>
<td>ACCT 201, ECON 200 or 3 hours of micro- or macroeconomics, and MATH 115</td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>MGMT 302</td>
<td>Global Business Environment</td>
<td>Enhances students’ abilities to operate successfully in today's multicultural, global environment. Students will gain a theoretical basis for understanding key aspects of the global business environment, as applied to small companies, multinational corporations, multilateral institutions and nongovernmental organizations. Students will explore the impact of globalization at home and abroad. Course modules aim to broaden students’ understanding of similarities and differences among national political economies, legal systems and sociocultural environments including world religions, business ethics and social responsibility. Students will survey business functions as they are applied to expand and manage international operations.</td>
<td></td>
<td>Fall, Spring and Summer*</td>
</tr>
<tr>
<td>MGMT 339</td>
<td>Process and Operations Management</td>
<td>Provides an overview of managing critical resources efficiently and effectively to create physical goods, services and information goods in manufacturing and service organizations. Topics include operations strategy, project management, forecasting, location and layout of facilities, capacity and process planning, upstream and downstream supply chains and the role of the Internet, operations and environment, matching supply and demand, scheduling, job design and quality management. Integrated throughout are considerations of ethics, information systems, people involved and the domestic and international environment.</td>
<td>MATH 115</td>
<td>Fall, Spring and Summer*</td>
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</table>

* Summer offerings may vary
Choose four courses from the following: (continued)

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<tr>
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<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 301</td>
<td>Marketing Management</td>
<td>A basic course in the contribution of marketing to the firm or organization that includes decision-making tools for integrating product, price, distribution, and communication decisions and processes into an organization competing in a global environment. Students also build skills in oral and written communication.</td>
<td>Fall, Spring and Summer*</td>
<td></td>
</tr>
<tr>
<td>MKTG 430</td>
<td>Personal Selling</td>
<td>Presents the sales principles and skills required by today’s professional salesperson, with emphasis on both the business-to-consumer and business-to-business selling environments. Examines current approaches to a variety of selling challenges including prospecting, the selling process, closing the sale and post sale follow up. Presents the principles underlying the sales process and the practical application of these principles to selling situations. Studies the role of selling in the total marketing process.</td>
<td>Spring</td>
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</tbody>
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**INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT REQUIRED COURSES**

<table>
<thead>
<tr>
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<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSS 370</td>
<td>Project Management</td>
<td>This course provides the fundamentals of project management, with a focus on managing information systems projects. Upon successful completion of this course, candidates may be eligible to take the Project Management Institute (PMI) exam for Certified Associate in Project Management (CAPM).</td>
<td>INSS 300 or permission of instructor</td>
<td>Spring</td>
</tr>
<tr>
<td>INSS 406</td>
<td>System Analysis and Logical Design</td>
<td>Introduces key principles and techniques used to develop or modify information systems to support business undertakings. The course will cover the lifecycle of software systems, with an emphasis on the analysis and logical design phases. Topics will include the determination and modeling of the requirements of information systems and software, business process modeling and reengineering, data modeling, data gathering and requirements specification, interface design, and the development of system prototypes, including electronic forms and reports. Students will gain experience with leading industry development tools such as those from Oracle and PeopleSoft.</td>
<td>INSS 209 or INSS 225 or equivalent</td>
<td>Fall</td>
</tr>
<tr>
<td>INSS 421</td>
<td>Design of Database Management Systems</td>
<td>Introduces the concepts and technologies relevant to the design, development and implementation of database systems. Data modeling concepts and principles of database design are used to illustrate the construction of integrated databases. Database management systems (DBMS) and their purpose, advantages, disadvantages and application in business are covered.</td>
<td>INSS 300 or permission of the instructor</td>
<td>Spring</td>
</tr>
<tr>
<td>INSS 422</td>
<td>Business Intelligence</td>
<td>Business Intelligence (BI) refers to the use of information technology to analyze complex information about an organization and its competitors for use in business planning and decision making. This course details the components of BI systems, important techniques as well as the critical variables needed to implement an effective BI program. The course takes a managerial approach to Business Intelligence, emphasizing BI applications and implementations. The course will involve use of industry standard software packages.</td>
<td>MATH 115 and INSS 421, or permission of instructor</td>
<td>Fall</td>
</tr>
<tr>
<td>INSS 427</td>
<td>Business Data Communications</td>
<td>Provides a basic understanding of terminology, techniques and concepts of business data communications. The emphasis is on both the technical aspects of data communication and related managerial issues. Topics include, but are not limited to, physical aspects of data communication, common carrier services, local area networks, wide area networks, Internet and electronic commerce, network management and network applications.</td>
<td>INSS 300 or permission of the instructor</td>
<td>Fall</td>
</tr>
<tr>
<td>INSS 470</td>
<td>IT Service Delivery</td>
<td>As businesses become more dependent on technology, it is crucial that a company’s IT systems are designed and delivered to consistently support its business processes. One increasingly popular way to achieve this, particularly as applications hosted and managed “in the cloud” become more pervasive, is to take a service management approach. This course presents the fundamentals of IT service management, including service management strategies, the service lifecycle, metrics and performance indicators, and the impact a service mgt approach has on issues such as data management, virtualization, and security. The course material will prepare students for the ITIL V3 Foundation certification exam. (Capstone)</td>
<td>INSS 370, or permission of instructor</td>
<td>Fall</td>
</tr>
</tbody>
</table>

