

Bachelor of Applied Science

# Information Technology and Administrative Management (ITAM)

**CWU-Lynnwood**

*A University in Your Community*

## PROGRAM OVERVIEW

CWU offers the Bachelor of Applied Science in Information Technology and Administrative Management with a choice of two specializations: IT or Administrative Management. This dynamic program is designed for individuals who want to pursue careers that apply a blend of administrative management, leadership, and information technology skills in contemporary organization environments.



Students have the opportunity to choose one of two focused areas: an IT specialization or Administrative Management specialization. Students complete upper-division course work that prepares them for a leadership and supervisory position in the IT industry. Graduates secure careers as entry- and mid-level information technology and administrative managers. Offered at CWU-Des Moines, CWU-Lynnwood, and CWU at Everett campuses, the program offers evening, weekend, and web-based classes for added flexibility to help students stand out in the marketplace and to gain a baccalaureate degree in a timely fashion.

## ADMISSION REQUIREMENTS

Applicants for the BAS-ITAM must meet the following admission requirements before admittance to the program:

- Completion of the CWU “Basic Skills Requirements” (English 101, English 102, Math, and Logic/Reasoning) or university equivalents or community/technical college equivalents. A minimum overall GPA of 2.3 in the information technology related degree is required. Foreign Language is NOT required.
- Identification of a clearly articulated academic and/or career goal in pursuing the program and approved by the program coordinator.
- Information Technology specialization requires completion of a two-year IT technical degree program with a minimum GPA of 2.3 and a minimum of 40 approved IT related credits.
- Administrative Management specialization requires completion of a two-year technical degree program (in any content area) with a minimum GPA of 2.3.

## PROGRAM REQUIREMENTS

### Core Requirements

ADMG 201	Introduction to Business*	3
ADMG 271	Business Math*	4
ADMG 302	Financial Analysis for Administrative and IT Support **	5
ADMG 310	Professional Development	3
ADMG 371	Administrative Management	4
ADMG 372	Leadership and Supervision	3
ADMG 374	Project Management	5
ADMG 385	Business Communication and Report Writing	5
RMT 366	Customer Relationship Management	4
Total Core Credits		36

\*May be transferred from community/technical college.

\*\*ACCT 251 and ACCT 252 may be substituted for ADMG 302.

### SPECIALIZATION REQUIREMENTS

#### Select one specialization:

#### IT Specialization

IT 301	IT Security, Privacy, and Ethics	3
ADMG 376	Project Management for IT	3
IT 461	Systems Analysis	4
IT 462	Systems Design	4
IT 486	Critical Issues in IT	4
IT 490	Internship***	7-10

Total IT Specialization	25-28
ITAM Core	36

TOTAL..... 61-64

#### ADMG Specialization

IT 260	Integrated IT Applications	5
IT 359	Advanced Spreadsheet Applications	3
ADMG 424	Administrative Mgmt Policy	4
ADMG 471	Contemporary Issues in Admin. Mgmt.	4
ADMG 485	Managerial Communication	3
ADMG 490	Internship***	7-10

Total ADMG Specialization	26-29
ITAM Core	36

TOTAL..... 62-65

\*\*\*Elective courses may be substituted for those who have more than 2,000 hours work experience in the IT or administrative management fields, depending on the specialization admitted.

### BAS-ITAM GRADUATION REQUIREMENTS

Students in the BAS-ITAM program must meet the following requirements for graduation:

- Complete minimum of 180 total credits
- Completion of 4 Basic Skills requirements
- Completion of CWU "Breadth Requirements"
- Completion of Program Core Requirements and specialization requirements with a minimum cumulative GPA of 2.3 in the BAS-ITAM coursework and a minimum grade of "C-" or better in each course.

### CONTACT

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