The Undergraduate Curriculum Committee recommends approval of the following:

1. Change in Courses

**ENGL 356. Literature and Film.**

Prerequisites
- From: 3 credits of literature at the 200-level; junior or senior classification or approval of instructor.
- To: 3 credits of literature at the 200-level or above; junior or senior classification or approval of instructor.

**FILM 356. Literature and Film.**

Prerequisites
- From: 3 credits of literature at the 200-level; junior or senior classification or approval of instructor.
- To: 3 credits of literature at the 200-level or above; junior or senior classification or approval of instructor.

**HORT 332. Horticulture Landscape Graphics.**

Lecture contact hours and semester credit hours
- From: (1-2). Credit 2.
- To: (2-2). Credit 3.

**ESSM 291. Research.**

Zero credit hours
- From: Credit 1 to 4.
- To: Credit 0 to 4.

**ESSM 484. Internship.**

Zero credit hours
- From: Credit 1 to 4.
- To: Credit 0 to 4.

**ESSM 491. Research.**

Zero credit hours
- From: Credit 1 to 4.
- To: Credit 0 to 4.

**Mays Business School**

Department of Information and Operations Management
Course prefix change from ISYS to ISTM.
CHANGE IN COURSES
Texas A&M University
Departmental Request for a Change in Course
Undergraduate • Graduate • Professional
• Submit original form and attachments •

Form Instructions
1. Course request type:  
   - [ ] Undergraduate  
   - [ ] Graduate  
   - [ ] First Professional (DDS, MD, JD, PharmD, DVM)
2. Request submitted by (Department or Program Name): Department of English
3. Course prefix, number and complete title of course: ENGL 356. Literature and Film

4. Change requested
   a. Prerequisite(s): From: 3 credits of literature at the 200-level, junior or senior classification or approval of instructor
   b. Withdrawal (reason):
   c. Cross-list with: FILM 356

5. Is this an existing core curriculum course?
   - [ ] Yes  
   - [ ] No

6. If grade type is changing for existing course, indicate the new grade type:
   - [ ] Grade
   - [ ] S/U
   - [ ] P/F (CLMD)

7. If this course will be stacked, please indicate the course number of the stacked course:

8. I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).

9. Complete current course title and current catalog course description:

10. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

11. As currently in course inventory:

   Prefix  Course #  Title (excluding punctuation)
   ENGL  356  Literature and Film

<table>
<thead>
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<th>Lect.</th>
<th>Lab</th>
<th>Other</th>
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<th>Admin. Unit</th>
<th>FICE Code</th>
<th>Level</th>
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   Change to:

   Prefix  Course #  Title (excluding punctuation)

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<th>SCH</th>
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<th>Admin. Unit</th>
<th>Acad. Year</th>
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<td>0 0 3 6 3 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Approval recommended by:

   Department Head or Program Chair (Type Name & Sign) 4/15/16
   Chair College Review Committee 5/16/16
   Dean of College 5/18/16

   Submitted to Coordinating Board by:
   Chair, GC or UCC 5/20/16

   Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandwich@tamu.edu

   Curricular Services – 08/14
MEMORANDUM

Date: April 14, 2016

To: Chair
University Curriculum Committee

Through: Steve Oberhelman
College of Liberal Arts
Associate Dean of Undergraduate Programs

From: Maura Ives
Department of English
Interim Head

Subject: Prerequisite Change for ENGL 356

The Undergraduate Studies Committee of the Department of English recommends changing the prerequisite from “3 credits at 200-level” to “3 credits at 200-level or above” while retaining the junior or senior classification or approval of instructor. The prerequisite change will allow more students to register for this course.

I concur.

