LETTER FROM THE MMIS/MIS CERTIFICATE PROGRAM COORDINATOR – APRIL, 2007

The MMIS (Master of Management Information Systems) Program wishes you a great Summer, and Fall!

It’s already time to REGISTER for Summer and FALL terms!

We have had a very interesting and exciting year, and this Spring has been very busy, as you will see in this edition of the Newsletter! We are also looking forward to exciting news for the future. We hope you will carefully review the material included in this newsletter and contact us if you have any questions.

ON LINE INITIATIVE

NEW ONLINE MMIS PROGRAM TRACK:

We are very excited to announce the introduction of the new Online version of the MMIS program. We are offering the initial class, Online MIS600 (MIS600-50) for Summer, and will officially start the new program in the Fall of 2007. This adds an exciting new option to our existing MMIS program, which continues to serve our students, continuing to provide the Information Management (IM) and Systems Analysis (SA) Tracks you already know.

The new Online program is described for you in detail in the first sidebar on page 2 of this letter. There are several points to note:

• The Online program is a bit more structured than our continuing MMIS program. The existing Tracks (IM and SA) allow you numerous electives, enabling you to customize your program considerably. The Online program contains the classes specifically listed in the sidebar. All of these classes are also regular MMIS requirements and/or electives, but the Online program prescribes a specific set of

EXCITING NEWS:

As you may know, Metropolitan State’s undergraduate and graduate programs are considered among the very best in the state of Minnesota. As noted above, the new Center of Excellence grant gives us the opportunity to develop our program even further. Another important offshoot of the Center will be new additional opportunities for our graduate students, including assistantships, research projects and internships. Please let us know if you would like to be considered for any of these while we are developing this component of the Center, and we will keep you right up-to-date when the opportunities become available.

We also would like to mention that the ACM (IT) group has updated their national MSIS 2006 standards for graduate MIS programs, and our review of these standards indicates that the updates we have made to our MIS curriculum keeps us fully aligned with the updated standards. We will continue to work hard to be sure your programs always meet the highest standards.

College of Management
courses. These courses have been chosen to meet national requirements and standards, and those we have received from our corporate and public sector advisors board.

- Students in all three Tracks/programs can take either Online or Classroom-based versions of the courses in their Tracks (as available), but the actual courses that make up your program must meet the requirements of the Track for which you sign up. The new Two Year Schedule, found later in this Newsletter, will lay out the courses and Tracks in detail for you, and will show you our expected availability of courses.

- The new online courses are being introduced over the next year, and reflect our highly-regarded video-rich, media-rich designs that have been so well received (see below).

- We are working to introduce a new Virtual Advising model sometime in 2008. This model will allow the use of a special website for some program information exchange, and Web Cams and special software to enable face-to-face advising meetings for our students, without travel. We will also be using highly innovative new technologies for our special student applied projects, which will be introduced in 2008, as well. Much more information on these and other innovations will be coming next academic year.

Please contact me, and/or Ms. Gloria Marcus to learn more about this program and to get application information.

### Online Course Design:

Your MIS faculty have been hard at work on continuing the development of our cutting-edge new style of interface for online courses and finding ways to improve the quality of online classes with many innovations in the use of video for lectures and background information, animations for teaching procedural work and tight integration of the coursework and reference materials through strong use of web tools. This interface is widely regarded as one of the best in the country, and we are excited about rolling out the new courses for you. As you know, all grad MIS courses are already web-enhanced, which has proven a real boon to our students.

You will see in the new schedule that many Phase I classes (required) will soon be offered in an online format for you, along with the new Phase II (elective) classes. The electronic courses will meet all the equivalent program requirements as their in-class counterparts (online classes generally have the same course number, with a “-50” added to denote online delivery).

Metropolitan State and our MIS program have been part of a major grant program from the Legislature: The Center (of Excellence) for Strategic Information Technology and Security (CSITS). As reported previously, your MIS department has received several major grants that have allowed us to develop the new online classes noted, and to move much of the delivery of the MMIS program and our MIS Certificates to online options to augment our regular in-class offerings. In addition, we were awarded a grant to develop a new Online Certificate in IT Security (see below), which is being introduced in Summer and Fall 2007 terms.

