

# Minor and Certificate Programs Information Technology and Administrative Management (ITAM)

The Information Technology and Administrative Management minor and certificate programs provide recognition for students who complete the specified minor or certificate courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position. A student fulfilling the requirements for an ITAM program degree specialization cannot earn a minor within the ITAM Department. A student may earn a departmental certificate in an area other than his/her area of specialization. A student fulfilling the requirements for a degree program outside the ITAM Department can earn a minor in the ITAM Department. A cumulative grade point average of 2.3 in the minor or certificate courses must be achieved with a minimum grade of "C-" in each course. **Application forms can be obtained in the ITAM department office – Shaw/Smyser, Second Floor.**

### Information Technology Minor or Certificate



Required Courses 23 Credits:			
IT 248 Web Fundamentals	2	IT 351 Computer Networks	4
IT 260 Integrated IT Applications	5	IT 374 Project Management	5
IT 301 IT Security, Privacy and Ethics	3	IT 468 Projects in Database	4

### Administrative Management Minor or Certificate



Required Courses 24 Credits:			
ADMG 201 Introduction to Business	3	ADMG 374 Project Management	5
ADMG 371 Administrative Management	4	ADMG 385 Business Comm. & Rpt. Writing	5
ADMG 372 Leadership and Supervision	3	ADMG 424 Administrative Mgt. Policy	4

### Personal Computer Applications Minor or Certificate



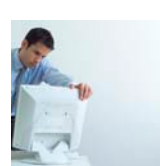
Required Courses 20 Credits:			
IT 204 Word Processing Applications	3	IT 268 Database Applications	3
IT 248 Web Fundamentals	2	IT 288 Business Presentation Applications	2
IT 258 Spreadsheet Applications	3	IT 359 Advanced Spreadsheet Applications	3
		IT 422 Web Site Construction	4

### Retail Management and Technology Minor or Certificate



Required Courses 23 Credits:			
ADMG 201 Introduction to Business	3	RMT 335 Retail Information Technology	4
RMT 330 Principles of Retailing	4	RMT 350 Retailing and E-Commerce	4
RMT 340 Principles of Selling	4	RMT 467 Retail Management	4

### Web Design and Management Minor or Certificate (Total 35 Credits)



Required Courses 17 Credits:		Elective Courses – Select 18 credits:	
IT 248 Web Fundamentals	2	ADMG 201 Introduction to Business	3
IT 301 IT Security, Privacy, & Ethics	3	ADMG 385 Business Comm & Rpt Writing	5
IT 422 Web Site Construction	4	IT 288 Business Presentation	2
IT 426 Application of Web Languages	4	IT 258 Spreadsheet Applications	3
IT 428 Web Applications	4	IT 268 Database Applications	3
		IT 359 Advanced Spreadsheet Apps	3
		IT 374 Project Management	5
		IT 468 Projects in Database	4
		IT 470 Database and the Web	4
		RMT 340 Principles of Selling	4