[Signature]

349 Liberal Arts and Arts and Humanities Building
4227 TAMU
College Station, TX 77843-4227

Tel: 979.845.3452 Fax: 979.862.2292
www.english.tamu.edu
Texas A&M University

Departmental Request for a Change in Course
Undergraduate □ Graduate □ Professional
□ Submit original form and attachments □

Form Instructions:
1. Course request type: □ Undergraduate □ Graduate □ First Professional (DDS, MD, JD, PharmD, D/V)
2. Request submitted by (Department or Program Name): FILM Studies Program
3. Course prefix, number and complete title of course: FILM 356. Literature and Film

4. Change requested
   a. Prerequisite(s): From: 3 credits of literature at the 200-level; junior or senior classification or approval of instructor
     To: 3 credits of literature at 200-level or above; junior or senior classification or approval of instructor
   b. Withdrawal (reason):
   c. Cross-list with: ENGL 356

5. Cross-listed courses require the signature of both department heads.
   a. Change in course title and description. Enter complete current course title and current course description in item 9; enter proposed course title and proposed course description in item 10. Complete item 11a and b for a change in title.
   b. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 11a and b. Attach a course syllabus.
6. Is this an existing core curriculum course? □ Yes □ No
7. If grade type is changing for existing course, indicate the new grade type: □ Grade □ S/U □ P/F (CLMD)
8. If this course will be stacked, please indicate the course number of the stacked course:
   I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://vpr.tamu.edu/resources/export-controls/export-controls-basics-for-distance-education).
9. Complete current course title and current catalog course description:

10. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

11. a. As currently in course inventory:

<table>
<thead>
<tr>
<th>Prefix</th>
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<th>Title (excluding punctuation)</th>
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<td>Literature and Film</td>
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<th>Lab</th>
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<th>SCH</th>
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b. Change to:

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<th>Course #</th>
<th>Title (excluding punctuation)</th>
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</thead>
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<tr>
<th>Lect.</th>
<th>Lab</th>
<th>Other</th>
<th>SCH</th>
<th>CIP and Fund Code</th>
<th>Admin. Unit</th>
<th>Acad. Year</th>
<th>FICE Code</th>
<th>Level</th>
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</thead>
<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

Approval Recommended by:

Department Head or Program Chair (Type Name & Sign) 4/10/16

Chair, College Review Committee 5/16/16

Department Head or Program Chair (Type Name & Sign) 4/15/16

Dean of College 5/18/16

Submitted to Coordinating Board by:

Associate Director, Curricular Services

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra-williams@tamu.edu
Curricular Services – 08/14
MEMORANDUM

Date: April 14, 2016

To: Chair
   University Curriculum Committee

Through: Steve Oberhelman
         College of Liberal Arts
         Associate Dean of Undergraduate Programs

From: Maura Ives
      Department of English
      Interim Head

Subject: Prerequisite Change for ENGL 356

The Undergraduate Studies Committee of the Department of English recommends changing the prerequisite from “3 credits at 200-level” to “3 credits at 200-level or above” while retaining the junior or senior classification or approval of instructor. The prerequisite change will allow more students to register for this course.

I concur.

[Signature]

349 Liberal Arts and Arts and Humanities Building
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Tel. 979.691.3452 Fax 979.691.2292
www.english.tamu.edu
Texas A&M University
Departmental Request for a Change in Course
Undergraduate • Graduate • Professional
- Submit original form and attachments -

Form Instructions
1. Course request type:  ✔ Undergraduate  □ Graduate  □ First Professional (DDS, MD, JD, PharmD, DVM)
2. Request submitted by (Department or Program Name): Department of Horticultural Sciences
3. Course prefix, number and complete title of course: HORT 332 Horticulture Landscape Graphics

4. Change requested
   a. Prerequisite(s): From: ____________________________ To: ____________________________
   b. Withdrawal (reason): ____________________________
   c. Cross-list with: ____________________________

   Cross-listed courses require the signature of both department heads.

   d. Change in course title and description. Enter complete current course title and current course description in item 10. Complete item 11a and b for a change in title.

   e. Change in course number, contact hours (lab & lecture), and semester credit hours. Complete item 11a and b. Attach a course syllabus.

5. Is this an existing core curriculum course?  □ Yes  □ No

6. If grade type is changing for existing course, indicate the new grade type:  □ Grade  □ S/U  □ P/F (CLMD)

7. If this course will be stacked, please indicate the course number of the stacked course: □ I verify that I have reviewed the FAQ for Export Control Basics for Distance Education (http://ypr.tamu.edu/resources/export-controle/export-controls-basics-for-distance-education).

8. Complete current course title and current catalog course description:
   Graphic representation of landscape design; demonstrations of technique, examination of drawing examples and production; basic hand graphics techniques for visual-thinking and presentation-quality landscape drawings.