Some of you have told us that as your work schedules get increasingly challenging, you would appreciate anything we could do in our curriculum to help you meet the challenges of work schedule while maintaining top quality

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### The Online MMIS Program

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www.metrostate.edu/com/mmis
**Instruction.** The new online classes discussed above not only eliminate many of the logistical issues for our classroom classes - we have also created a schedule innovation that should be very helpful. As you know, most of our elective classes are 2 credits and normally run either the first half or the second half of the term. Last Summer term, we piloted the **scheduling of 2 credit online classes over the entire semester**, giving you a full semester to complete half semester courses. Some students worked studiously and completed them in 8 weeks and received grades, moving on to take additional courses in the second half of the semester. Other students who might otherwise have not been able to complete all their work took the entire semester to complete the 2 credits of work and received their grades at the end. Some registered for multiple classes and used the online format to offset “heavy” weeks in their other classes. We are using this innovation in many of the online classes (watch the Official Online Schedule for dates), and hope you find it still another way your program works to help you achieve your educational goals.

Be sure to watch the latest Two Year Schedule and plan accordingly. **We have scheduled the year so that program requirements are emphasized in Fall term and your electives will be emphasized in Spring term. Summer is time to “catch up” on available classes and electives.** Elsewhere in this newsletter, you will see an updated Two Year Schedule of our classes. We have continued the reduced electives schedule we introduced last year, but plan to offer all needed courses within any two year period, and as you will see below we have some new options for you. With a little planning, you should be able to complete your programs without significant inconvenience. Note the alternation between the online and in-class sections, if you have a preference for delivery media.

**NOTE: always follow the online schedule, accessible from www.Metrostate.edu for all current information on MIS and Certificate class schedules.** Please see the online catalog for more information.

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**NEW MMIS BROCHURE**

At the end of this newsletter, you will see our brand new MMIS brochure which tells you more about the new MMIS program. We hope you find it interesting.

**NEW ONLINE INFORMATION ASSURANCE (SECURITY) CERTIFICATE**

The Center of Excellence grants have also enabled us to introduce our new graduate IT Security Certificate. This is an exciting new program that offers you not only an excellent education in this critical area of IT, but also gives you a great head start toward moving into a masters degree: the courses in the Certificate all transfer into the MMIS program, after full acceptance and application into the program.

The program is detailed in following sidebar.

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"New information technologies arrive at lightning speed, allowing us to share information across town, across the country, or around the world faster than ever before. NSA's Information Assurance Directorate is dedicated to providing information assurance solutions that will keep our information systems safe from harm. Our national security depends on it. Metropolitan State University is committed to an initiative in Information Assurance (IA) by offering a graduate certificate in IA through the College of Management. This initiative is designed to provide students and organizations with education, information and training on how to respond to cyber threats or cybercriminals and develop and deploy policies and other safeguards of information assets. The Committee on National Security Systems (CNSS) and The National Security Agency (NSA) certify that Metropolitan State University offers a set of courseware that has been reviewed by National Level IA Subject Matter Experts and determined to meet National Training Standard for Information Systems Security (INFOSEC) Professionals, CNSS National Standards 4011, 4013, and 4016. These include:

- NSTISSI-4011, National Training Standard for Information Systems Security (INFOSEC) Professionals
- CNSSI-4016, National Information Assurance Training
- CNSSI-4016, National Information Assurance Training Standard For Risk Analysts (RA)

Asst. Professor Steve Creason and I have been working on the Certificate for over a year, to be sure it meets a variety of needs for our students. Professor Creason recently wrote, please contact me, and/or Ms. Gloria Marcus to learn more about this program and to get application information."
PERSONAL NOTE

As I have said many times, I appreciate the opportunity to work with you as your Program Coordinator, and I continue to be excited about our evolution as a vital, cutting-edge program. We have an outstanding group of Resident and Community Faculty who work hard to give you the best preparation and education possible. It is a real privilege to work with you all.

