



CENTRAL WASHINGTON UNIVERSITY

INFORMATION TECHNOLOGY and ADMINISTRATIVE MANAGEMENT

General Departmental Information

The Information Technology and Administrative Management program leads to a Bachelor of Science degree with specializations in Information Technology, Administrative Management, or Retail Management and Technology. The Fashion Merchandising program leads to a Bachelor of Science degree. The Department provides majors designed to prepare high school business education teachers and marketing education teachers.

Admission Policy for Information Technology and Administrative Management

1. Students must have a cumulative GPA of at least 2.30 for full admission to a major.
2. Students complete the Application for Major form and submit it to the department secretary for processing.
3. Students will be evaluated for their major requirements under the Official Electronic Catalog (OEC) at the time they declare. Requirements for the Basic and Breadth courses are evaluated using the OEC at the time of acceptance to CWU. Students enrolled in any department major must consult with a faculty advisor each quarter. Students desiring vocational (teaching) certification should see their major advisor about additional requirements.

Administrative Management Specialization

Specialization stresses office management, records management, microcomputer applications (spreadsheet, database, and word processing), and office information systems. Special emphasis is placed on the development of management and supervisory skills needed to successfully manage in an office environment.

Internship Opportunities/Business Internships

You will obtain one quarter of full-time work experience in business or government as a part of the ADMG program. Supervised work experience makes you even more attractive to future employers, and many internships lead to full-time positions.

Facilities and Equipment

The Department has six up-to-date, networked microcomputer labs, both Windows and Macintosh, which use current business software packages. The program is housed in Shaw-Smyser Hall, a newly remodeled, state-of-the-art facility. Microcomputer labs, including one multimedia lab, support the delivery of curriculum. Labs are connected to the building's local area network, and

have access to the campus network and to national/international telecommunications.

Clubs and Organizations

An active student chapter of Phi Beta Lambda is sponsored by CWU. Professional development activities as well as social events are conducted throughout the year.

Degree Requirement

In addition to the general university requirements and the ADMG major, you would complete elective course work. A minimum of 180 quarter credits is required for graduation.

Scholarship Opportunities

Administrative Management majors have the option of applying for a \$300 scholarship available to juniors and seniors. Applications are available through the department office.

For Further Information, Contact:

Dr. V. Wayne Klemin, Chair
Department of Administrative Management and
Business Education
Central Washington University
400 E. 8th Avenue
Ellensburg, WA 98926-7488
Phone: (509) 963-2611
e-mail : kleminw@cwu.edu

CWU official online catalog:

<http://www.cwu.edu/catalogs.html>

Admissions and Transfer Requirements:

<http://www.cwu.edu/~cwuadmis/>

CWU Office of Admissions

(866) CWU-4YOU (298-4968)