



# Master of Science

Information Technology and Administrative Management

## General Course Syllabus

ADMG 501

ITAM Boot Camp

2 Credits

### Course Description

Designed to prepare graduate students to the Information Technology and Administrative Management graduate program. The class covers resources, programs, research and case study formats, faculty bios, and study strategies for online, hybrid, and traditional formats.

**Prerequisites: None**



### Learner Outcomes

Demonstrate an understanding of the university and department resources and program of study requirements

Demonstrate an understanding of the expectations and goals of the ITAM graduate classes

Demonstrate an understanding of important study strategies to complete online, hybrid, or face-to-face courses.

Demonstrate an understanding of the significance of information technology and administrative management on today's contemporary organizations

### Assessments

Quizzes and team projects used to assess the knowledge of the university and department resources and program of study requirements.

Quizzes and team projects used to assess the understanding of the expectations and goals of the graduate classes.

Quizzes, team projects, discussion questions used to assess the understanding of important study strategies.

Quizzes and a paper used to assess the understanding of the significance of information technology and administrative management on today's contemporary organizations.

*Specific course faculty and materials vary by quarter. Current information can be found on MyCWU and Canvas LMS.*

*ITAM classes are often offered in online, hybrid, or traditional formats. Visit [my.cwu.edu](http://my.cwu.edu) for complete details.*

## University Policy on Academic Integrity

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction.

[WAC 106-125-020](#) defines the term “academic dishonesty” in all its forms including cheating, plagiarism, and fabrication. This can include:

- cheating on tests;
- copying from another student’s test paper;
- using materials during a test not authorized by the person giving the test;
- collaboration with any other person during a test without authority;
- knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test;
- bribing any other person to obtain an un-administered test or information about an un-administered test; substitution for another student or permitting any other person to substitute for oneself to take a test;
- plagiarism, which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit;
- collusion, which shall mean the unauthorized collaboration with any other person in preparing work offered for credit

## University Policy on Special Needs

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call 509.963.2214 or email [ds@cwu.edu](mailto:ds@cwu.edu) for more information. [www.cwu.edu/disability-support](http://www.cwu.edu/disability-support)

## CWU Writing Center

Central Washington University is a community of scholars and writers who are supported by the University Writing Center. Peer consultants guide students of all disciplines and all levels toward communication that will be effective in a global and diverse environment. <http://www.cwu.edu/learning-commons/university-writing-center>

## Diversity at CWU

CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.