I am happy to report that the field of IT and MIS in particular is staging such a strong comeback that many are suggesting that within a year or two we will start to see some of the staffing shortages we were seeing in the late 1990’s. We are receiving many reports from our students and recent graduates that the IT hiring market is excellent and improving.

Stay tuned as this emerging trend becomes clearer. This is a time when savvy MIS professionals are building their skills and knowledge through their work in programs like the MMIS and the MIS Grad Certificates, to be prepared as our field grows again.

We are very pleased to continue to evolve our programs to keep MIS at Metropolitan State at the cutting edge of our field, and are excited to tell you about our new initiatives.

I hope to have the chance to see you soon.

All the best to you in the upcoming Summer and Fall terms!

Dr. David Bouchard

Professor and Coordinator of Graduate MIS Programs

USE OUR MMIS WEB SITE FOR PROGRAM INFORMATION AND REVIEW

We continue to update our MMIS and Certificates pages on the Metropolitan State University website, to make it easier for you to keep up-to-date on your program. Copies of all these newsletters are available, plus copies of the newly updated Two Year Schedule, course information on all courses, program requirements and much more. On the web site, you can:

- review news of the MMIS and Certificate programs
- look up current editions of the Two Year Course Schedule
- find important contact points (phone and email)
- learn about faculty members
- find copies of all the forms you need in the program
- locate useful URLs
- and many more

To review it, just point your browser to http://www.metrostate.edu/com/mmis. This might be a good choice for a “Favorite” or “Bookmark,” since we will try to keep this very current for you.
MMIS Program Requirements Explained
David Bouchard, Ph.D.
MMIS Program Coordinator

MMIS Computer Standards
Each MMIS Student is required to own or have access to a laptop computer. Since standards continue to change and improve, we will periodically publish current standards for this requirement. After initial acceptance, MMIS student will be expected to upgrade as needed to complete their work. Minimum standards for Spring and Summer 2006 include:

Laptop:
- Processor: Intel Core 2 Duo (2 Ghz recommended)
- Memory: 1 GB Shared Dual Channel DDR2 SDRAM (2 GB recommended)
- Hard Drive: 80 GB (120 GB recommended)
- high speed connection

Software:
- Windows XP or Vista
- Office 2003 or 2007
- Access 2003
- Project 2003
- Visio Professional 2003
- Flash Player (current version)

MMIS Conference Requirement
At some point during each MMIS student’s program, he/she is required to attend at least one MIS-related and one Management-related conference, to broaden their experience in these areas. The program plans to offer some of these programs periodically, as budget and time allow.

However, students should stay abreast of opportunities in other areas, as well. Any reasonable opportunity will be considered. If you would like to check to see if something coming up will be acceptable, please contact the MMIS Coordinator (Dr. Bouchard) by email for advice. Many national and local seminars will be acceptable, as well as opportunities at work, as long as the curriculum is well-defined and rigorous. The basic rule of thumb is that a seminar must be of professional (graduate) quality, should be at least four hours in duration, and should be directly related to the areas of management or MIS.

MMIS Visual Language Requirement
MMIS Students are required to have a basic demonstrated competence in a visual programming language. Acceptable languages include:

- Visual Basic. Net
- Visual Basic
- C or C++, or C#. Net
- Java
- XML
- Advanced HTML (through database integration)

Demonstrated competence generally means completion of courses from accredited institutions, with transcripts for documentation. Generally two semesters at a lower division level meet the requirement. Other options include successful completion of a least Intermediate level classes in the languages at other schools like AppDev or MindSharp, or even the St. Paul Science Museum. Metropolitan State has now gained access to many of the AppDev training CD-ROMs for the Microsoft language. Please contact librarian Ruth Zietlow (Ruth.Zietlow@metrostate.edu) for details. Documentation includes proof of attendance and a certificate of successful completion.

