

## Administrative Information Management, A.S.

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### 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
	<a href="#">ENGL 1010</a> Introduction to Academic Writing	3
or	<a href="#">ENGL 1005</a> Literacies and Composition Across Context (5)	
	<a href="#">ENGL 2010</a> Intermediate Writing Academic Writing and Research	3
	<a href="#">MATH 1050</a> College Algebra	4
or	<a href="#">MATH 1055</a> College Algebra with Preliminaries (5)	
Complete one of the following:		3
	<a href="#">HIST 2700</a> US History to 1877 (3)	
and	<a href="#">HIST 2710</a> US History since 1877 (3)	
	<a href="#">HIST 1700</a> American Civilization (3)	
	<a href="#">HIST 1740</a> US Economic History (3)	
	<a href="#">POLS 1000</a> American Heritage (3)	
	<a href="#">POLS 1100</a> American National Government (3)	
Complete the following:		
	<a href="#">PHIL 2050</a> Ethics and Values	3
	<a href="#">HLTH 1100</a> Personal Health and Wellness (2)	
or	<a href="#">EXSC 1097</a> Fitness for Life	2
Distribution Courses:		
	<a href="#">ECON 2020</a> Principles of Economics II (fulfills Social/Behavioral Science)	3
	Biology	3
	Physical Science	3
	Additional Biology or Physical Science	3
	Humanities Distribution	3
	Fine Arts Distribution	3
Discipline Core Requirements:		21 Credits
	<a href="#">IM 1010</a> Basic Computer Applications	3
	<a href="#">IM 2300</a> Information Management Principles	3
	<a href="#">IM 2500</a> Graphic Applications	3
	<a href="#">IM 2600</a> Spreadsheet Applications	3
	<a href="#">INFO 2420</a> Web Application Design	3
	<a href="#">ACC 2010</a> Financial Accounting	3
	<a href="#">MKTG 220G</a> Written Business Communication WE	3

Elective Requirements:		3 Credits
Complete 3 credits from department pre-approved electives; see advisor for more information.		3
<a href="#">ACC 1150</a>	Fundamentals of Business Math (3)	
<a href="#">IM 2100</a>	Document Processing Applications (3)	
<a href="#">INFO 1120</a>	Information Systems and Technology Fundamentals (3)	
<a href="#">INFO 1200</a>	Computer Programming I for IS IT (3)	
<a href="#">MGMT 2110</a>	Interpersonal Communication (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.

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## 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
<i>ENGL 1010 or ENGH 1005</i>	Introduction to Academic Writing or Literacies and Composition Across Context	3
Humanities Distribution		3
Fine Arts Distribution		3
HLTH 1100 or EXSC 1097	Personal Health and 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	Intermediate Writing	3
<i>MATH 1050 or MATH 1055</i>	College Algebra or College Algebra with Preliminaries	4
PHIL 2050	Ethics and Values	3
Biology Distribution		3
ACC 2010	Financial Accounting	3
	Semester Total:	16
Semester 3	Course Title	Credit Hours
ECON 2020	Principles of Economics II	3
Physical Science Distribution		3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
MKTG 220G	Written Business Communication WE	3
	Semester Total:	15
Semester 4	Course Title	Credit Hours
American Institutions		3
Third Science Distribution		3
IM 2600	Spreadsheet Applications	3
INFO 2420	Web Application Design	3
Elective		3
	Semester Total:	15
	Degree total:	60