

Administrative Information Management, A.S.

Requirements

The two-year pre-major AS in Administrative Information Management program provides training for students seeking to complete general education requirements and develop their skills and knowledge in basic computer applications, written business communication, and financial accounting. Graduates of this program obtain temporary employment and pursue a Bachelor's degree for more advanced training in Information Management.

Total Program Credits: 60

General Education Requirements:		36 Credits	
	ENGL 1010	Introduction to Writing	3
	ENGL 2010	Intermediate Writing--Humanities/Social Sciences (3.0)	
or	ENGL 2020	Intermediate Writing--Science and Technology	3
	MATH 1050	College Algebra	4
or	MATH 1055	College Algebra with Preliminaries (5.0)	
Complete one of the following:		3	
	HIST 2700	US History to 1877 (3.0)	
and	HIST 2710	US History since 1877 (3.0)	
	HIST 1700	American Civilization (3.0)	
	HIST 1740	US Economic History (3.0)	
	POLS 1000	American Heritage (3.0)	
	POLS 1100	American National Government (3.0)	
Complete the following:			
	PHIL 2050	Ethics and Values	3
	HLTH 1100	Personal Health and Wellness (2.0)	
or	PES 1097	Fitness for Life	2
Distribution Courses:			
	ECON 2020	Macroeconomics	3
	Biology		3
	Physical Science		3
	Additional Biology or Physical Science		3
	Humanities Distribution		3
	Fine Arts Distribution		3
Discipline Core Requirements:		21 Credits	
	IM 1010	Basic Computer Applications	3
	IM 2300	Information Management Principles	3
	IM 2500	Graphic Applications (3.0)	3
	IM 2600	Spreadsheet Applications	3
	IM 2800	Integrated Software Projects	3
	ACC 2010	Financial Accounting	3
	MKTG 2200	Written Business Communication	3
Elective Requirements:		3 Credits	
	Complete 3 credits from department pre-approved electives; see advisor for more information.		3

Graduation Requirements:

1. Completion of a minimum of 60 semester credits.

2. Overall grade point average of 2.0 or above with a minimum 2.5 GPA in all discipline and elective courses with no grade lower than a C-.
3. Residency hours--minimum of 20 credit hours through attendance at UVU.
4. Completion of GE and specified departmental requirements. Students are responsible for completing all prerequisite courses.

Administrative Information Management, A.S. 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](#).

Milestone courses (pre-requisites for a course in one of the subsequent semesters) are marked in red and italicized.

Semester 1	Course Title	Credit Hours
ENGL 1010	Introduction to Writing	3
Humanities Distribution		3
Fine Arts Distribution		3
HLTH 1100 or PES 1097	Personal Health & Wellness or Fitness for life	2
<i>IM 1010</i>	Basic Computer Applications	3
Semester total:		14
Semester 2	Course Title	Credit Hours
ENGL 2010 or ENGL 2020	Intermediate Writing	3
MATH 1050 or MATH 1055	College Algebra or College Algebra with Preliminaries	4
PHIL 2050	Ethics and Values	3
Biology		3
ACC 2010	Financial Accounting	3
Semester total:		16
Semester 3	Course Title	Credit Hours
ECON 2020	Macroeconomics (fulfills Social/Behavioral Science)	3
Physical Science Distribution		3
IM 2300 Fall	Information Management Principles	3
IM 2500 Fall	Graphic Applications	3
MKTG 2200	Written Business Communication	3
Semester total:		15
Note: IM 2300 and IM 2500 are offered Fall semesters only.		
Semester 4	Course Title	Credit Hours
HIST or POLS	American Institutions	3
Additional Biology or Physical Science		3
IM 2600	Spreadsheet Applications	3
<i>IM 2800</i>	Integrated Software Projects	3
Elective		3
Semester total:		15
Note: IM 2800 is offered Spring semesters only.		
Degree total:		60