For those who believe their work experience is sufficient to meet the requirement, please be sure the language is included in the list above. Demonstration of competence requires submission of documentation of your work in the area, and an example of a personally programmed project. Be sure to check with Gloria Marcus to be sure your language requirement has been completed.
Notes from Gloria Marcus

Prerequisite courses

Summer semester registration is currently underway. Please register soon to avoid cancelled or full classes. Remember, tuition is due for Fall is Aug 8 and if you haven’t paid, you will be dropped from your summer semester classes. Don’t know what to register for? The two year course schedule is included in this newsletter, and can also be found online on the MMIS website.

Volunteers

I am always in need of student and alumni volunteers to provide written testimonials and/or speak to prospective students at information sessions and new student orientations. The Graduate Student Advisory Committee (GSAC) is also looking for student volunteers. GSAC was formed several years ago to promote and facilitate open communication between students in the Metropolitan State University College of Management Graduate program, and faculty and administration of the program. Meetings are held once a month at the Minneapolis campus.

Graduate Center

The new Graduate Center is now open on the second floor of Minneapolis campus. Available for your use Monday - Saturday, the center contains a multiple computers, printer, business magazines and a small study area. Please take advantage of this space; it was created just for you! And please let me know what we can do to make this a better area for you.

Planning to Graduate in December?

Please notify me the first week of fall semester if you are planning to graduate in December. Commencement is scheduled for December 18 at the Minneapolis Convention Center.

Call for Tutors/Graduate Assistant

The College of Management will be hiring a graduate student worker as a graduate assistant or tutors. If you are interested, Please have a look at http://www.metrostate.edu/studentjobs/ and if you have a background in Visual Basic, please contact me right away.

How to Get Additional Information

- Coordinator: David Bouchard, Ph.D.
  (david.bouchard@metrostate.edu), MMIS Coordinator for any policy issues or for programmatic design, curriculum questions and any other issues where you need administrative help.
- Administrator: Gloria Marcus
  (gloria.marcus@metrostate.edu; 612-659-7258) for administrative, admissions and assessment issues. Contact her if you would like to recommend someone for the MMIS program. When in doubt, start here!
- Support Professional: Aretha Hicks
  (Aretha.Hicks@metrostate.edu)
  612-659-7252) for class scheduling, faculty contacts, facilities issues, etc.
- Your Advisor, generally Dr. Bouchard or Dr. Bahn
  (david.bahn@metrostate.edu), for questions on degree planning, course choice or other program issues, degree progress or program advice
- Dean: Gary Seiler
  (gary.seiler@metrostate.edu)

If you are receiving this newsletter via U.S. mail and would like to receive it electronically in the future, please contact me with an updated e-mail address. Future newsletters as well as program news will then be sent to you electronically.

www.metrostate.edu/com/mmis
Application Procedure

Requirements:
- Complete application for admission with $20 fee.
- Have two years of full-time professional work experience.
- Demonstrate competence in one of the visual languages.
- Have a baccalaureate degree from accredited college or university.
- International students: see Admissions advisor for special issues, for example: TOEFL.

Met by:
- Transcripts.
- Two letters of recommendation.
- Two-page essay, "Why the MIS degree would help me achieve my professional goals."
- Java
- Visual Basic
- Visual Basic. Net
- XML
- HTML
- C/C++
- Financial Accounting
- College Algebra
- Quantitative Methods for Managers or Statistics
- Discrete Math (not required, but strongly recommended for Systems Development concentration)

Because the MMIS program does not require a GMAT, GRE or equivalent test, a special assessment of reading, writing and math by the University Assessment Center is required of all students admitted to the MMIS program. Additional referral activities may be required as a result of the assessments.

Applicants whose native language is not English and who did not graduate from an accredited American college or university are required to score 213 or higher on the computerized Test of English as a Foreign Language (TOEFL) or 550 on the paper test, or 80 on the Michigan Test of English.

Some courses will be compressed and accelerated with Internet enhancement.

Phases of the MMIS program

Phase I
Focus is placed on the functional discipline of business and organizations as they apply to modern Information systems. It provides a solid grounding in the core IT, management and marketing theories, processes and skills needed by managers in today's rapidly changing business environment.