* Summer offerings may vary
Choose two courses from the following:

<table>
<thead>
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<tr>
<td>INSS 401</td>
<td>Internet and Business</td>
<td>Provides an understanding of the Internet and the information superhighway through hands-on experience with the main Internet services and applications. The course also answers questions about how to use the Internet for communications; search for free information, files, and programs; and create a presence on the Internet for individuals and businesses using hypermedia and the Web.</td>
<td>INSS 300 or permission of the instructor</td>
<td>Semester varies</td>
</tr>
<tr>
<td>INSS 431</td>
<td>Electronic Commerce</td>
<td>Provides both a managerial and technical perspective on e-commerce applications, with an emphasis on the operational, tactical, and strategic applications of e-commerce and the major technologies involved in their development. The course will cover the different types of e-commerce, the technologies and techniques involved, and the major issues facing organizations conducting electronic commerce. Managerial topics include mobile commerce; business, consumer, and government e-commerce uses; and legal, ethical, and regulatory issues. Technical topics explored include network infrastructure, e-commerce security and technologies for data transformation and exchange, such as XML.</td>
<td>INSS 300</td>
<td>Semester varies</td>
</tr>
<tr>
<td>INSS 453</td>
<td>Internet and Network Security</td>
<td>Familiarizes students with basic security threats on networks connected to the Internet and basic tools to provide user and system security resources available on the Internet. The main focus is on digital and infrastructure security. Topics include security framework overview, footprinting, scanning, enumeration, hacking framework, backdoor servers and Trojans; root-kits; Windows (98/NT, 2000/XP) and Linux vulnerabilities; dialup, VPN and network devices vulnerabilities; firewalls; Intrusion Detection System (IDS); Denial of Service (DoS) and DDoS; buffer overflow; spyware; phishing; social engineering and protecting the Web end-user. This is a project-oriented course using a restricted-access UB Lab to practice the use of hacking and security tools.</td>
<td>INSS 315 and INSS 427 or permission of the instructor</td>
<td>Semester varies</td>
</tr>
<tr>
<td>INSS 454</td>
<td>Operating Systems</td>
<td>Functions of operating systems, including process management and concurrency, memory management, scheduling, and user and file management security are studied, as are hardware features required by modern operating systems. Course content also includes a study of symmetric multiprocessing, clusters' hardware and operating systems concepts, and the capabilities of several commercial operating systems. Provides hands-on experience in a specialized laboratory that includes PC, work-station, and mini- and mainframe computer operating systems, including system setup and basic system administration functions.</td>
<td>INSS 225 or 327, or permission of the instructor</td>
<td>Semester varies</td>
</tr>
<tr>
<td>INSS 495</td>
<td>Internship in MIS</td>
<td>Provides students with practical real work experience in an organization. The course requires a minimum of 120 hours of practical work with a qualified firm based on explicit statements of student responsibilities and faculty/firm monitoring mechanism. Students will work closely with both the firm and a faculty member.</td>
<td>Fifteen hours of INSS courses, (excluding INSS 300) with a minimum GPA in these courses of 3.0 and permission of the instructor.</td>
<td>See your faculty internship adviser</td>
</tr>
<tr>
<td>INSS 497</td>
<td>Special Topics in Information Systems</td>
<td>The INSS faculty, from time to time, offer an opportunity to integrate new material into the undergraduate program reflecting changes in the field and in the educational needs of students.</td>
<td>Determined by the instructor</td>
<td>Offered according to demand</td>
</tr>
<tr>
<td>INSS 499</td>
<td>Independent Study: Information Systems</td>
<td>An independent study completed under the direction of a faculty member.</td>
<td>See your academic adviser</td>
<td></td>
</tr>
</tbody>
</table>

** Select COSC courses may be approved to satisfy an INSS elective requirement at the discretion of the department chair.**
Consider an Internship to Enhance Your Résumé

Internships allow you to apply your education to real-world practice in your chosen field. They are typically part-time positions in which you work at least 120 hours over the course of a semester. As an intern you will gain valuable experience, have the opportunity to obtain academic credit, and may even get paid. The internship should be related to your academic and career interests.

An internship can provide:

- practical and meaningful work experience;
- specific preparation for employment in a field of your choice;
- increased marketability to future employers;
- enhanced professional network;
- possible full-time employment in that organization;
- credit towards degree requirements.