9. Complete proposed course title and proposed catalog course description (not to exceed 50 words):

   a. As currently in course inventory:

      | Prefix | Course # | Title (excluding punctuation) |
      |--------|----------|-------------------------------|
      | HORT   | 332      | Horticulture Landscape Graphics |

      | Lect. | Lab | Other | SCH | CIP and Fund Code | Admin. Unit | FICE Code |
      |-------|-----|-------|-----|------------------|-------------|-----------|
      | 1.00  | 2.00|       | 2.00| 0106050005       | 1520        | 0 3 6 3 2 3 |

   b. Change to:

      | Prefix | Course # | Title (excluding punctuation) |
      |--------|----------|-------------------------------|
      | HORT   | 332      | Horticulture Landscape Graphics |

      | Lect. | Lab | Other | SCH | CIP and Fund Code | Admin. Unit | Acad. Year | FICE Code |
      |-------|-----|-------|-----|------------------|-------------|-----------|-----------|
      | 2.00  | 2.00| 3.00  | 2.00| 0106050005       | 1520        | 17 - 18   | 0 3 6 3 2 |

   Approval recommended by: ____________________________
   Department Head or Program Chair (Type Name & Sign) ______ Date ______
   Dean of College ____________________________
   ____________ Date ____________
   Chair, GC or UCC ____________________________
   ____________ Date ____________

   Submitted to Coordinating Board by: ____________________________
   Associate Director, Curricular Services ____________________________
   ____________ Date ____________

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra.williams@tamu.edu.
Dear Curriculum Committee,

Please consider this formal request to change the credit hours for my course, HORT 332 Horticulture Landscape Graphics, from a 2 credit hour course to a 3 credit hour course.

HORT 332, Horticulture Landscape Graphics, is a highly technical course that meets once per week in a studio setting. Given the nature of the subject (hand drafting), extensive practice is the best way to improve technique. For this reason I am requesting additional time to be added to the weekly class meeting (please see proposed syllabus) for extra recitation and more exposure to practice.

Best,

Dr. Whitney Griffin
HORT 332 Horticulture Landscape Graphics
Fall 2017
M 1:30-5:00PM (Sec 501) or W 1:30-5:00PM (Sec 503) HFSB 117

Course Description and Prerequisites
Graphic representation of landscape design; demonstrations of technique, examination of drawing examples and drawing production; basic hand graphics techniques for visual-thinking and presentation-quality landscape drawings. Prerequisite: Junior or Senior classification

Learning Outcomes
Students will be able to identify the common materials used in the graphical representation of landscapes and landscape design. They will be able to perform proper lettering, sketching, and hand drafting utilizing appropriate materials and line weights. Students will demonstrate mastery of plan, section/elevation, and perspective pen and pencil drafting and rendering.

Instructor Information
Name Dr. Whitney Griffin
Telephone number 979.862.5991
Email address whitneygriffin@tamu.edu
Office hours MTWR 10AM-noon or by appointment
Office location HFSB 406

Textbook and/or Resource Material
Landscape Graphics (2nd Edition), Grant W. Reid. 2002. You will need this book on the first day of class!

Grading Policies
Weekly assignments worth 20 points each (12 total): 240 points possible
In-class participation worth 5 points each week (14 total) 70 points possible
Midterm 45 points possible
Final exam 45 points possible
Total: 400 points possible

This course will use a 10 point grading scale, as follows:

A = 90-100% (360-400 points)
B = 80-89% (320-359 points)
C = 70-79% (280-319 points)
D = 60-69% (240-279 points)
F = 0-59% (< 240 points)

Assignments are due at the beginning of each class period; assignments turned in after the start of class and up to 24 hours after the start of class will be deducted 20%, and another 20% will be deducted for each additional day they are late except in the case of university-approved absences.

There will be no opportunities for “bonus points” or “extra credit”, except in cases where such opportunities may appear on a midterm or final exam. In these instances, all students are given equal
opportunity for extra credit, so please do not ask me if you can do an extra project, write a paper, or any other self-assigned activity to supplement your grade.

**Attendance and Make-up Policies**

Please do not miss class. The nature of this course is such that “practice makes perfect”, and class provides the best opportunity for practice and instructor feedback. Make-up assignments and exams will only be provided for official University excused absences; list of excused absences available at [http://student-rules.tamu.edu/rule07](http://student-rules.tamu.edu/rule07). Please notify me within 48 hours of a university-excused absence to schedule the make-up work. Medical absences must be accompanied by a written excuse from a licensed medical professional.