- MIS 600 Management Information Systems (4 cr)
- MIS 671 Problem Formulation, Data Presentation (2 cr)
- MIS 683 Process Analysis and Design (2 cr)
- DScI 620 Project Management (4 cr)
- Mktg 600 Marketing Management (4 cr)

Phase II
Students take elective credits to meet their own IT career needs. They can choose from Information Management and Systems Development concentrations, or focus on a personally-designed mix of courses.

- MIS 653 Supply Chain Automation (2 cr) (Requires Mktg 652 as prerequisite)
- MIS 673 Knowledge Management (2 cr)
- MIS 685 Data Warehousing and Data Mining (2 cr)
- Mgmt 620 Organizational Behavior (4 cr)

Information Management concentration
- 12 elective credits

Systems Development concentration
- MIS 657 Database and Client/Server Systems Design (2 cr)
- MIS 660 Management of Advanced Software Design (2 cr)
- MIS 662 Management of Distributed Computing Systems (4 cr)

- 10 elective credits

Phase III
This phase is a synthesis and capstone phase. Cohorts will be formed to do systems projects for local organizations. Resident faculty will oversee the teams on group projects, and individual reports will be created.

- MIS 699 MIS Capstone/Integrative Project (4 cr)
## MMIS TWO YEAR COURSE SCHEDULE (revised April 2007)

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*ELECTIVES*

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[www.metrostate.edu/com/mmis](http://www.metrostate.edu/com/mmis)
Rewarding Experiences

“Metropolitan State University has a small college atmosphere, with fewer students per class than the typical large university. The individual attention was beneficial not only for my classes, but also for my career.

The M.M.I.S. program develops skills that can be applied immediately in the real world. As I progressed through the program, I was able to take on more job responsibilities which led to multiple promotions. After graduation, not only was I promoted to a management position in a large corporation, I also became a community faculty member for Metropolitan State University College of Management.

Metropolitan State University offers great value and flexibility for busy professionals seeking career advancement.”

— Brenda Hey, M.M.I.S. graduate, Manager, Mainframe Service Support, UnitedHealth Technologies

Call 612.659.7290 or visit www.metrostate.edu/comp/mmis
Be prepared for the ever-changing future of Information Technology (I.T.) with an M.M.I.S. degree from Metropolitan State University.

**Advantages**

- Earning an M.M.I.S. degree prepares students for many exciting career opportunities in the I.T. field and helps reduce concerns about being outsourced.
- Professionals who complete the M.M.I.S. degree add value to their organization by:
  - Learning a blend of business and technical skills that place them at the leading edge;
  - Building technologically-based solutions through effective communication with all aspects of business;
  - Staying current with compliance issues;
  - Becoming corporate leaders; and
  - Keeping up with the newest web and supply-chain strategies.
- Instructors share not only their academic knowledge, but also practical knowledge gained from years of hands-on experience in the I.T. field.
- Motivated, self-disciplined learners are able to complete the program in as little as 18 months.
- The M.M.I.S. program provides extensive professional networking opportunities with students, faculty and professionals in the field.
- Students can take what they learn today and apply it on the job tomorrow.

**Options**

Choose the exact combination of classroom-based and online courses that works best for you.

**Classroom-based courses**

- Courses on campus feature the same advantages as other Metropolitan State University graduate programs, including small class sizes and convenient locations.
- The classroom-based option is a better fit for the learning style of many students.

**Online courses**

- In addition to our classroom locations, courses needed to complete the M.M.I.S. degree are offered online.
- Advising and many other services are also accessible online.
- The online program is convenient for professionals with challenging work and family situations, and especially those who must travel extensively or are beyond commuting distance from the Twin Cities area.
- Students may participate in the comfort of their home or office.
- Completing the M.M.I.S. degree is possible even with an unexpected relocation.

Metropolitan State University College of Management is committed to the highest standards for both classroom and online instruction.

Unlikely many other online programs, all M.M.I.S. online courses are taught by the same outstanding faculty who teach in the classroom.