

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	3
or	ENGL 1005	Literacies and Composition Across Contexts (5)	
MATHEMATICS			
Complete one of the following			4
	MAT 1010	Intermediate Algebra (4)	
	MATH 1050	College Algebra (4)	
	MATH 1055	College Algebra with Preliminaries (5)	
HUMANITIES/FINE ARTS/FOREIGN LANGUAGE			
	Any approved Humanities/ Fine Arts/Foreign Language Distribution		3
SOCIAL AND BEHAVIORAL SCIENCE			
	Any approved Social and Behavioral Science Distribution (ECON 2010 or ECON 2020 recommended for students who plan to pursue BS Information Management)		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	2
or	EXSC 1097	Fitness for Life (2)	
Discipline Core Requirements:			36 Credits
	IM 1010	Basic Computer Applications	3

	IM 2010	Business Computer Proficiency	3
or	IM 2600	Spreadsheet Applications (3)	
	IM 2100	Document Processing Applications	3
	IM 2300	Information Management Principles	3
	IM 2500	Graphic 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	3
	COMM 2110	Interpersonal Communication	3
	MKTG 220G	Written Business Communication WE	3
Elective Requirements:			9 Credits
Complete 9 credits from the following department pre-approved electives:			9
	ACC 1150	Fundamentals of Business Math (3)	
	IM 2800	Integrated Software Projects (3)	
	IT 1700	Cybersecurity Essentials (3)	
	MGMT 1200	Business English (3)	
	MGMT 2030	Written Business (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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Administrative Information Support, A.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 Contexts	3
MATH 1010 or MATH 1050 or MATH 1055	Intermediate Algebra, College Algebra, or College Algebra with Preliminaries	4
<i>IM 1010</i>	Basic Computer Applications	3
INFO 2420	Web Application Design	3
Humanities or Fine Arts		3
HLTH 1100 or EXSC 1097	Personal Health and Wellness or Fitness for Life	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 Distribution		3
Biology or Physical Science		3
ACC 2010	Financial Accounting	3
	Semester Total:	15
Semester 3	Course Title	Credit Hours
COMM 2110	Interpersonal Communication	3
ACC 2020	Managerial Accounting	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

IM 2100	Document Processing Applications	3
Elective		3
COMM 2110	Interpersonal Communication	3
Elective		3
Elective		3
	Semester Total:	15
	Degree Total	63