Make-up assignments and exams will be different than the originally assigned work but will cover the same material. The format of make-ups may or may not change from the originally assigned work. For example, if the midterm is multiple choice a make-up midterm may feature essay style questions, but will cover the same testable material. Students completing make-up assignments and exams will have the same amount of time to complete the make-up assignment as their peers had for the original work; the late assignment policy (i.e., 20% reduction in grade per day late) will be enforced as usual. Participation points will not be docked if absences are for a university-excused reason.

Students missing studio for any other reason are responsible for obtaining assignments and exercises from classmates, will not be awarded any participation points for that day, and the due date for assignments will not change.

**Course Topics**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro/syllabus/lettering exercise</td>
</tr>
<tr>
<td>2</td>
<td>Lettering and lettering guides</td>
</tr>
<tr>
<td>3</td>
<td>Plan view plant symbols</td>
</tr>
<tr>
<td>4</td>
<td>Plan view hardscape symbols</td>
</tr>
<tr>
<td>5</td>
<td>Inking on vellum</td>
</tr>
<tr>
<td>6</td>
<td>Color rendering on vellum</td>
</tr>
<tr>
<td>7</td>
<td><strong>Mid-Term</strong></td>
</tr>
<tr>
<td>8</td>
<td>Pen sketching</td>
</tr>
<tr>
<td>9</td>
<td>Accurate species representation</td>
</tr>
<tr>
<td>10</td>
<td>Section/Elevation drawing</td>
</tr>
<tr>
<td>11</td>
<td>Section/Elevation drawing</td>
</tr>
<tr>
<td>12</td>
<td>One-point perspectives</td>
</tr>
<tr>
<td>13</td>
<td>One-point perspectives</td>
</tr>
<tr>
<td>14</td>
<td>Take-home final assigned</td>
</tr>
</tbody>
</table>

**December 16 Final Exam Due**

**Changes in Schedule**

The instructor reserves the right to change the order and content of lectures as necessary. Exercises, assignments, and exam dates (excluding the final) may be changed by the instructor, but at least 5 days’ notice will be given.

**Student Feedback**

I am open and receptive to student feedback, positive or negative. Without informative feedback, I cannot improve the course or better hone my skills as a teacher. Please feel free to see me for verbal feedback, slide a note under my office door, mail me an anonymous letter, or email me. Skywriting is also welcome but could prove economically prohibitive.
Academic Integrity

Students are expected to attend all studios, complete all assignments independently and on time, and be active participants in class. Violations will be handled in accordance with the Texas A&M University Regulations governing academic integrity, which are outlined the Aggie Honor System web page (http://aggiehonor.tamu.edu) Please refer to the TAMU website on plagiarism and scholastic dishonesty for resources and a detailed explanation of what constitutes plagiarism.

"An Aggie does not lie, cheat, or steal, or tolerate those who do."

Cell Phone Policy

The nature of this course is such that student engagement and participation is paramount to success. I will not be utilizing app or mobile technology, therefore cell phones will be an unnecessary distraction. Cell phones should be set to do not disturb settings; i.e., no ring and no vibrations. If a cell phone rings during class I will answer the call, or you can opt to lose all of the day’s participation points instead. If you need to make a call during class, please excuse yourself quietly and return as quickly as possible.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit http://disability.tamu.edu.

Materials List

The required materials list is available online at www.dickblick.com: navigate to their "registries and lists" and select Blick U — this will allow you to navigate to Texas A&M University.

The required items are required for a reason — you will need each of these items to complete the course. Not listed under required items is a sketchbook, but you will need a sketchbook — any sketch book that is unlined and ungridded with 8.5" X 11" drawing paper will work. I opted not to put one on the list so that you can choose a sketchbook of your choice. If you have one that fits the description already, no need to purchase a new one, but you will need to keep all of the pages for this course together so keep that in mind.

