Administrative Information Support, A.A.S.

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Requirements

Every industry relies heavily on competent, qualified, and professional office staff. The two-year AAS in Administrative Information Support program provides training for students seeking to develop their skills and knowledge of office administration and office systems. The program core focuses on word processing, presentations, graphics, spreadsheet, and database applications, as well as written and oral business communication skills, office procedures, and basic accounting skills.

Total Program Credits: 63

General Education Requirements:			18 Credits
English:			
	ENGL 1010	Introduction to Academic Writing CC	3
or	ENGH 1005	Literacies and Composition Across Contexts CC (5)	
Mathematics:			
Complete one of the following:			4
	MAT 1010	Intermediate Algebra (4)	
	MATH 1050	College Algebra QL (4)	
	MATH 1055	College Algebra with Preliminaries QL (5)	
Humanities/Fine Arts/ Foreign Language			
		Any approved Humanities/ Fine Arts/Foreign Language Distribution	3
Social and Behavioral Science (*ECON 2010 or ECON 2020 recommended for students who plan to pursue BS Information Management*)			
		Any approved Social and Behavioral Science Distribution	3
Biology or Physical Science			
		Any approved Biology or Physical Science Distribution	3
Physical Education/Health/Safety or Environment			
	HLTH 1100	Personal Health and Wellness TE	2
or	EXSC 1097	Fitness for Life TE (2)	
Discipline Core Requirements:			36 Credits
	IM 1010	Basic Computer Applications	3
	IM 2100	Document Processing Applications	3
	IM 2300	Information Management Principles	3
	IM 2500	Graphic Applications	3
	IM 2010	Business Computer Proficiency	3
or	IM 2600	Spreadsheet Applications (3)	
	INFO 1200	Computer Programming I for IS IT	3
	INFO 2420	Web Application Design	3
	ACC 2010	Financial Accounting	3
	ACC 2020	Managerial Accounting	3
	FIN 1060	Personal Finance SS	3
	MKTG 220G	Written Business Communication GI WE	3
	COMM 2110	Interpersonal Communication SS	3
Elective Requirements:			9 Credits
Complete 9 credits from the following department pre-approved electives:			9
	IM 2800	Integrated Software Projects (3)	
	IT 1700	Cybersecurity Essentials (3)	
	ACC 1150	Fundamentals of Business Math (3)	
	MGMT 1200	Business English (3)	
	MGMT 2030	Inclusive Leadership SS (3)	

Graduation Requirements:

1. Minimum 63 credits to graduate.
2. Overall grade point average of 2.0 or above with a minimum 2.5 GPA in all discipline core and elective courses with no grade lower than a C-.
3. A minimum keyboarding skill of 40 net words per minute is required for graduation.
4. Residency hours--minimum of 20 credit hours through attendance at UVU.
5. Completion of GE and specified departmental requirements. Students are responsible for completing all prerequisite courses.

Note: Potential 4-year students need to take MATH 1050 College Algebra QL as their MATHEMATICS Distribution.

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Graduation Plan

This graduation plan is a sample plan and is intended to be a guide. Your specific plan may differ based on your Math and English placement and/or transfer credits applied. You are encouraged to meet with an advisor and set up an individualized graduation plan in Wolverine Track.

Semester 1	Course Title	Credit Hours
ENGL 1010 or ENGH 1005	Introduction to Academic Writing CC or Literacies and Composition Across Contexts CC	3
MATH 1010 or 1050 or 1055	Intermediate Algebra QL or College Algebra QL or College Algebra with Preliminaries QL	4
IM 1010	Basic Computer Applications	3
INFO 2420	Web Application Design	3
Humanities or Fine Arts		3
HLTH 1100 or EXSC 1097	Personal Health and Wellness TE or Fitness for Life TE	2
	Semester Total:	18
Semester 2	Course Title	Credit Hours
INFO 1200	Computer Programming I for IS IT	3
IM 2010 or IM 2600	Business Computer Proficiency or Spreadsheet Applications	3
Social/Behavioral Science Dsitribution		3
Biology or Phyiscal Science		3
ACC 2010	Financial Accounting	3
	Semester Total:	15
Semester 3	Course Title	Credit Hours
COMM 2110	Interpersonal Communication SS	3
ACC 2020	Managerial Accounting	3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
MKTG 220G	Written Business Communication GI WE	3
	Semester Total:	15
Semester 4	Course Title	Credit Hours
IM 2100	Document Processing Applications	3
Elective		3
COMM 2110	Interpersonal Communication SS	3

Elective			3
Elective			3
		Semester Total:	15
		Degree Total	63