For more information, including a list of faculty internship advisers, forms required to receive academic credit, and details on how to get started, please visit the following website: [www.ubalt.edu/merrickinternships](http://www.ubalt.edu/merrickinternships). Consult your program checklist or your academic adviser to determine how to integrate the internship course into your program.

Apply to the Business Honors Program

The Merrick School of Business offers a Business Honors Program designed to produce leaders in business. Business Honors students have the opportunity for an enriched curriculum, small class sizes, and exceptional internship opportunities. Students interact closely with faculty and alumni in informal settings and have the opportunity to visit employer sites on special Honors Program field trips. Honors students are also encouraged to participate in the accelerated Bachelor’s/Master’s option. For more information including entry and program requirements, visit the following website: [www.ubalt.edu/honors](http://www.ubalt.edu/honors).

Pursue a Minor

Minors are typically 15 to 21 credit hours and allow you to expand your skills and knowledge through concentrated study in an area outside of your major. To declare a minor, you must:

- have already declared a major (or declare both a major and a minor at the same time);
- have completed at least 24 credits with a minimum cumulative grade point average of 2.0-2.5, depending on the minor;
- obtain the approval of your academic adviser.

For more information including a list of available minors and requirements, please visit the following website: [www.ubalt.edu/minors](http://www.ubalt.edu/minors).

Global Field Studies

In the Merrick School of Business, we recognize the importance of enhancing the knowledge base of our students through Global Field Studies. Each year, we offer opportunities to learn more about how business is conducted around the world.

For more information please visit the following website: [www.ubalt.edu/merrickglobal](http://www.ubalt.edu/merrickglobal).
ACADEMIC ADVISING

Vision Statement

The Merrick Advising Center will establish cooperative learning partnerships with students that provide the foundation for student success.

Mission Statement

Our mission is to promote student success and degree completion by delivering an individualized academic advising experience. The Merrick Advising Center utilizes technology and student-centered practices to guide students in the creation of their academic plan, empower students to set goals and make decisions by utilizing the full array of university resources. We encourage all students to become active learners by engaging with business professionals and the community through experiential learning opportunities provided by the Merrick School. Our academic advisers work collaboratively with the faculty of the Merrick School to produce graduates who are successful business professionals and leaders in the community.

Roles and Responsibilities

Expectations of your adviser:

- Be accessible via office hours for scheduled appointments (in-person or online), phone, and e-mail.
- Maintain confidentiality.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college-wide policies and procedures.
- Provide you with information regarding the available resources and services on campus that will enable you to make important decisions related to your education and career.
- Demonstrate how to effectively use student advising tools available in the MyUB student portal.
- Encourage and guide you in developing academic and career goals.
- Monitor and accurately document your progress toward degree completion.
- Provide you with support and an environment in which you can share your thoughts, concerns, and interests throughout your program.

Expectations of you, as the advisee:

- Schedule regular appointments with your adviser in advance of registration deadlines.
- Arrive to appointments on-time and come prepared to each appointment by bringing a copy of your last student program checklist, guide to graduation, and any questions or materials you want to discuss.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand a requirement or have a specific concern.
- Keep a personal record of your progress toward meeting your goals.
- Become knowledgeable about your program, policies, and procedures.
- Use available resources to monitor your academic progress including understanding how to use MyUB and using your UB email.
- Understand that you are ultimately responsible for your educational plan and achievements.

Student Signature:  

Adviser Signature:  

Date of initial appointment:
My Success Checklist:

- Submit all remaining final transcripts and documentation to the Office of Admission.
- Meet with my academic adviser prior to registering for my first semester.
- Take the writing placement test (for all UB students prior to registering for WRIT 300).
- Take the math placement test (for all students who have not completed MATH 111 College Algebra or MATH 115 Introductory Statistics prior to coming to UB).
- Complete the plagiarism tutorial during the first semester. This must be completed prior to registering for my second semester.
- Become familiar and comfortable with using Sakai, UB’s e-Learning platform, and complete the Sakai tutorial. Sakai will be used in most of your business courses and will be used for all online classes.
- Make the UB email system my official method of communicating with all professors and UB staff.
- Review your Academic Requirements in your MyUB Student Portal prior to advisement and registration each semester.
- Schedule regular appointments with my academic adviser throughout my program to ensure I am staying on track to graduation.
- Take advantage of the experiential learning opportunities offered by the Merrick School of Business:
  - Career-focused speaker series featuring alumni and business professionals
  - Find an internship and gain academic credit: www.ubalt.edu/merrickinternships
  - Participate in a Global Field Study: www.ubalt.edu/merrickglobal
  - Register for an enhanced course (Check the schedule of classes each semester for these offerings.)

Graduation

- Prior to my last semester, schedule an appointment with my academic adviser to ensure that I have met all program requirements.
- Apply for graduation during the first week of classes in my last semester at UB. This application must be filed in order to be approved for graduation.