You do not have to purchase through dickblick. I nor TAMU receive any kickbacks, discounts, or incentives to have you purchase through them; I simply prefer their course list tool. If you’d like to shop around locally, I suggest Hobby Lobby or Michael’s. Amazon can also have good finds. You may have an art supply store near your home town. I don’t care where you purchase the items, but you need everything on the required list in some form or another and you will need pencils and tracing paper on the first day of class.

The recommended items are a guide — we will not be color rendering until week 6 so you have time to shop around. You will need rendering tools eventually, but you don’t need to make the investment now. I highly recommend purchasing individual pencils, pastels, and markers versus the sets. Vellum, when necessary for assignments, will be provided by me. After you’ve read this entire syllabus, send me an email with “HORT 332 Syllabus” in the subject line and tell me your favorite place on Texas A&M’s campus.
May 6, 2016

TO: Sandra Williams
    Associate Registrar

THROUGH: Dr. Kim Dooley
         Associate Dean
         COALS

FROM: Heather Hallburton Janke
     Senior Academic Advisor II
     Ecosystem Science & Management

SUBJECT: Request to Include Zero Credit Hour in Existing Courses

Requesting to add zero credit hour option effective 2016-31. No other changes are being made to the courses.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Course Number</th>
<th>Existing Credit Hrs</th>
<th>Proposed Credit Hrs</th>
<th>Purpose</th>
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<tr>
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<td>ESSM/REN R286</td>
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<td>ESSM/REN R</td>
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<td>Zero credit option will be used to track student participation</td>
</tr>
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If you require any further information, please let me know.

122D Kleberg Building
2128 TAMU
College Station, Texas 77843-2126

Tel. 979.842.8693
Fax. 979.845.6430
http://essm.tamu.edu

C29
MEMORANDUM

TO: Undergraduate Curriculum Committee
FROM: Dr. Richard Metters, Department Head
       Department of Information and Operations Management
THROUGH: Dr. Martha Loudder, Associate Dean – Undergraduate Programs
         Mays Business School
THROUGH: Dr. Bala Shetty, Interim Associate Dean for Graduate Programs
         Mays Business School
DATE: April 27, 2016
SUBJECT: Proposal for Change in Course Prefix Designation

The Department of Information and Operations Management in Mays Business School would like to create a new course prefix for all Management Information System courses at both the graduate and undergraduate levels.

The current course prefix for Management Information System classes is ISYS. Due to the similarity of this prefix to the acronym of a current militant group, the stigma surrounding the prefix has caused us to reevaluate its use. To avoid the potentially offensive nature of this similarity, we would like to change the course prefix of all Management Information System courses from ISYS to ISTM.

The following table includes the current course listings and the proposed changes. The changes will affect the course prefix only. There will be no changes to the course numbers, titles, or descriptions.
<table>
<thead>
<tr>
<th>Current Course Listing</th>
<th>Proposed Course Listing (2017-2018)</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ISYS 209</td>
<td>ISTM 209</td>
<td>Business Information Systems Concepts</td>
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<td>ISYS 210</td>
<td>ISTM 210</td>
<td>Fundamentals of Information Systems</td>
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<td>ISYS 250</td>
<td>ISTM 250</td>
<td>Business Programming Logic and Design</td>
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<td>ISYS 281</td>
<td>ISTM 281</td>
<td>Professional Development Information Systems Seminar</td>
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<td>ISYS 310</td>
<td>ISTM 310</td>
<td>Network Communications and Infrastructure</td>
</tr>
<tr>
<td>ISYS 315</td>
<td>ISTM 315</td>
<td>Database Programming</td>
</tr>
<tr>
<td>ISYS 320</td>
<td>ISTM 320</td>
<td>Business Systems Analysis and Design</td>
</tr>
<tr>
<td>ISYS 325</td>
<td>ISTM 325</td>
<td>Business Object Oriented Programming with Java</td>
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<td>ISYS 370</td>
<td>ISTM 370</td>
<td>Introduction to the Energy Industry</td>
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<td>ISYS 410</td>
<td>ISTM 410</td>
<td>Management of Information Systems</td>
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<td>Information Systems Capstone Project</td>
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<td>ISYS 420</td>
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<td>ISYS 425</td>
<td>ISTM 425</td>
<td>Complex Business Application Design</td>
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<td>ISTM 484</td>
<td>Management Information Systems Internship</td>
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<td>ISYS 601</td>
<td>ISTM 601</td>
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