Administrative Support, Certificate of Completion

Requirements

The one-year certificate in Administrative Support program provides training in basic computer literacy and applications, such as word processing, presentations, graphics, and spreadsheet applications. In addition, students build skills in interpersonal and written business communication.

Total Program Credits: 30

Discipline Core Requirements:			30 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 2600	Spreadsheet Applications	3
	IM 2800	Integrated Software Projects	3
	ACC 1150	Fundamentals of Business Math (3.0)	
or	ACC 2010	Financial Accounting	3
	MGMT 2110	Interpersonal Communication	3
	MKTG 2200	Written Business Communication	3
	FIN 1060	Personal Finance	3

Graduation Requirements:

1. Completion of a minimum of 30 credits.
2. Overall GPA of 2.0 or higher with a minimum grade of "C-."
3. Residency hours -- minimum of 10 credit hours through course attendance at UVU.
4. A minimum keyboarding skill of 40 net words per minute is required for graduation.
5. Students are responsible for completing all prerequisite courses.

Note: Potential Administrative Information Support and BS in Information Management students need to take ACC 2010.

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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.

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
IM 1010	Basic Computer Applications	3
IM 2100	Document Processing Applications	3
IM 2300	Information Management Principles	3
IM 2500	Graphic Applications	3
FIN 1060	Personal Finance	3
	Semester total:	15
Note: IM 2100, IM 2300, and IM 2500 are offered Fall semesters only.		
Semester 2	**Course Title**	**Credit Hours**
IM 2600	Spreadsheet Applications	3
IM 2800*	Integrated Software Projects	3
ACC 1150 or ACC 2010**	Fundamentals of Business Math or Financial Accounting	3
MGMT 2110	Interpersonal Communication	3
MKTG 2200	Written Business Communication	3
	Semester total:	15
	Degree total:	30
*Note: IM 2800 is offered Spring semesters only.		
**Note: Potential 4-year students need to take ACC 2010.		